

Agenda of Regular Meeting

The Board of Trustees Van Buren ISD

A Regular meeting of the Board of Trustees of Van Buren ISD will be held March 6, 2024, beginning at 4:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

The public is invited to attend the Van Buren Intermediate School District Board of Education meetings. If you require accommodations to access these meetings or would like to provide input or ask questions on any business that will come before the Van Buren Intermediate School District Board of Education at the meeting, please contact Dave Manson, Superintendent at dmanson@vbisd.org.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

I. REGULAR MEETING

A. Approval of Draft Agenda (**ROLL CALL VOTE**)

B. Consent Agenda - (**ROLL CALL VOTE**)

1. Minutes

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The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **February 7, 2024**, in the Board of Education office and called to order at **4:00 PM**. The following board members were present: Faul, Makay, Weiss, Kent. Absent: Middaugh.

Kent moved to approve the February 7, 2024; draft agenda as presented. Supported by Faul. Roll call vote. Makay – yes, Faul – yes, Kent – yes, and Weiss – yes. Motion carried.

Makay moved to approve the Consent Agenda (*January 3, 2024, Minutes; Voucher Budget Summary, Imprest and Payroll Summaries*). Supported by Faul. Roll call vote: Faul – yes, Kent – yes, Weiss – yes, and Makay – yes. Motion carried.

Makay moved to approve Board/Superintendent Travel for January. Supported by Faul. Roll call vote. Kent – yes, Weiss – yes, Makay – yes, and Faul – yes. Motion carried.

Board members attended various events in January. The Board received department updates from Career & Technical Education, Instructional Services, Multilingual Migrant Services, and Human Resources, along with an update from Superintendent Manson. Early Childhood made a presentation to the Board.

Faul moved to approve the following resolution:

RESOLVED, that the Van Buren Intermediate School District accept the bid and award the contract to Kalamazoo Mechanical with a total budget of 197,600.00, which would include the base bid construction costs, add alternate #1, and the recommended contingency.

Supported by Kent. Roll call vote. Weiss – yes, Makay – yes, Faul – yes, and Kent – yes. Motion carried.

Makay moved to approve the following resolution:

RESOLVED, the Van Buren Intermediate School District Board of Education approves casting a vote for Pamela Dickinson as the Region 6 MASB Board of Directors 2024 Representative.

Supported by Kent. Roll call vote. Makay – yes, Kent – yes, Weiss – yes, and Faul – yes.

Kent moved to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the following system of bonuses for the remainder of the 2023-24 school year.

- New VBISD support staff employees will receive a \$500 signing bonus if they sign on with VBISD from January 1, 2024, through April 30, 2024, and remain employed by VBISD through September 30, 2024.
- Beginning January 1, 2024, all VBISD staff are eligible to receive a \$250 referral bonus if they refer any individual who is hired by VBISD between January 1, 2024 & April 30, 2024, and remains employed by VBISD through September 30, 2024.

**Note: Referral bonuses will only be paid to individuals remaining employed by VBISD at the time they are eligible to receive them.*

Supported by Makay. Roll call vote. Kent – yes, Weiss – yes, Faul – yes, and Makay – yes. Motion carried.

Faul moved to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the posting of a Coordinator of the Van Buren Youth Initiative.

Supported by Makay. Roll call vote. Weiss – yes, Faul – yes, Makay – yes, and Kent – yes. Motion carried.

Makay moved to approve the following resolution:

Resolved that the Board of Education approve the employment of Laura Nicol, Speech & Language Path at an annual salary of \$73,171.00 and sign-on bonus of \$1,500.00 effective 2/26/2024. **Salary may be prorated based on start date.*

Supported by Faul. Voice vote. Motion carried.

Motion by Makay, supported by Kent, to adjourn the meeting. Voice vote. Motion carried. Meeting adjourned at 5:23 pm.

Respectfully submitted,



John Faul, Board Secretary
Van Buren Intermediate School District
Board of Education, Lawrence, Michigan

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

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VAN BUREN INTERMEDIATE SCHOOL DISTRICT
FEBRUARY 2024

BUDGET TO EXPENDITURE COMPARISON 23-24

FUND	BUDGET	ACTUAL & ENCUMBERED EXPENSES	UNENCUMBERED BALANCE	YEAR TO DATE VARIANCE
General	17,989,071	11,006,215	6,982,856	236,954
Special Education	41,926,148	19,760,824	22,165,324	6,443,019
Career Tech Education	15,140,366	7,957,298	7,183,068	1,505,430
Food Service	233	181	52	(35)
Capital Projects	947,599	440,365	507,234	151,884

CASH FLOW SUMMARY

	ENDING BALANCE 12/31/2023	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING BALANCE 01/31/2024
General	243,439	2,119,888	1,245,640	1,117,687
Special Education	5,113,070	2,547,162	2,878,627	4,781,604
Career Tech Education	5,243,072	989,881	1,640,421	4,592,532
Student Activity Fund	29,918	-	100	29,818
Food Service	11,505	120	180	11,445
Capital Projects	5,524	50,000	34,489	21,035
Total	10,646,527	5,707,051	5,799,458	10,554,121

