

# Agenda of Regular Meeting

## The Board of Trustees Van Buren ISD

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A Regular meeting of the Board of Trustees of Van Buren ISD will be held April 10, 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 an accommodation 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](mailto: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 **March 6, 2024**, in the Board of Education office and called to order at **3:59 PM**. The following board members were present: Faul, Makay, Weiss, Kent, and Middaugh.

Weiss moved to amend the March 6, 2024 agenda to reflect the addition of Action Item I. Approval of Employment Recommendation. presented. Supported by Makay. Roll call vote. Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Weiss moved to approve the draft agenda for March 6, 2024 as amended. Supported by Faul. Roll call vote. Faul – yes, Kent – yes, Weiss – yes, Makay – yes, and Middaugh – yes. Motion carried.

Faul moved to approve the Consent Agenda (*February 7, 2024, Minutes; Voucher Budget Summary, Imprest and Payroll Summaries*). Supported by Makay. Roll call vote: Kent – yes, Weiss, Makay – yes, Faul – yes, and Middaugh – yes. Motion carried.

Board members attended various school-related events in February (Whole Child Summit, Educational Hero Awards Dinner, MASB CBA classes, VB Tech Cosmetology Re-Opening Ceremony). The Board received department updates from Special Education, Early Childhood, Finance, and Technology Services, along with an update from Superintendent Manson. A presentation on the Deaf & Heard of Hearing Programs was made to the Board.

Weiss moved to approve the following 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**.

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

Makay moved to approve the following resolution:

**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**.

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

Kent moved to approve the following 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 Michigan for the price of \$64,191.

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

Faul moved to approve the following 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.

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

Weiss moved to approve the following resolution:

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

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

Faul moved to approve the following resolution:

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

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

Makay moved to approve the following resolution.

**RESOLVED**, that the Board of Education approve the employment of the staff as follows:

<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, VBVI Coordinator	\$50,000.00		3/4/2024

*\*Salary may be prorated based on start date*

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

Weiss moved to approve the following resolution.

**RESOLVED**, that the Board of Education accept the resignations/retirements as follows:

<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

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


Weiss moved to approve the following resolution.

**RESOLVED**, Under Board Policy and Administrative Guidelines, the Board has reviewed the Superintendent’s recommendation regarding the employment of Dana Moore;  
**THEREFORE**, Be It RESOLVED, that the VBISD Board of Education REJECTS the employment of Dana Moore.

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

Motion by Makay, supported by Kent, to adjourn the meeting. Voice vote. Motion carried.  
Meeting **adjourned at 5:31 pm.**

Respectfully submitted,



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



**VAN BUREN INTERMEDIATE SCHOOL DISTRICT**  
**MARCH 2024**

**BUDGET TO EXPENDITURE COMPARISON 23-24**

<b>FUND</b>	<b>BUDGET</b>	<b>ACTUAL &amp; ENCUMBERED EXPENSES</b>	<b>UNENCUMBERED BALANCE</b>	<b>YEAR TO DATE VARIANCE</b>
General	17,989,071	12,643,751	5,345,320	98,508
Special Education	41,926,148	22,501,174	19,424,974	7,196,515
Career Tech Education	15,140,366	9,606,289	5,534,077	1,118,137
Food Service	233	181	52	(16)
Capital Projects	947,599	440,365	507,234	230,851

**CASH FLOW SUMMARY**

	<b>ENDING BALANCE 01/31/2023</b>	<b>CASH RECEIPTS</b>	<b>CASH DISBURSEMENTS</b>	<b>ENDING BALANCE 02/29/2024</b>
General	1,117,687	2,452,387	1,857,508	1,712,566
Special Education	4,781,604	8,622,368	2,663,184	10,740,788
Career Tech Education	4,592,532	4,040,175	1,227,724	7,404,983
Student Activity Fund	29,818	1,933	-	31,751
Food Service	11,445	45	-	11,490
Capital Projects	21,035	-	-	21,035
<b>Total</b>	<b>10,554,121</b>	<b>15,116,908</b>	<b>5,748,415</b>	<b>19,922,613</b>



# VAN BUREN INTERMEDIATE SCHOOL DISTRICT

March 2024

## VOUCHERS

Imprest Fund	1,408,285.10
Payroll Fund	4,312,983.05
Purchasing Cards	115,002.35
EduStaff ACH	26,335.67

## PAYROLL SUMMARY

General	1,113,862.91
Special Education	2,414,309.63
Vocational Education	784,810.51
Student Activity Fund	-
Food Service Fund	-
<b>Total</b>	<b>4,312,983.05</b>

## IMPREST VOUCHER SUMMARY

FUND	CHECKS	TRAVEL REIMBURSEMENT	PURCHASING CARDS	TRFS/SALES TAX/INTEREST/ FEES	TOTAL
General	424,930.46	8,796.50	29,226.08	(16,144.35)	446,808.69
Special Eduation	356,243.49	16,028.97	25,057.51	4,291.80	401,621.77
Vocational Education	627,111.15	4,567.12	60,718.76	11,852.55	704,249.58
Capital Projects	-	-	-	-	-
Food Service	-	-	-	-	-
Student Activity Fund	-	-	-	-	-
<b>Total</b>	<b>1,408,285.10</b>	<b>29,392.59</b>	<b>115,002.35</b>	<b>-</b>	<b>1,552,680.04</b>



## **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



## Upcoming Events/Key Dates April, May 2024

- 4/19 \*Bert Goens Learning Center Prom, 6 - 9p
- 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
- 5/1 **\*\*School Board Meeting**
- 5/4 \*Maple Creek Education Center Talent Show, 12 - 1:30p
- 5/9 **\*\*Board Work Session - Michigan Maritime Museum 9a-2:30p**
- 5/22 \*Bert Goens Learning Center Graduation Ceremony, 12:30p
- 5/23 \*Maple Creek Education Center Graduation Ceremony, 12:30p
- 5/31 ~~\*PAC Awards Ceremony~~ MOVED TO FALL
- 6/7 Retirement Celebration @ Conference Center 2:30-4:00p