VAN BUREN INTERMEDIATE SCHOOL DISTRICT

February 2024

VOUCHERS

Imprest Fund	1,179,426.90
Payroll Fund	4,036,901.20
Purchasing Cards	75,832.28
EduStaff ACH	10,091.78

PAYROLL SUMMARY

General	1,140,344.44
Special Education	2,224,228.99
Vocational Education	672,327.77
Student Activity Fund	-
Food Service Fund	-
Total	4,036,901.20

IMPREST VOUCHER SUMMARY

FUND	CHECKS	TRAVEL REIMBURSEMENT	PURCHASING CARDS	TRANS/SALES TAX/INTEREST/ FEES	TOTAL
General	751,958.02	9,744.15	17,826.20	(6,668.85)	772,859.52
Special Eduation	217,005.19	15,787.89	37,223.54	2,932.25	272,948.87
Vocational Education	210,463.69	1,499.63	20,782.54	4,850.32	237,596.18
Capital Projects	-	-	-	-	-
Food Service	-	-	-	-	-
Student Activity Fund	-	-	-	-	-
Total	1,179,426.90	27,031.67	75,832.28	1,113.72	1,283,404.57



Upcoming Events/Key Dates March/April 2024

3/4	*Whole Child Summit
3/11	Grow Your Own Round 2 Orientation @ Conference Center 4:30 - 6:30p
3/12-3/14	VB Tech 8th Grade visits (see schedule)
3/19	VB Tech Job Fair
3/29-4/5	Spring Break
4/5-4/8	**National School Board Conference
4/20	Special Education & Early Childhood Department Sponsored Adopt-A-Highway, M-40 between Maple Lake and Fritz Farm, 8 - 10a
4/26	Special Education Department Professional Learning Day
5/23	Maple Creek Education Center Graduation Ceremony, 12:30 - 1:30p
5/31	*PAC Awards Ceremony @ Conference Center, 6 - 7:30p

KEY: Informational only

*Board attendance voluntary

**Board attendance requested

D. Public Comments
II. INFORMATIONAL ITEMS

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Administrator Evaluation Guide Reference

- 1 - Leadership
- 2 - Level of Professional Awareness
- 3 - Professional Standards and Ethics
- 4 - Communication Skills
- 5 - Resourcefulness, Creativity, and Innovativeness
- 6 - Personality
- 7 - Demeanor, Appearance, and Style
- 8 - Professional Preparation
- 9 - Decision Maker
- 10-Planner and Organizer
- 11-Supervisor
- 12-Evaluator
- 13-Policy Implementer
- 14-Crisis Manager
- 15-Faculty and Staff Personnel
- 16-School Plant and Facilities
- 17-Student Personnel
- 18-Community Relations
- 19-Fiscal Management
- 20-Student Achievement

A. Board Updates
B. Superintendent Update

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Date: March 6, 2024
To: Board of Education
From: David D. Manson, Superintendent
Subject: **Superintendent Update**

Van Buren Tech Tours: (Staff Relations, Community Relations, Business & Finance, Instructional Leadership)

VB Tech tours continue to take place on a regular basis. Businesses, community agencies and legislators are always interested in figuring out ways in which they can partner with VB Tech to benefit our students while moving closer to their goals. The month of February included VB Tech visits from Senator Aric Nesbitt, Zach Morris (Executive Director of Market Van Buren) and Josh Gray (President of A&B Packing Equipment).

Senator Aric Nesbitt spent significant time in the new Cosmetology area and explored our Fire Sciences/EMT/Law Enforcement programs. Zach Morris partnered with Graphic Design on the development of a new Market Van Buren logo and Josh Gray took a deep dive into Advanced Manufacturing and Engineering & Architectural Design. We are excited about the future partnerships these visits can create.





MARKET ONE

Economic & Community Development

Pre-Labor Day Hearing: (Governance & Board Relations, Staff Relations, Community Relations, Business & Finance, Instructional Leadership)

Over the last 3 years, the districts in Van Buren County have started school prior to Labor Day under a waiver granted by the State of Michigan. Given the expiration of this waiver, VBISD coordinated a pre-labor day hearing for all of the districts in the county on Friday, March 1st. At the hearing, a presentation outlining the educational goals for the waiver was reviewed and public comment was taken. This process should allow districts another three year window to provide instruction prior to Labor Day.

Rationale/Goals for the Waiver

This request is made for multiple reasons including:

- Providing districts with an opportunity to commence instruction early in the event that we experience an inordinate number of days off of instruction due to inclement weather, illness or other unforeseen circumstances
- Allowing districts additional time to provide instructional content prior to holiday & spring breaks which better aligns with semesters & statewide testing
- Allowing districts to prepare Early Middle College students for the start of college/university calendars
- Allowing time during the summers of 2025, 2026 & 2027 to deliver credit recovery for students in 9th-12th grades and summer school for K-8th grades specifically targeting areas identified through our Multi-Tiered Systems of Support (MTSS) processes. While all students are eligible for the programming, specific students will be targeted for additional time based on their learning loss.