KEY: Informational only

\*Board attendance voluntary

**\*\*Board attendance requested**

D. Public Comments  
II. **INFORMATIONAL ITEMS**  
A. Board Updates  
B. Superintendent Update

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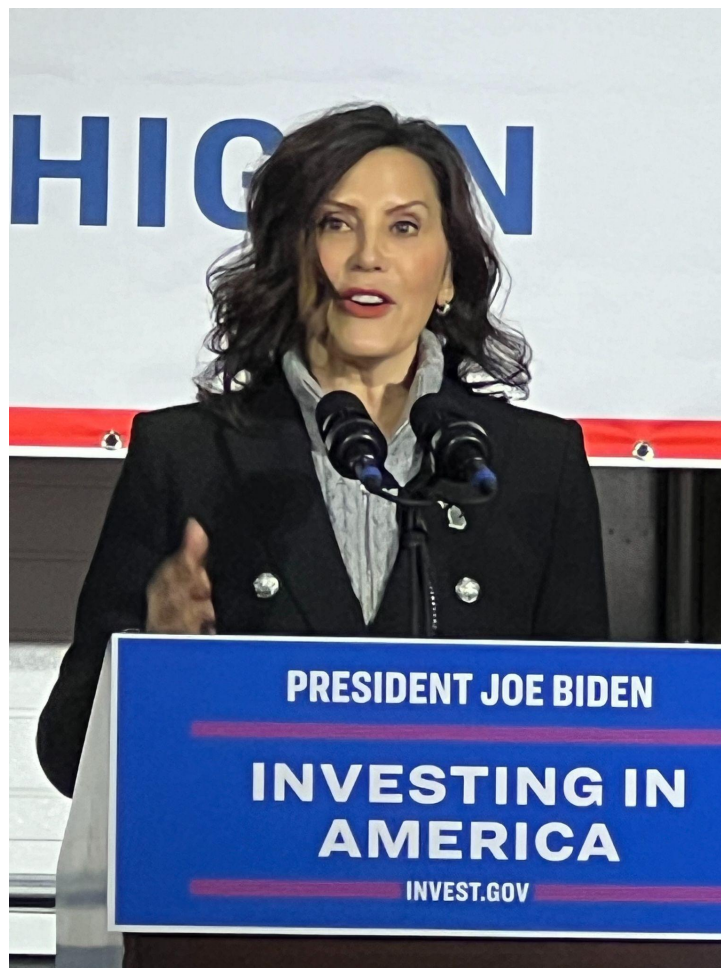
Date: April 10, 2024  
To: Board of Education  
From: David D. Manson, Superintendent  
Subject: Superintendent Update

**Palisades - Reauthorization of Power Operations: (Community Relations, Business & Finance)**

Over the past month, I've had the opportunity to participate in several Palisades related activities. The first involves participation in the Palisades Economic Recovery Initiative spearheaded by the University of Michigan. The goal of this initiative is to stabilize and grow a diverse and resilient economy for the regional communities. This initiative impacts VBISD and our constituents in multiple ways, but primarily through the development of workforce pipelines, the growth of vibrant communities and an increase in tax revenue.

In addition, I also had the opportunity to attend the U.S. Department of Energy's announcement of a \$1.5 billion dollar federal loan that directly impacts the reauthorization of power operations at the Palisades. VBISD will be a direct beneficiary of this endeavor.





**Emergency Management Updates: (Governance & Board Relations, Community Relations, Staff Relations, Instructional Leadership)**

The VBISD Emergency Management department has been busy completing several goals over the past month. First, they completed the Emergency Operations Plan (EOP) which is designed to outline how VBISD and our community partners will respond in the event of an emergency. This EOP includes representatives from law enforcement, fire departments and emergency medical services.



Second, they have initiated a change in our emergency notification system from Catapult to Emergent 3. This switch should provide all VBISD departments with simultaneous access to emergency information so that an appropriate response can be deployed. The Emergent 3 system will take advantage of cell phone notifications before, during and after any event.

Finally, the Emergency Management department coordinated a full school reunification drill with Lawrence Public Schools on March 26th. This reunification involved evacuating every student and staff member to the VBISD Conference Center and practicing how students would be reunified with their families in the event of an emergency.



**Midwinter Break:** (Community Relations, Staff Relations)

Over the past several years, most of the VBISD constituent districts have added a midwinter break during the month of February to provide families and staff members a reprieve during the winter months. As a result, VBISD has agreed to the following non-precedent setting Letter of Understanding with both the professional and support staff associations.

“For the 2024-25 school year only, all of the above parties have agreed to implement a mid-winter break starting February 7, 2025 through February 10, 2025. Due to the addition of this mid-winter break, VBISD will be open on Good Friday, April 18, 2025 and an additional day will be added to the end of the year calendar.”

C. Department Updates

1. Presentation - Instructional Services

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# VAN BUREN Youth Advisory Panel





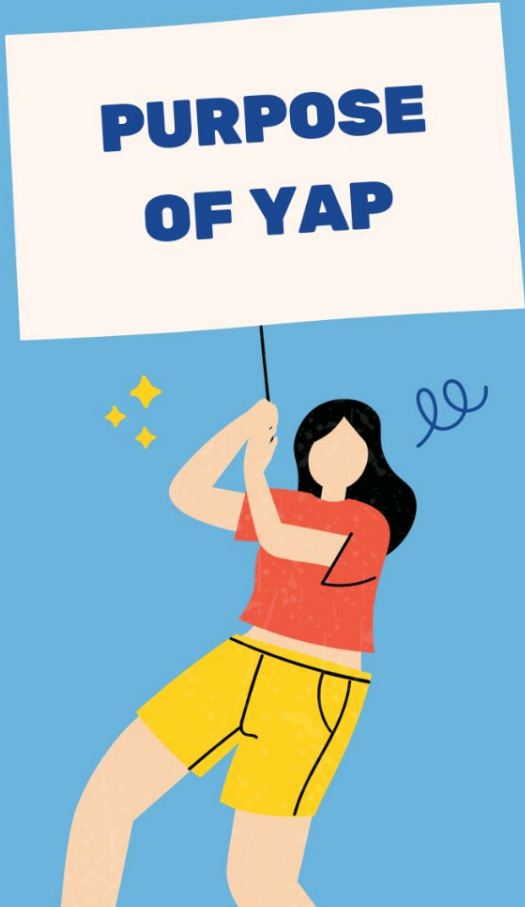
# WHOLE CHILD SUMMIT



**First Whole Child Summit took place on October 3, 2022 at VBISD with 150 professionals attending.**

**Since then, three additional Whole Child Summits have been held and the fifth is scheduled for October 2024.**

**One of the many outcomes from the Whole Child Summits is the importance of YOUTH VOICE!**

An illustration of a woman with long black hair, wearing a red t-shirt and yellow shorts, holding a large white sign on a black pole. The sign has the text 'PURPOSE OF YAP' in bold blue letters. There are three yellow stars to the left of the woman and a blue scribble to the right. The background is a solid blue color.