Critical Incident Stress Management (CISM): (Governance & Board Relations, Staff Relations, Community Relations, Instructional Leadership)

The number of incidents requiring a response from the VBISD CISM team has grown tremendously over the last several years. As a result, Karla Vandenberg, Paula Kana'an, Stacey Coon-Ballard, Melissa Corona and Meghan Buffenbarger are continuing to streamline and simplify the process. One of the areas targeted for improvement is increasing the number of individuals that can serve as debriefers or coordinators during a CISM event; therefore, VBISD will be offering two trainings in the near future:

May 14th

- 1 day training designed to increase the number of qualified debriefers

August 7th-9th

- 3 day intensive training designed to increase the number of coordinators and debriefers

C. Department Updates

1. Presentation - Special Education Deaf/Hard of Hearing Programs

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DEAF / HARD OF HEARING PROGRAMMING & SERVICES

Provided by VBISD

D/HH PROGRAMMING & INTERPRETER SERVICES

Interpreter services at Mattawan

Cheryl Marks (DHH TC)

Kristi Hyder (Education Interpreter)

Emily Kimmel-Kurtz (Educational Interpreter)

Hope Kooyers (Educational Interpreter)

Mark Ostrander (Language Specialist)

Rachel Roe (Signing Paraprofessional)



D/HH PROGRAMMING & INTERPRETER SERVICES

- Six students from across the county (One senior, one sophomore, two freshmen, one fourth grader, one second grader)
- Staff work directly with students each day to facilitate language in and out of the classroom, provide expansion of curriculum, communicate with teachers about accommodations, attend to students' social and physical wellbeing, and manage student amplification equipment.
- Working to raise awareness of the Deaf community at Mattawan
- Working on providing tailored Professional Development to staff
- Visiting neighboring programs to promote belonging within the Deaf community
- Working on special projects including ASL Club
- Regional student led activities committee



HOLIDAY PARTY



D/HH TEACHER CONSULTANT SERVICES

We provide support services to Deaf and Hard of Hearing children ages birth to 26, their families, staff, and teachers.



Lynn Buchowski, Supervisor for Special Education

Gretchen Schuman, Teacher Consultant Lawrence, Hartford, South Haven, Bangor, Covert, Tech Center, and Learning Center

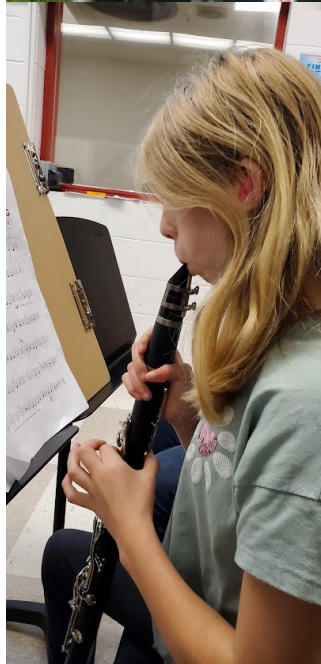
Sarah Newberry, Teacher Consultant (Bloomingdale, Lawton, Gobles, Decatur, CTC and Tech Center)

Jennifer Padgett, Teacher Consultant (Mattawan, Paw Paw, Tech Center)

Danielle Wentworth, Educational Audiologist (Entire County)



We Do It All !



D/HH TEACHER CONSULTANT SERVICES

- Direct Service to address the unique need of a deaf and hard of hearing person
 - Academic and Functional Skills for Educational Success and Access
 - Language and Communication (Multiple Modalities)
 - Speech
 - Social-Emotional
 - Auditory and Listening Skills
 - Transition
 - Self-Determination and Advocacy
 - Early On/Build Up services
 - Amplification device and technology skills
- Consultative Service with LEA general and special education teachers, educational audiologist, ancillary staff, and outside agencies
 - Inservices to Explain Unique Needs and Access Accommodations
 - Professional Development (District, County and Statewide Collaboration)
 - IEP/IFSP/504 Collaboration and Development
 - Planning Community Based Instruction
 - Assessments (FLE, Language and Listening, Transition)
- Monitoring Supportive Service (504s, multi-abled students, equipment, inservices)



EDUCATIONAL AUDIOLOGIST SERVICES

- Diagnostic Testing at Special Services Building in Lawrence. Testing for ages 4 months-26 years
- Covers all of Van Buren County
- Fit Hearing Assistive Technology for Deaf and Hard of Hearing students who wear hearing aids, cochlear implants, or BAHA
- Hearing Screenings for students unable to be transported to Lawrence
- Part of the Build Up team for ages 3-5
- Work with Early on to test any child who does not pass hearing screenings
- Hearing aid/Cochlear implant/BAHA cleaning and troubleshooting.
- Earmolds for students with difficulty getting to Clinical Audiologist
- IEP/IFSP/504 Collaboration, Determination, and Meetings
- Collaboration with Clinical Audiologists, ENTs and hearing device manufacturers
- Collaboration with our amazing DHH Teacher Consultants and DHH Program Staff



MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE



Improve student
OUTCOMES

Highlight: Deaf and Hard of Hearing Programs & Services Leadership, Level of Professional Awareness, Supervisor, Faculty & Staff Personnel, Student Achievement

Highlighted in this report is a brief overview of the programs and services for students across Van Buren County who are Deaf and Hard of Hearing (DHH). At the March board meeting, members of the DHH teams will present additional details about their specialized services.