## PURPOSE OF YAP

- 1** Allow for students to use their voice and advocate for themselves and their peers
- 2** Give students the opportunity to connect with other students and create change in their community
- 3** Build leadership skills for students
- 4** Build advocacy skills for students

# YAP ADVISORS

Paula Kana'an



Gina Valela



Greg Greenfield



Aaron Van Heesx



Kelly Touchtone



Ashley Walker



# DISTRICTS REPRESENTED

PAW PAW

HARTFORD

COVERT

MATTAWAN

DECATUR

LAWRENCE

BANGOR









An illustration of a woman with long black hair, wearing a red t-shirt and yellow shorts, holding a large white sign on a black pole. The sign has the word "MISSION" written in bold blue capital letters. To the left of the woman are three yellow four-pointed stars, and to the right is a blue scribble. The background is a solid blue color.

**MISSION**

The mission of Van Buren Youth Advisory Panel is to advocate for solutions and spread awareness of the challenges the youth in our community experience.

# TOP ISSUES

**Students on the YAP identified the following issues to work on:**

- Bullying
- Mental Health
- Vaping and smoking
- Suspensions
- & more!



# WHAT IS NEXT



- Summer project - community garden
- Adding students from under represented districts
- Identify projects for Fall
- Help students build advocacy skills
- Whole Child Summit October 2024



## Memorandum

<b>Date:</b>	April 2024
<b>To:</b>	VBISD Board of Education
<b>From:</b>	Melissa Corona <i>Director of Instructional Services</i>
<b>Subject:</b>	Instructional Services Monthly Update



### Staff Spotlight



As the new VBYI Coordinator, Erin Kucharski is thrilled to be joining this exciting project, drawing inspiration from the enthusiastic support she has received thus far. A proud Van Buren resident, Erin graduated from Hartford and now resides by a serene lake in Lawrence with her husband, Tony, and their two delightful daughters, Paisley (4) and Sophia (10 months). High school sweethearts, Erin and Tony share a deep commitment to their community.

Outside of work, Erin finds joy in waterfront relaxation and exploring culinary delights, fueled by a strong passion for food. With a background in Career and Technical Education (CTE), Erin derives fulfillment from guiding students to discover their paths and prepare for their futures.

Recognizing the magnitude of this project and the wealth of innovative ideas it encompasses, Erin is dedicated to honoring the efforts and contributions that have propelled it forward thus far.

Ana Marlett was hired as an Early Literacy Coach in 2020. She has 25 years of teaching in Kindergarten - 2nd grade.

Ana continues her own learning around literacy and research-based strategies as well as how to coach adults around those research-based strategies. This will help her to better support the schools around this work.

Ana supports staff at Bloomingdale Elementary, Pullman Elementary, Redwood Elementary, and South Walnut Elementary.



Ana loves working and building relationships with the teachers in Van Buren County. Collaborating, co-teaching and planning are some of her favorite parts of being an Early Literacy Coach. She enjoys being able to support teachers as they work with students in whole group, small group or one-on-one instruction, introducing them to research-based strategies to incorporate into their instruction, helping them to create quality resources or support their reflection on their teaching. Ana is really excited about the gains being made in several of the districts that she works with at the kindergarten level.

## Mental Health Highlight



We held our 4th Whole Child Summit on March 4, 2024. It was a huge success! We had over 160 people in attendance from across Van Buren County. The first half of the day was a presentation from Al Thomas from Michigan Department of Education. The title of the presentation was “Family Engagement Through a Trauma Informed Lens.” This presentation focused on supporting families and removing barriers that inhibit them from being involved in their students’ education.

The afternoon presentation provided by Holly Wingard. The title of her presentation was, “Spreading HOPE: An Introduction of the HOPE Framework.” The focus of that presentation was to learn about how to help students and families who have experienced trauma. The HOPE Framework focuses on defining individuals based on their strengths as well as the challenges they face.

The day also contained resource sharing from Help Me Grow Van Buren. Help Me Grow Van Buren is the resource that helps families get resources for their children from birth to age 5 including preschool. Information was shared regarding McKinney Vento and the impact of homelessness. Information was shared from United Christian Services and the resources they offer.

The feedback that was provided after the Whole Child Summit was positive. We are currently planning our Whole Child Summit #5 for October 7, 2024.

## Project SHINE (LEAN) Highlight



Nutrition educators play a pivotal role in promoting healthy lifestyles, emphasizing the consumption of fresh fruits and vegetables alongside increased physical activity. However, their efforts extend beyond mere education; they strive to instill long-term behavioral changes through Policy Systems and Environmental (PSE) initiatives.

PSE projects are a gradual but impactful endeavor, requiring collaboration among multiple organizations for effective implementation. These initiatives aim to create an environment conducive to healthier choices, influencing behaviors over time.

One such endeavor involves hosting lunchroom tastings at Bloomingdale and Pullman Elementary Schools. Here, students have the opportunity to sample and vote on fruits and vegetables, potentially integrating popular choices into the school menu. This initiative aligns with the fruit and vegetable grant received by the district, which has facilitated the provision of diverse snacks to students twice a week.



Additionally, at Lawrence Elementary, another nutrition educator is spearheading efforts to replace candy sales with a walk-a-thon. This shift not only encourages physical activity but also fosters a culture of wellness within the school community.

These initiatives underscore the holistic approach taken by nutrition educators, blending education with practical interventions to cultivate healthier habits among students. By influencing policies, systems, and environments, they lay the groundwork for sustained well-being, ensuring that healthy choices become the norm rather than the exception.

## Instructional Coaching

On January 25th, MDE announced that the 35j grant window had opened. This provided local districts an opportunity to apply for funds to support Early Literacy work. Some of the areas highlighted as eligible for use of grant funds are: professional learning, literacy instruction, the development and implementation of a comprehensive literacy system and the purchase of curricular resources and diverse books. This noncompetitive \$140,000,000 grant allocated funds based on an equal amount per pupil as determined by the number of pupils in the district in grades pre-K to 5 per the 2022-23 end-of-the-school-year pupil count. Grant funds will be allocated over two years: 50% in 2023-24 and 50% in 2024-25.

With just under one month to complete grant applications, the literacy coaches and Director of Instructional Services reached out to local districts to offer our support in applying for these grant funds. Multiple technical assistance webinars were attended, and resources created and shared statewide by MAISA and Wayne RESA were utilized. As always, we differentiated our support to best meet the needs of each of our districts who decided to take advantage of this amazing opportunity.

Our work with local district superintendents, curriculum directors, principals and literacy leaders ranged from direct email contacts to sitting side-by-side with district leaders while applications were being filled out in Nexsys, MDE's grant application system. All of our districts who applied met the criteria of the grant. The final award is \$311.08 per student, which is resulting in just over \$500,000 for one of our districts. We will continue to work with our local districts as they begin to create and submit 35j budgets. We have already shared additional resources on budgeting and will offer the same level of support as we did during the application process.

Our Instructional Services Department is working with our districts to develop year-long professional development plans around the [Essential Instructional Practices in Literacy](#) and coaching around the implementation of their literacy frameworks will remain at the core of our work.

Written by: Geanice Miller

## GYO Update



We held our Grow Your Own Round 2 Orientation on March 11, 2024 at the Conference Center. 92 new candidates were invited along with representatives from Calhoun County, Western Michigan University, #TEACH, and Michigan Teachers of Tomorrow. Candidates walked away from the orientation ready to enroll in their program and schedule courses.

Those candidates who do not already have a Bachelor's Degree are going to be enrolling in Western Michigan University to receive their teaching degree. The GYO Program at WMU is an expedited program that includes synchronous and asynchronous classes and candidates are expected to finish their programming in the spring of 2027. GYO will pay for their classes, books, and all fees connected to the program. Those candidates who already have a Bachelor's Degree have the option to enroll in an alternative program that is 100% asynchronous.

At this point, we have 249 students working in the GYO program. In addition, we are currently working on another round of GYO funding. We will be expanding the grant to include candidates interested in the Deaf and Hard of Hearing program at Madonna University.

### **Van Buren Youth Initiative**

As mentioned above, Erin Kucharski is the new VB Youth Initiative Coordinator. The purpose of the VB Youth Initiative is to be able to provide after school programming centered around arts and music for students in middle and high school. Research indicates that when students have more opportunities to spend time with trusted adults and engage in enriching activities, they are much more likely to thrive in school. Erin started in this position on March 4. She immediately began by meeting with various organizations and individuals across Van Buren County and gathered information from students and adults across the county regarding the type of programming that was desired. In addition, she is working to partner with various organizations to support the programming that will be offered. The plan is to have an east and a west site in the county. Those details are still being worked out.

The mission statement for the VB Youth Initiative is: The Van Buren Youth Initiative empowers youth to inspire, achieve, and belong. We ignite passion, support goal achievement, and cultivate a supportive community. Our focus is on inspiring dreams, fostering achievement and creating a sense of unity and belonging, preparing young individuals to positively impact their world.

### **Adult English as a Second Language (ESL)**

Adult education programs in Michigan are experiencing a growth in demand and participation. Requests for English as a Second Language (ESL) have also been increasing. VBISD's Adult ESL Program, led by Tonda Boothby, is currently operating in Bangor. Our number of students has grown throughout the year from an initial enrollment of five students to twenty-six students. With many students enrolling with little or no English skills, we have revised our class structure to provide more time to practice speaking in English to each other and to learn about current and relevant topics, as opposed to relying on Burlington English, an online program for the majority of our programming.

A recent lesson about an eclipse happening across Mexico, the United States and Canada on April 8, 2024 provided an opportunity for timely learning. Information and materials provided online and from a presentation by Van Buren District Library held at the VBISD Conference Center equipped our adult learners with knowledge about the eclipse, as well as glasses to see the sun before and after the total eclipse. They learned to test their glasses by looking at a bright light. If they cannot see the light, then the glasses are safe enough to use when watching the eclipse.

Students also learned that walking around the classroom with their eclipse glasses on is *not* such a good idea. Those eclipse glasses are safe enough to block out harmful sun rays, but they also block one's ability to see furniture in the room!





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## MEMO

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**DATE:** APRIL 10, 2024  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES  
**RE:** HUMAN RESOURCES UPDATE

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**HUMAN RESOURCES UPDATE - (Leadership, Communication Skills, Resourcefulness, Creativity, and Innovativeness, Professional Preparation, Decision Maker, Planner and Organizer.)**

**GENERAL UPDATES:**

**2024 SWMSBO Mid-Winter Conference**

Kara Duffy, Jodi Sower and I had the opportunity to attend the SWMSBO Mid-Winter Conference at Kalamazoo Valley Community College on Wednesday, March 13. This was a great opportunity for each of us to attend different sessions related to our work. It was another great opportunity for the team and we each took away key information and updates that we will apply to our positions.

**MDE Student Loan Forgiveness**

Early February, the Michigan Department of Education (MDE) announced a



Student Loan Repayment Program. In accordance with Michigan Compiled Law (MCL) Section 388.1627k, eligible program participants shall receive up to \$200 per month. The up to \$200 per month is based on the fact that we are not assigned to Band 6 in the opportunity index.

The Student Loan Repayment Program participant eligibility include:

- The participant works 32 hours or more per week
- The participant currently makes payments towards their student loans
- The participant makes these payments under a federal public service loan forgiveness program
- The participant is enrolled in an income-driven repayment plan, if their loan type allows for this type of plan
- The participant works directly with pre-K to grade 12 students

Applications are due to MDE by no later than April 11, 2024, so I have been working diligently with the interested employees to determine eligibility prior to the April 11 date. I am unsure as of right now when we would be expected to know about the status of our application. It also appears that funding wouldn't be received until the July State Aid Payment, which means we won't be able to start making payments to eligible employees until the funding is received. We are continuing to learn more information as we go, but we are doing our best to stay on top of the latest updates regarding this program.

### **5D+ Calibration Tune Up Requirement**

We currently use 5D as our teacher evaluation tool. One requirement is that all administrators evaluating teachers need to take the 5D+ Calibration Tune Up by no later than September 1, 2024. This is a one day training for anyone that has already been formally 5D trained. For those that are either new administrators or haven't been formally trained, there is a six day training requirement that has to be completed. We have partnered with MASSP to offer an onsite 5D+ Calibration Tune Up training that we have extended to our administrators as well as the administrators at all of our local districts that may also use 5D as their evaluation tool. This training will be held June 27, 2024 at the Conference Center. I would also like to thank Katy Holverstott, Jen Korinek and Andrea Chapman for all of their support and coordination to make this training a success.