The VBISD DHH Program housed at Mattawan Consolidated School consists of a team of educators including Cheryl Marks, Special Education Teacher; Rachel Roe, Specialized Program Assistant; and Kristi Hyder, Emily Kimmel-Kurtz, Hope Kooyers and Mark Ostrander, Educational Interpreters. This team is dedicated to providing instruction and access to students who are DHH so they may participate and progress with their peers to the fullest extent possible.



The VBISD also has a team of Teacher Consultants for students who are DHH, birth through age 26. The Teacher Consultants determine eligibility for services, provide classroom and home-based support, and design and implement educational accommodations, including amplification devices. This team includes Gretchen Schuman, Jennifer Padgett and Sarah Newberry.



Both teams work with the VBISD Educational Audiologist, Dr. Danielle Wentworth, at the VBISD Hearing Clinic to acquire up to date audiological information to best provide services.

Charles River Collaboration Leadership, Creativity & Innovativeness, Supervisor, Community Relations, Student Achievement

After much planning and collaboration, the new work-based experience at Charles River Laboratories in Mattawan was launched this past January. An extension of the Community-based Transition Center, this program provides on-the-job training for three adult students with disabilities with the end goal of paid employment at Charles River. This extension is unique in that the students report daily to a workspace onsite at Charles River and rotate through a variety of work experiences to both build new employment skills and to determine their best fit for the future employment.



LaShonia Leonard, the Special Education Teacher leading the new program, reported that the staff at Charles River have been very welcoming and that the students have enjoyed the opportunities to interact with all levels of staff, including the Director and the Plant CFO! One of their first activities was to participate in staff training just like every other new hire. The students like being at a jobsite (vs. in a classroom) and are already showing more self awareness and confidence. To the right are pictures of LaShonia Leonard and the students wearing their work scrubs.



District Safety and Crisis Response Progress Reports Leadership, Level of Professional Awareness, Professional Standards & Ethics, Planner & Organizer, Crisis Manager, Faculty & Staff Personnel, Community Relations

One of the realities of public education is that many students come to school with intense needs. This can include extreme behavior outbursts, complex medical needs and the potential for accidents and injury. For these reasons, it is extremely important that there are well trained crisis response teams available at all times. Keeping track of staff certifications and training experiences is cumbersome so, as a service to local school districts, members of the Special Education Department offered to develop District Safety and Crisis Response Progress Reports. These reports were developed in collaboration with the VBISD Emergency Management Team and they provide a structure to store information about the specific staff trained across several different safety programs, listed below.

- Crisis Prevention and Intervention (CPI)
- Cardiopulmonary Resuscitation (CPR)
- Crisis and Medical Response Teams
- Critical Incident and Stress Management (CISM)
- Behavioral Threat Assessment and Management (BTAM)

District Safety and Crisis Response Progress Reports (Continued)

Due to the fact that the majority of crisis and emergency training is provided by VBISD, the developers of this tool were able to include current lists of staff, certifications and expiration dates, as well as guidance with regard to training and renewal requirements. Click [here](#) for an example of this new tool.

Special Education Results & Compliance Project: Update Leadership, Level of Professional Awareness, Professional Standards & Ethics, Evaluator, Student Achievement



The VBISD and Bloomingdale team continues to collaborate with the MDE Office of Special Education to develop a sensitive yet sustainable model to improve State identified results and compliance scores. At the work sessions this past January, the team was guided through a strategic process and identified strategies to implement classroom-level change.

It is noted that the driving force behind this work was a thorough analysis of multiple sources of district data. Towards the goal of improving all of our member districts' results and compliance data, Laura Thornburg, the Administrator for Program Accountability and Improvement, updated and improved the District Data Portraits for all 11 districts in Van Buren County. These tools include information about district demographics, high school completion data, behavior and discipline data, rates of inclusion, participation with State assessments, and eligibility rates across all areas of special education. To the right is a sample of the first page of the data portrait to show the general format and data display methods. These tools will be shared in full with the Board at the meeting.