Memorandum	
<b>Date:</b>	April 10, 2024
<b>To:</b>	VBISD Board of Education
<b>From:</b>	Angie Gutiérrez <i>Administrator of Multilingual and Migrant Services</i>
<b>Subject:</b>	Multilingual/Migrant Services Update



Victor has worked for the VBISD Migrant program for the past three years. He works as a recruiter during the summer and also assists with Region 2 recruitment during the school year. Victor visits the migrant camps and assists families in registering for the summer program. Families are very comfortable reaching out to Victor when they arrive in Michigan and they let him know what support they need. He has also worked for Lawrence Public Schools for three years as a bilingual paraprofessional. Victor grew up traveling between Michigan and Texas as his family followed the harvest to work. Victor graduated from Hartford High School. Victor states, “ Growing up Migrant we always got the support we needed and I want the Migrant families to get the support they need”. Victor has also built strong relationships with the staff, students, and families at Lawrence Public Schools. These are a few comments from students at Lawrence Public Schools:

“Mr. Victor is a very kind and smart teacher and very generous” - Yuridia San Juan-Gonzalez

“ Mr. Victor is really nice. Mr. Victor is one of my favorite teachers. He’s very helpful and tries to help you get your grades up”-Yajira Pere



## Multilingual Family Literacy Update:

On February 20th, families gathered at the Van Buren ISD Conference Center for the Multilingual Family Literacy Night, hosted by the VBISD Title 3 Consortium. The event celebrated language, culture, and family bonds. VBISD ESL/Migrant Resource Teacher Sarita Collins led the event, and staff members Dawn Munoz Lamas, Victor Zuniga, Elida Segura, Maria Hernandez, and Sara Ledesma assisted the families.

This unique event was not just about literacy in the traditional sense but transcended language barriers, celebrating every family's unique story. Parents and children, side by side, began their books, printing their family crests and recording their family's stories. The initiative highlights the diverse tapestry of cultures that enrich our community. We will finish our books on May





## Project Nomad Summer School Updates:

We are returning to Covert Public Schools this year for our Summer Migrant Program. We anticipate having three preschool classrooms, classrooms K-6 will each have a classroom, and a combined classroom for grades 7-12. We sent out a survey to our staff in February and the majority of our staff is returning, including all the bus drivers from last year. We anticipate filling a few teaching positions, paraprofessionals, student interns, and recruiters. We are excited to welcome back our students this summer!

### **Important Dates:**

**June 13th-14th:** Move materials from the ISD to Covert

**June 18th:** All summer school staff reports to Covert for our kick-off to summer school PD and classroom setup

**June 19th/20th:** Instructional staff reports for classroom setup and Professional Development

**June 24th:** First Day with Students

**July 4th/5th:** No School

**August 28th, 29th, and 30th:** Camp Meetings with our partners from Detroit

**August 29th-31st:** Summer Fun Days at Covert Public Schools

**August 6th:** Last day of school for students

**August 6th/7th:** Moving day from Covert to the ISD



This month has been very busy for the Multilingual/Migrant Services department. Sarita Collins and Angie Gutierrez were asked to speak at the Watervliet Public School



Multilingual/Migrant Parent Meeting on March 26th. The topic was the “Whole Child”. We discussed Education, Nutrition, and Mental Health. We were also able to highlight the Biliteracy Seal and CLEP testing available for their high school students. Telemon also presented valuable information to the families.



Laura Kronk, our ESL teacher and SIOP trainer presented to staff at Cassopolis Public Schools. Cassopolis has a small multilingual population. They sent teachers to our SIOP training (strategies to work with Multilingual students) in the fall and requested follow-up training for the spring. According to Yara Neuerburg, Director of Instruction for Cassopolis, “The use of language in the academic setting is under our MICIP district goals of improving our reading and math district goal that will include academic language and content specific vocabulary for mathematics and encourage students to use it daily both in written communication and oral communication”. Laura was able to give the teachers strategies to work with their multilingual students. They were so excited they asked her to do additional training in June.





# MEMO

**DATE:** APRIL 10, 2024  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH, DIRECTOR  
**RE:** CAREER & TECHNICAL EDUCATION UPDATE

## KALAMAZOO VALLEY COMMUNITY COLLEGE ART and DESIGN COMPETITION

On Friday, December 1st, students from Van Buren Tech’s Graphic Design and Print Design programs competed in the Kalamazoo Valley Community College Art and Design Competition. Overall, the event was an outstanding learning experience for students, as they were able to see other artistic styles and network with students and industry professionals . . . Graphic Design student, Creed Rayborn (Paw Paw), won 1st place for his “Stars Animatic” animation, which earned him a \$500 prize!

Watch Creed’s video here: <https://www.facebook.com/watch/?v=2030912583933372>

Sawyer Blanchard (Lawton) from Van Buren Tech’s Graphic Design program also won 3rd place for “Refractions” digital art, winning a \$100 prize. Great job to both Van Buren Tech students!



Creed Rayborn



Sawyer Blanchard

## SENATOR ARIC NESBITT VISIT

Van Buren Tech recently welcomed Senator Aric Nesbitt to campus, where he visited Van Buren Tech’s Fire Science Academy, EMT, and Law Enforcement programs. As a part of the visit, Senator Nesbitt toured the facilities, spoke with students and staff, gained specific insight into the Career and Technical Education that students in the Protective Services programs receive at Van Buren Tech, and engaged in conversations about VB Tech’s partnership with industry partners in regard to training opportunities. Thank you, Senator Aric Nesbitt, for your support and contribution to the community. Together, we’re paving the way for excellence in education and career training!



## MARKETING, SALES & BUSINESS

Congratulations to Van Buren Tech's Marketing, Sales & Business students who recently traveled to Western Michigan University to compete in the WMU Sales Challenge: Alejandro Mondragon (Covert), Logan Munting (Lawton), and Ava Bachmann (Mattawan). Bachmann and Munting advanced to round #2 with the final 16 contestants and will participate in the event which will be held at WMU's Haworth College of Business. Munting ultimately placed 2nd overall, winning a visa gift card and some WMU apparel! Great job to these VBT students!



## 2024 NTHS INDUCTION CEREMONY

On Monday, February 19th, Van Buren Tech held its 2024 National Technical Honor Society induction ceremony. This year, VB Tech welcomed 116 new members into the VB Tech NTHS Chapter, who joined the 63 2nd-year members that were inducted last year. Together, our NTHS students represent 23 of our 26 CTE programs and 14 of our 15 partnering school districts. With community service being an essential component of NTHS membership, our 2nd-year NTHS members have already logged over 2,000 hours of community service, and this incoming cohort is on track to set an NTHS Community Service record as they take on a peer-to-peer safe-driving project called "Teens in the Driver's seat



## MARKETING CTE SHOWCASE

On Thursday, February 22nd, students in the Marketing, Sales & Business program hosted a CTE Showcase in recognition of CTE Awareness Month. To prepare for the event, students were assigned a VB Tech program and were tasked with creatively marketing their program to a specific panel of judges, special guests, and peers. The Culinary Arts & Catering Management program catered the event with delicious hors d'oeuvres and treats while the judges listened to presentations and used rubrics to evaluate them. The winners of this year's CTE showcase go to:

AM- Logan Munting (Lawton) & Tyson Stratton (Mattawan) - Engineering & Architectural Design Presentation

PM- Jennifer Bacillo (Hartford), Raquel Perez (Watervliet), and Cindel Casarrubias (Lawton) - Graphic Design & Print Design Presentation.

All of the presentations were very professional and the students did an outstanding job marketing the CTE programs that Van Buren Tech offers. Great job to all!



## FIRE SCIENCE EXTRICATION

Students from Van Buren Tech's Fire Science Academy program recently had the opportunity to practice extrication techniques on vehicles generously donated by local companies. A special thank you goes out to Clark's Auto Parts, McPike Auto Salvage, Dan's Automotive, and Mike's Towing for their invaluable support in making this training possible. David Freislinger took the time to demonstrate and educate our students on proper extrication methods. As part of this exercise, students were able to utilize some of the latest and greatest extrication tools and equipment. At Van Buren Tech, we believe in hands-on learning experiences that prepare our students for real-world challenges. Thanks to the support of our partners and the dedication of professionals, our Fire Science Academy students are gaining the skills and knowledge they need to serve and protect our communities effectively.



## CADET TEACHER “LOVE WHAT YOU DO” EDUCATION JOB FAIR

On Thursday, February 15th, Van Buren Tech’s Cadet Teacher program held its annual Education Job Fair, titled the "Love What You Do" job fair. This year’s event, coordinated by three exceptional Cadet Teacher seniors from Hartford High School: Isela Mireles, Evelin Calvillo, and Aide Soto, aimed to enrich the career prospects of their peers. With 21 esteemed guest speakers representing a diverse range of education professions across seven different districts, the job fair provided invaluable insights into various career pathways in the education industry. Approximately 60 students from 15 local school districts actively engaged in enriching conversations and networking opportunities. This ambitious endeavor, which serves as a testament to the dedication and vision of the organizers, aligns seamlessly with the Chapter Service category for Family, Career, and Community Leaders of America (FCCLA). By addressing the critical need for students to discover fulfilling career options beyond high school, Mireles, Calvillo, and Soto exemplify the core values of leadership, service, and innovation championed by FCCLA.

The "Love What You Do" job fair not only underscores the commitment of Van Buren Tech's Cadet Teacher Academy program to nurturing aspiring educators but also underscores the collaborative spirit driving educational excellence within the community.

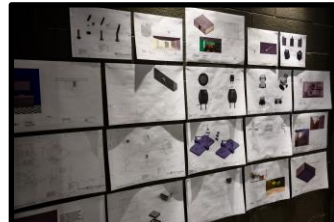
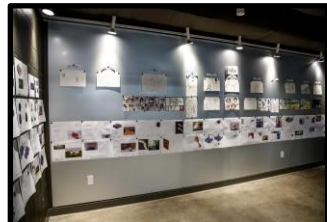


## INTERDISCIPLINARY COLLABORATION PROJECT

Students from Van Buren Tech's Graphic Design and Engineering & Architectural Design (EAD) programs recently teamed up for an exciting project inspired by Ray Bradbury's classic, "The Veldt," asking the big question: "How does technology impact us?"

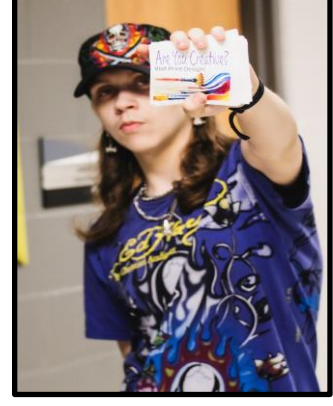
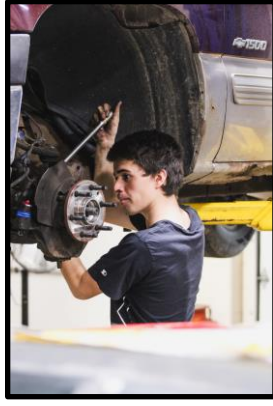
In a mashup of art and design, students collaborated to bring Bradbury's story to life. The Graphic Design program crafted a stunning graphic novel, putting its spin on "The Veldt," while the EAD students dove into designing the futuristic house from the story. Through their detailed floor plans, prototypes, and hand illustrations, they brought to fruition the immersive environment that serves as a backdrop to the story's unfolding drama.

This project not only pays homage to Bradbury's genius but also gives us a fresh perspective on our relationship with technology. Through this collaboration, students learned the power of teamwork and how different skills can come together to create something truly special. The students’ work is currently being displayed in Van Buren Tech’s gallery on Main Street. Great job to all involved!



## 8th GRADE INVASION

On March 12-14, Van Buren Tech hosted 8th-grade students from all 15 of its partnering school districts throughout Van Buren, Cass, and Berrien counties as part of its annual “8th Grade Invasion” event. Structured like an exploratory vacation,



students were given mock passports and could earn stamps by visiting and learning about each of VB Tech’s CTE programs. Students who obtained 5 or more stamps during their 1-hour visit were entered into a drawing for some college “swag” donated by our college partners, along with a Grand Prize at the end of the event. Overall, the event was a huge success. Many engaged students with smiling faces could be seen throughout the week.

## VAN BUREN TECH JOB FAIR

On Tuesday, March 19th, Van Buren Tech welcomed employers from all over southwest Michigan to the 2nd annual VB Tech Job Fair. With forty-five employers in attendance for the entire school day, both the morning and afternoon students were given the opportunity to network with industry representatives, learn more about employment expectations and available employment opportunities, and submit resumes and performance/product portfolios. The event included a networking lunch for employers and VB Tech staff to help grow future partnerships. The event is aimed at setting students up for success as we help build connections among local business and industry professionals. Feedback from employers was extremely positive as students came dressed for success and were prepared with resumes, questions, and interviewing skills. We would like to thank all the businesses and professionals who made this event possible! Your support and engagement mean the world to us. Thank you for supporting Van Buren Tech's efforts in setting students up for success.