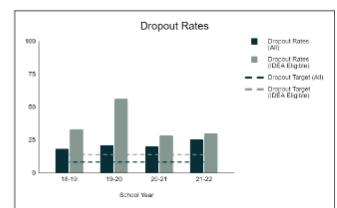
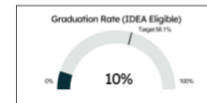
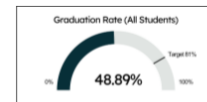
SAMPLE PUBLIC SCHOOLS

2023 - 2024 IDEA General Supervision District Data Portrait



District Profile					
Total Students	Number of Buildings	District % of Economically Disadvantaged	District % of English Learners	Total IDEA Eligible Students	District % of IDEA Eligible Students
998	4	71.44%	25.35%	117	11.72%
		State Average: 54%	State Average: 6.55%		State Average: 13.9%

High School Completion Snapshot						
School Year	Graduation Rates (All)	Graduation Rates (IDEA Eligible)	Dropout Rates (All)	Dropout Rates (IDEA Eligible)	Number of Personal Curriculums	
21-22	48.89%	10%	25.55%	30%		
20-21	58.23%	28.57%	20.25%	28.57%		
19-20	52.29%	18.75%	21.10%	56.25%		
18-19	51.85%	33.33%	18.52%	33.33%		

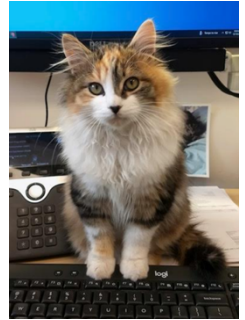


Staff Shortage Update Leadership, Level of Professional Awareness, Resourcefulness, Decision Maker, Planner & Organizer, Faculty & Staff Personnel, Fiscal Management, Student Achievement

At this time, the Special Education Department has very few openings. The Transportation Department continues to have staff openings. There is also a need for substitutes to cover for staff on medical and maternity leaves and there is one program assistant opening. Special education supervisors are thinking ahead and collaborating with their programs and ancillary groups to determine if additional staff need to be requested for the new school year.

Team Highlight Leadership, Faculty & Staff Personnel

The best things about VBISD are all the wonderful people who make up our teams. In addition to the DHH Teams mentioned earlier in this report, the Transportation Team, pictured below, deserves recognition for their hard work, diligence and dedication to providing safe transportation for VBISD and Lawrence Public Schools students. To the right is Patches, one of the newest members of the team. We're thankful for our Transportation Team.



MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: REBECCA DEPAS, DIRECTOR OF FINANCE & OPERATIONS
RE: FINANCE & OPERATIONS UPDATE

1099/W2 Reporting

January was a busy month for the Finance Department. January 31st was the deadline to file W-2s and 1099-NEC files with the IRS and Michigan State Treasury. We filed and processed 771 W-2s and 70 1099-NEC forms! I want to give a big shout-out to the team, but especially Shawn Fitzgerald for her dedication and work to ensure this is a smooth process every year and we meet all requirements and deadlines.

Excess Cost Report

On February 23, 2024, we certified our Excess Cost Report with the State of Michigan. Excess costs are the costs of providing special education and related services to students with disabilities, over and above the average expenditure in a local education agency. As an ISD we have to meet this requirement each year.

2022-23 Excess Cost Report Van Buren ISD (80000) 2023-24

ISD Aggregate Excess Cost Data

The excess cost data presented below are an aggregation of all accepted submissions from member districts, as well as the ISD's entries on the [Excess Cost Data Form](#). 13 member districts submission(s) have been accepted by the ISD (out of 13 total member districts) and are included in the calculations below. 0 member district submission(s) are awaiting review. Submissions can be found on the Tasks Overview list on the [Dashboard](#).

	Elementary	Secondary
State and Local Expenditures	\$112,575,559	\$159,039,035
Federal Expenditures	\$16,643,039	\$19,570,839
Debt Service	\$13,996,270	\$16,766,428
Capital Outlays	\$8,417,186	\$13,478,839
Part B IDEA	\$694,309	\$1,321,747
ESSA Title I, Part A	\$2,794,747	\$554,074
ESSA Title III, Parts A & B	\$119,803	\$11,796
Unreimbursed Title I & III	\$2,930,018	\$2,727,066
State and Local Special Education	\$14,487,859	\$18,433,454
Total Headcount	7038	9225
Special Education Headcount	971	1199

2022-23 Excess Cost Compliance Results

Excess Cost Compliance Results for the 2022-23 school year are shown below. The 2022-23 excess cost thresholds were established during last year's excess cost activity, which began in the fall of 2022. The table below compares the Excess Cost Compliance Expenditure Calculation to the established thresholds to yield an Excess Cost Status of either MET or NOT MET. For more information about how excess cost compliance is calculated, see [Frequently Asked Questions About Excess Cost](#).

	Elementary	Secondary
Excess Cost Threshold	\$10,568,364	\$14,702,138
Excess Cost Compliance Expenditure Calculation	\$26,322,407	\$34,720,670
Excess Cost Surplus/Shortfall	\$3,919,495	\$3,731,316
Excess Cost Compliance Status	MET	MET

2023-24 Excess Cost Threshold Calculation

Excess Cost Thresholds for the 2023-24 school year are shown below. Compliance against these thresholds will be tested in next year's excess cost activity, scheduled to take place in the fall of 2024.