VAN BUREN COUNTY CAREER & TECHNICAL EDUCATION

# ANNUAL REPORT

2022-2023

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## PARTICIPATING SCHOOLS

### VAN BUREN COUNTY

Bangor Public Schools  
Bloomingdale Public Schools  
Covert Public Schools  
Decatur Public Schools  
Gobles Public Schools  
Hartford Public Schools  
Lawrence Public Schools  
Lawton Community Schools  
Mattawan Consolidated Schools  
Paw Paw Public Schools  
South Haven Public Schools

### CASS COUNTY

Cassopolis Public Schools  
Dowagiac Union Schools  
Marcellus Community Schools

### BERRIEN COUNTY

Watervliet Public Schools



## FROM THE DIRECTOR

### Robert Smith



Over the past 41 years, Van Buren Tech has worked closely with business/industry partners to best prepare students for a variety of post-secondary options, through a combination of applied learning, work experience, and college coursework. Van Buren Tech offers a challenging, hands-on learning environment where students can apply the skills and academics they learn. Initially perceived as an alternative to college, Van Buren Tech currently serves college and university bound students to enable them to explore careers prior to committing thousands of dollars after graduation. Today's CTE programs provide a multi-faceted training experience, utilizing high-tech equipment and training, in combination with project and work-based learning, to assist students as they explore career options, prepare for college, and develop skills for the workplace. Each year, over 1,000 high school juniors and seniors from 15 partnering school districts throughout southwest Michigan choose to attend Van Buren Tech for a portion of their school day. The flexibility in program offerings at VBT allows students to maintain their affiliation with their "home school," while pursuing opportunities to work with educational and technical resources that would otherwise not be available in their local school district!" Students can leave VB Tech with up to 60 college credits, a state or national license or certification, and advanced skills that employers need NOW!

# CAREER & TECHNICAL EDUCATION STAFF STRUCTURE



# STUDENT & STAFF SUPPORT SERVICES

## Counseling Services

A certified School Social Worker and certified School Counselors are available to provide confidential personal counseling, mediation, training, referrals to area agencies, and support to students, parents and staff.

## Work-Based Learning Services

WBL experiences may be coordinated by the school district via a contract (training agreement) with an employer who agrees to provide a supervised educational experience related to school instruction (training plan) and monitored by a certified VB Tech WBL coordinator.

## Specialized Instruction Services

The Specialized Instruction Department provides direct services to students and parents, consultation services to instructors and classroom supports and interventions for students with Individualized Education Plans and/or 504s.

## Academic Services

Four highly-qualified math, science, and English teachers/consultants are available to work with CTE instructors and students to integrate core academic content into CTE programs. These teachers/consultants team teach with CTE instructors regularly.

## Student Intervention Services

Intervention services are available to students who need assistance to make positive life choices that will keep them focused on their career path.

# CTE PROGRAMS BY CAREER PATHWAY

## **Agriculture & Natural Resources**

Agriculture & Natural Resources

## **Arts & Communication**

Graphic Design  
Print Design

## **Business, Management, Marketing & Technology**

Cyber Security & Computer Network Technology  
Finance, Investment, & Technology  
Marketing, Sales, & Business  
Software Engineering

## **Engineering, Manufacturing, & Industrial Technology**

Advanced Manufacturing  
Automotive Technician: Brakes, Engines & Suspension  
Automotive Technician: Electrical & Engine Performance  
Construction Trades (On-Site)  
Construction Trades (Off-Site)  
Engineering & Architectural Design  
Polymer Technologies  
Welding

## **Health Sciences**

Allied Health Technologies  
Emergency Medical Technician  
Patient Care  
Dental Occupations

## **Human Services**

Cadet Teacher Academy  
Cosmetology  
Culinary Arts & Catering Management  
Early Childhood Careers & Education  
Fire Science Academy  
Law Enforcement

# CAREER EXPLORATION & PLANNING

## Van Buren Tech Job Fair

Van Buren Tech welcomed industry professionals to the 2023 Job Fair, where they connected with qualified students. Employers from all over southwest Michigan provided students with job opportunity information, an overview of employment expectations, and potential Work-Based Learning opportunities available. Students submitted resumes and performance/product portfolios as they met with leaders within the field of their choice. Van Buren Tech is equipping students for success as they help build connections among local business and industry professionals.

## 8th/10th Grade Visits

Each year, 8th and 10th grade students in Van Buren County visit Van Buren Tech as part of a career exploration activity. Prior to the visit, students complete an interest inventory to help them identify potential careers of interest. During the visit, students are able to visit various Career & Technical Education (CTE) programs and take part in a variety of industry-related activities to help them fine tune their career interests. Due to COVID-19, visits were not able to take place in person this year; however, the event still took place virtually. Prior to the virtual visits, students completed the interest inventories via a virtual meeting with VB Tech counselors. VB Tech instructors then created videos introducing themselves and explaining their programs. As part of a virtual visit event, students were able to select one or more programs to visit virtually. Overall, the virtual event was a huge success

## Career, College, & Exploration Day

The Career, College & Exploration Day event is an annual post-secondary planning event where students are able to meet with representatives from over 50 colleges/universities throughout the midwest, trade schools and representatives from the various military branches. Due to COVID -19, the event was not able to take place in person this year. As a part of the event, students are able to obtain information about programs of study, entrance requirements, degree options, financial aid/scholarship availability, job placement rates, etc. Juniors and seniors not attending VB Tech are also invited to participate.

## Senior Application Week

In October each year, all seniors at Van Buren Tech participate in a post-secondary application event where they work collaboratively with VB Tech counselors to complete an application for either a college/university, MichiganWorks/job bank, or a branch of the Military. Once finished, students display their accomplishments on a recognition board throughout the main hallway.

## Work-Based Learning Experiences

WBL is a requirement for all state-approved CTE programs. As such, all CTE students participate in a variety of industry-related experiences such as work site tours, industry-related guest speakers, field trips, job shadows, unpaid and paid work-based placements, mentoring, job fairs and mock interviews. Together, these experiences not only provide an excellent opportunity for career exploration, but also model professional skills needed to be successful in specific industries.

# GRADUATION REQUIREMENTS

## MICHIGAN MERIT CURRICULUM

### ENGLISH LANGUAGE ARTS – 4 Credits

- Proficiency in State Content Standards for ELA



### MATH – 4 Credits

- Proficiency in State Content Standards for Math
- Proficiency in a district-approved 4th Math credit
- Student must have a Math experience in final year of High School

### SCIENCE – 3 Credits

- Proficiency in State Content Standards for Science OR
- Proficiency in 2 Credits of State Content Standards for Science and the completion of a Department-Approved CTE program (1 credit)

### SOCIAL STUDIES – 3 Credits

- Proficiency in State Content Standards for Social Studies

### WORLD LANGUAGE – 2 Credits

- Formal coursework or an equivalent learning experience (2 Credits)
- OR completion of a Department-Approved CTE program (1 credit)

### PHYSICAL EDUCATION & HEALTH – 1 Credit

### VISUAL, PERFORMING, AND APPLIED ARTS – 1 Credit

### ONLINE LEARNING EXPERIENCE



# NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society (NTHS) honors the achievements of top CTE students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. NTHS strives to bring well-deserved recognition, scholarship opportunities, and career opportunities to students who excel in CTE programs. NTHS celebrates students who not only embody the attributes of leadership, scholarship, skills, honesty, citizenship, service and responsibility, but those who also embrace a clear vision for tomorrow's workforce and their role in it.