	Elementary	Secondary
Annual Per-Pupil Expenditure 2022-23	\$12,188	\$13,584
Excess Cost Threshold 2023-24	\$11,834,548	\$16,287,216

Business Office Staff Update

We started the fiscal year with a total of 10 staff in the Accounting Department. Since then, we have lost Barb Matthews, Matt-Murphy DuBay, and Tina Wilson but have added Kara Weberg (new position to VBISD) leaving us with a net loss of 2 staff members. We are currently looking

for a Lead Accounting Specialist and Finance Supervisor to meet the current demands of our office. Below is a breakdown of main responsibilities to better outline the demands of the department

Ideal Structure:

Finance Supervisor	EO Accountant	Lead Accounting Specialist	Grant Accountant	Director of Finance and Operations
Sales Tax Monthly / Annually Review all PO / RFD Cash flow management Correcting JE's Monthly Board Report Property Tax Reconciliation Holding Account Receipts FID Reporting Oversee payroll / HR function Assist with Audit Maintain fixed assets File 4033 Report Record and Recoup County MESSA Payment Bank Account Reconciliation Review Oversee Merchant accounts Supervise Accounting Specialists Maintain Chart of Accounts Provide Training to Staff as needed LEA Transportation Review	Assist with SE-4096 Assist with SE-4094 Medicaid Quarterly Reporting Annual Excess Cost Report Annual Medical Cost Report Monitor EO/GSRP Grants Make federal draws as necessary File annual FER Assist with federal / state grant applications Medicaid Main Contact Provide Medicaid Trainings to LEA Review ledgers for accuracy Correcting JE's Andoc Reports as needed Assist with Budget Development for EO/GSRP Proportionate Share Review/Posting	Monthly Bank Reconciliations Process Employee Reimbursements Process Monthly Cell Phone Stipends Review/Reconcile paper cut monthly Maintain Purchasing Card Program Process monthly purchasing card activity Reconcile liability accounts Track AP/AR for accuracy Monthly Project Shine Report Assist with Audit 1099 processing and reporting Review in-house transfers Cash Advance management Upload Positive Pay file	Reporting and Budget management Maintain EL/Migrant Grants Coordinated School Health Grant Adult Education Grant Grow Your Own Grant ID&R Project Aware Perkins CTE 61b CTE 61i FL Grants File annual FER Assist with federal / state grant applications Make federal draws as necessary Andoc Reports as needed Correcting JE's All other Grant management Posting of Monthly JE's to recapture time	Review all POs Review/approve RFD > 10,000 Enforce purchasing requirements Annual ISD Budget Development Meetings with Directors bi-monthly Audit Completion Oversee LEA Business Services Union Communication Annual Website Report Review and submit all state/federal reporting Provide Support to ALL Business Office Staff

Currently, all the duties in orange are being completed by two individuals which is a major concern for the overall health of the business office.

MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES UPDATE

County Tech Director Meeting Update (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

We held our fifth County Tech Director meeting of the 2023-24 school year on February 8th. We had all Districts represented to make for some great conversations.

We covered many topics that revolved around the new phone system project, which we have 9 of our 11 districts on board with. We also discussed the new online testing platform that the College Board and MDE are implementing through a solution called Bluebook. Some tips and tricks were shared from a ‘lessons learned’ point of view, which eased some minds and helped Districts out.

This is a very cordial group willing to share ideas and ask for assistance/recommendations. I appreciate the collaboration we have between all the Districts within the county. Most Districts utilize the same or very similar solutions, which helps with our talks and discussions. I’m appreciative of these folks and our conversations.

Michigan Education Technology Leaders (METL) (Leadership, Professional Standards and Ethics, Communication Skills, Planner and Organizer, Professional Preparation)

The Michigan Education Technology Leaders (METL) are essentially the State’s ISD/RESA/ESA Technology Directors/Leaders. We meet once a month to gather information from the various state organizations regarding education and technology to disseminate back to our local districts. We also have various committees and task forces that look into specific issues within the State’s educational processes. Here are a couple of the discussion items that we talked about as a group at our February 15, 2024 meeting:

- Michigan State Education Network (MiSEN)
 - MiSEN provides Internet Access for most of the districts within Michigan,

including all VBISD and our county districts.

- MiSEN's total Internet bandwidth is 260Gb as of right now.
- FCC is looking for input from this group to levy a 3-year Cybersecurity pilot to help offset the costs of purchasing a cybersecurity solution.

□ ChatGPT and the positives/negatives of AI (artificial intelligence) in education.

Beyond the topics above, there was a great discussion regarding insurance carriers sending out cybersecurity surveys to Districts and looking to revamp how Districts must protect their networks and data. This will be a hot topic for public entities moving forward and will be looking at ways to protect our assets.

MEMO

DATE: MARCH 6, 2024

TO: BOARD OF EDUCATION

FROM: SUSAN REYNOLDS, DIRECTOR OF EARLY CHILDHOOD



Early Childhood
Building Bright Futures, One Child at a Time

RE: EARLY CHILDHOOD UPDATE

Early Childhood Department Focus 2023-2024

1. Increase Inclusive Opportunities with Appropriate Supports
2. Reduce Barriers for Families
3. Promote Collaboration & Efficiencies Across the Department

New VBISD Early Childhood Slogan (Focus area 3)



Early Childhood

Building Bright Futures, One Child at a Time

Universal PreK
areas 1, 2 & 3)

for All (Focus

- Governor Whitmer has launched her initiative of PreK for All four-year-olds by 2027. The State shared a [PreK for All Implementation Brief](#) and a [PreK for All Roadmap](#) earlier this month. Since their release, the early childhood world has been hard at work mapping out a plan to ensure we meet the target. In Van Buren County, we've begun looking at our data and having conversations with local Superintendents, private daycare providers and private preschools so that we can make informed decisions that make sense for our specific needs. To help guide the process, we've created a document that highlights the Governor's plan and begins to explore what it means for Van Buren County. This document is linked [here](#). Let's walk through it together.

III. ACTION ITEMS

A. Approval for Purchase of Exercise Equipment/Furniture and Installation Services for VB Tech Fitness Center **(ROLL CALL VOTE)**

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MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CAREER & TECHNICAL
RE: **APPROVAL OF PURCHASE FOR EXERCISE EQUIPMENT**

REVIEW

As part of the 61i grant for CTE Teacher Recruitment & Retention, Van Buren Tech is interested in converting vacant VBISD space in the basement of the Van Buren Cass District Health Department building into an exercise room for VB Tech and VBISD staff.

OVERVIEW

In October of 2022, Van Buren Tech was awarded \$752,437.31 via the 61i CTE Teacher Recruitment & Retention Grant. As part of multiple initiatives aimed at recruiting new CTE teachers and retaining existing CTE teachers, VB Tech is interested in using a portion of the 61i funds to assist in funding a VBISD staff exercise space in the basement of the current Van Buren Cass District Health Department.

Bids for this project were divided into sections based on the scope of the project. Interested parties were able to submit bids on the entire project or on individual sections of the project. There were no bids received for the General Construction, Electrical, Plumbing, and Technology Sections of the bid.

In comparing bids and evaluating their alignment with what was requested via the bid packet, some bids included products that did not match bid Requests or did not align with the allocated space and room design that was provided to prospective bidders. Product quality was also carefully considered when comparing bids, as well as ancillary components such as shipping/freight, installation, and any added benefits such as free product training. In the end, Fitness Ventures International provided the most competitive and comprehensive bid across all categories in regards to their ability to best bid products that most closely matched our needs, as well as providing the best cost/benefit ratio when examining the amount of product and quality of product for the cost.

RESOLUTION

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, approve the purchase of all exercise room products and additional services from Fitness Ventures International - DBA Aktiv Solutions - for a total amount not to exceed \$209,811.

B. Approval of Purchase of School Buses (**ROLL CALL VOTE**)

42

MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: TERRY LECHENET, TRANSPORTATION SUPERVISOR
RE: **APPROVAL OF PURCHASE FOR TWO (2) SCHOOL BUSES**

The Business Office recently used the MSBO/MAPT bus purchase program to place a bid for two (2) school buses with A/C and lifts for delivery in mid to late fall of 2024. Two bus bids were received and reviewed by Terry Lechenet, Transportation Supervisor, who is recommending we accept the bid from Hoekstra Transportation as the best fit for our current fleet operations. (See attached)

Holland Bus Company	\$333,848.00
Midwest Transit	\$345,986.00
Hoekstra Transportation	\$334,802.00

RESOLVED, that the board of education approve the purchase of two (2) 2024 school buses for special education from Hoekstra Transportation at a cost of \$334,802.00.

C. Approval of Purchase of 10 Passenger Van for VB Tech (**ROLL CALL VOTE**)

44

MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH
RE: **APPROVAL OF PURCHASE FOR VAN BUREN TECH 10 PASSENGER VAN**

REVIEW

Looking to provide more transportation options for VB Tech events, Van Buren Tech is interested in purchasing a 10 passenger van to replace one of the existing minivans.

OVERVIEW

Over the past couple of years, Van Buren Tech has experienced an increased need for the ability to transport more students than are currently feasible with our existing vehicles but not enough where a bus is needed. As a result, VB Tech has been working with the transportation department to explore the possibility of replacing one of our existing 7 passenger minivans with a full size 10 passenger van.

1 bid was received from Tapper Ford in Kalamazoo, Michigan for the price of \$64,191. After consultation with the VBISD Transportation Director, Van Buren Tech is seeking approval to make this purchase.

RESOLUTION

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, approve the purchase of one new Model Year 2023 or 2024 Ten (10) passenger Ford Transit T350 AWD Mid Roof HD Ext Van 148 from Tapper Ford in Kalamazoo, Michigan for the price of \$64,191

D. Approval of Fire Science Academy SCBA Equipment (**ROLL CALL
VOTE**)

46

MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CAREER & TECHNICAL EDUCATION
RE: **APPROVAL OF FIRE SCIENCE SCBA EQUIPMENT**

REVIEW

Van Buren Tech is interested in updating its existing Self-Contained Breathing Apparatus (SCBA) equipment by purchasing 8 Air-Pak X3 Pro SCBA (2018 edition), 16 air bottles (4500 PSI), and 8 Masks (Vision C5 Kevlar headnet) to ensure that students are safe and best prepared for industry expectations upon employment as a firefighter.

OVERVIEW

Because the world of firefighting is ever-changing, it is critical to have equipment that evolves with the changing landscape of the career. The State of Michigan has adopted NFPA 1403 for its live fire educational standard. This standard states that all SCBA used in live fire training, be (among other things) less than 10 years old, and current to 2013 specifications. The Van Buren Tech Fire Science Academy SCBA is compliant to the 2007 specifications--meaning that our students are not able to participate in live fire education at this point.

Van Buren Tech is looking to upgrade this existing equipment to enable students to participate in live fire training via our Controlled Burn Facility. Bids recently went out for the purchase of 8 Air-Pak X3 Pro SCBA (2018 edition), 16 air bottles (4500 PSI), and 8 Masks (Vision C5 Kevlar headnet).

Two bids were received for the products specified above:

- Macqueen Emergency Equipment - \$61,200
Delafield, Wisconsin
- West Shore Fire - \$71,256
Allendale, Michigan

After reviewing the bids with the Fire Science Academy staff, the consensus opinion is to purchase the equipment through Macqueen Emergency.

RESOLUTION

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, approve the purchase of the specified equipment from Macqueen Emergency Equipment for a price not to exceed \$61,200.

E. Approval of Supervisor of Special Education Preschool Programs
(ROLL CALL VOTE)

48

MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: SUSAN REYNOLDS, DIRECTOR OF EARLY CHILDHOOD
RE: APPROVAL FOR A SUPERVISOR OF SPECIAL EDUCATION PRESCHOOL PROGRAMS

BACKGROUND:

The new VBISD Early Childhood Department continues the journey to ensure all children in Van Buren County have equitable access to high-quality early education and care services. The department adopted three targeted goals to guide this work: Increasing Inclusive Opportunities, Reducing Barriers for Families, and Promoting collaboration and Efficiencies.

In order to take the next step in fulfilling these goals, a Supervisor of Special Education Preschool Programs is needed effective for the 2024-2025 school year.

RECOMMENDATION:

RESOLVED that the Board of Education approve the addition of a Supervisor of Special Education Preschool Programs.

F. Approval of Additional Staff Days (**ROLL CALL VOTE**)

50

MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL FOR ADDITIONAL DAYS FOR ANCILLARY STAFF**

BACKGROUND:

Due to the significant staff shortage, both Galiya Elias, School Psychologist, and Mary Stap, Consultant for Students with Visual Impairments, have been willing to work extra to prevent interruptions in student services. Approval for an additional 5 days each beyond the allowable extension is requested.

RECOMMENDATION:

RESOLVED that the Board of Education approve the addition of five days beyond the allowable extension for both Galiya Elias and Mary Stap.

MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR
RE: APPROVAL OF EMPLOYMENT OF NEW STAFF

BACKGROUND

Following is a list of new staff, their position, salary and start date. Copies of resumes are attached.

<u>Special Education</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Rachel Popp, RR Teacher	\$40,348.00	\$1,500.00	2/19/2024
<u>Technology Services</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Paul George, IT Support Specialist	\$35,000.00		3/11/2024
<u>Instructional Services</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Erin Kucharski, VBYI Coordinator	\$50,000.00		3/4/2024

**Salary may be prorated based on start date*

RECOMMENDATION

Resolved that the Board of Education approve the employment of the staff listed above.

H. Approval of Staff Resignations & Retirements (**VOICE VOTE**)

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MEMO

DATE: MARCH 6, 2024
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: **STAFF RETIREMENTS/RESIGNATIONS**

BACKGROUND

Following is a list of retirements and resignations. Copies of letters are attached.

<u>Name</u>	<u>Resignation/Retirement Date</u>
Natalie Mueller, Consultant	Resignation - 3/1/2024
Tina Wilson, Grant Accountant	Resignation - 2/27/2024
Tonda Boothby, Admin Multilingual/Migrant	Retirement - 6/28/2024

RECOMMENDATION

Resolved that the Board of Education accept the resignations/retirements of the staff listed above.

Attachments

IV. CLOSED SESSION (*tentative*)

V. OTHER BUSINESS

A. Adjournment

1. Motion to Adjourn Meeting (**VOICE VOTE**)

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information or any other status covered by federal, state, or local law be allowed during any program, activity, service, or in employment. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Dave Manson, Director of Special Education, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.