NATIONAL  
TECHNICAL  
HONOR  
SOCIETY



"success favors the prepared mind"



National **Technical**  
**Honor** Society

# CAREER & TECHNICAL STUDENT ORGANIZATIONS



## BPA

BPA is a highly regarded Career & Technical Student Organization for students pursuing careers in business, management, and technology related career fields. For the 2021-22 school year, VBT is proud to announce that 7 of our students qualified to go to the National Leadership Conference in Dallas, Texas! This conference is known as the ultimate event for BPA members and students had the opportunity to compete against other BPA members from all over the country!



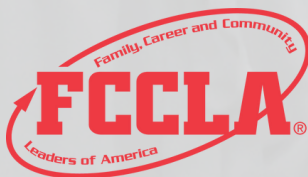
## CYBERPATRIOT

CyberPatriot is a national youth cyber education program created by the United States Air Force Association to help direct students toward careers in cybersecurity or other science, technology, engineering, and mathematics disciplines. For the 2021-22 competition, nearly 3,000 teams participated in 3 rounds of competition where they were challenged finding and fixing cybersecurity vulnerabilities in virtual operating systems. Using a proprietary competition system, teams were scored on how secure they made the system. Students from VB Tech's Cyber Security & Computer Network Technology program finished in the top half of the competition.



## DECA

DECA is an international, student run organization for Marketing students that prepares them for careers in marketing, management, finance and entrepreneurship.



## FCCLA

The Family, Career and Community Leaders of America (FCCLA) is a Family and Consumer Sciences education student organization aims to promote life skills, creative and critical thinking skills, interpersonal communication skills, practical knowledge, and career preparation through a variety of projects and competitions. For the 2021-22 school year, Van Buren Tech's Cadet Teacher Academy and Early Childhood Careers and Education programs participated at the FCCLA State competition in Midland, MI with much success! Over 12 students medaled at State and 7 students qualified to compete at the National competition in San Diego, CA.

# CAREER & TECHNICAL STUDENT ORGANIZATIONS



## FFA

FFA is a student organization that uses agricultural education to provide a path to achievement in leadership, personal growth, and career success for a wide variety of students, including those seeking to become doctors, teachers, scientists and business owners.



## MITES

Established in 1928, The Michigan Industrial and Technology Education Society (MITES) is a professional organization of industrial technology educators established to encourage and recognize fine craftsmanship in the fields of industrial technology and career technical education. Annual competitions are divided into 14 divisions. Students choose divisions to enter projects, which are then evaluated by judges, scored, and recognized for their workmanship. Regional division winners qualify to compete at State competitions.



## SKILLSUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Serving nearly 400,000 students and instructors annually, SkillsUSA is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven workforce development.

# COLLEGE COURSEWORK

## COLLEGE CREDIT

For students interested in getting a head start on college, ALL of the CTE programs at VB Tech provide opportunities for students to earn FREE college credit. For many of our programs, the college coursework is a natural fit within the CTE curriculum and is embedded in the program's curriculum. In other programs, students do additional work outside of their specific CTE program to earn the college credit. Some college credits are "articulated credits" and others are "transcripted credits." Descriptions of the two types are listed below.

## ARTICULATED CREDIT

Articulated credits are college credits that students may be eligible to receive through the successful completion of their CTE program. The availability of articulated credits changes each year and is based on the alignment of the CTE program content and how closely it relates to the college course content - if there is alignment and students showed proficiency in that specific area, students may be eligible to receive college credit for the work they've already done at Van Buren Tech, at no cost to them! Students must meet eligibility requirements for each of these credits, as determined by the postsecondary institution awarding the credits. These credits are not part of a permanent college transcript!

## TRANSCRIPTED CREDIT

Transcripted credit courses are also known as **Dual Enrollment courses**. A student in high school signs up for a course that has an agreement with a post-secondary institution and if they meet the requirements of the course, the student receives high school and college credit...for free! Transcripted credits are official college credits that are recorded on a college transcript. Transcripted credits typically require the completion of a specific college course (e.g., ENG 101) and are taught by a college/university instructor or a CTE teacher that has been determined by the college/university as eligible to teach the specific course being offered.



# VAN BUREN MIDDLE COLLEGE



## 2022-23 CTE Middle College Data\*

- 13th Year Students
  - 12 Students (8 Females, 4 Males)
  - Overall GPA: 3.23 (Fall = 3.35; Winter = 3.34)
- 12 Year Students
  - 14 Students (12 Females, 2 Males)
  - Overall GPA: 3.54 (Fall = 3.41; Winter = 3.53)
- 11th Grade Students
  - 28 Students (14 Females, 14 Males)
  - 15 CTE Students, 13 GEN ED Students
  - Completed CTE Programs at VB Tech
  - Start college full time in 12th Grade (2021-22)

The Van Buren Middle College (VBMC) is an accelerated college program designed to allow a student to complete a high school diploma and up to a full Associate's Degree or college certification at the same time over the course of three years (grades 11, 12, and one additional year sometimes referred to as year "13"). The VBMC is designed to be a robust bridge between high school, college, and a student's future career. The program seeks to provide students with a rich college experience, along with an excellent opportunity for targeted and specific career and technical education; students participate in intense mentoring throughout the program to ensure their success. Students who successfully complete the VBMC will have a jumpstart on their college education and a clear path to their future.

# STUDENT CERTIFICATIONS & EARNED CREDENTIALS

## Agriculture & Natural Resources

Veterinary Medical Applications Certification  
Youth Quality Care of Animals (YQCA)

## Arts & Communication

American Heart Association HeartSaver CPR

## Business, Management, Marketing & Technology

American Heart Association HeartSaver AED  
Certified IT Fundamentals Pro  
Certified Network Pro  
Google Analytics for Beginners  
Intuit Quickbook ONline Certified User  
Microsoft Office Specialist (MOS) Excel  
Microsoft Office Specialist (MOS) PowerPoint  
Microsoft Office Specialist (MOS) Word  
Microsoft Office Specialist (MOS) Word Associate  
Microsoft Office Specialist (MOS) Word Expert  
Retail Sales Academy  
Social Media Marketing

## Engineering, Manufacturing, & Industrial Technology

Automotive Light duty Electrical, & Automotive Light duty Performance/Tune up  
Mastercam 2D Mill  
Michigan Mechanics Engine Repair  
Michigan Mechanics Brakes & Braking Systems  
Michigan Mechanics Front End, Suspension & Steering Systems  
Michigan Mechanics Electrical Systems  
Revit Certified User  
Solidworks Certified User  
Tooling U Certificates  
United Brotherhood Career Connections (CTIF) Level 1-3

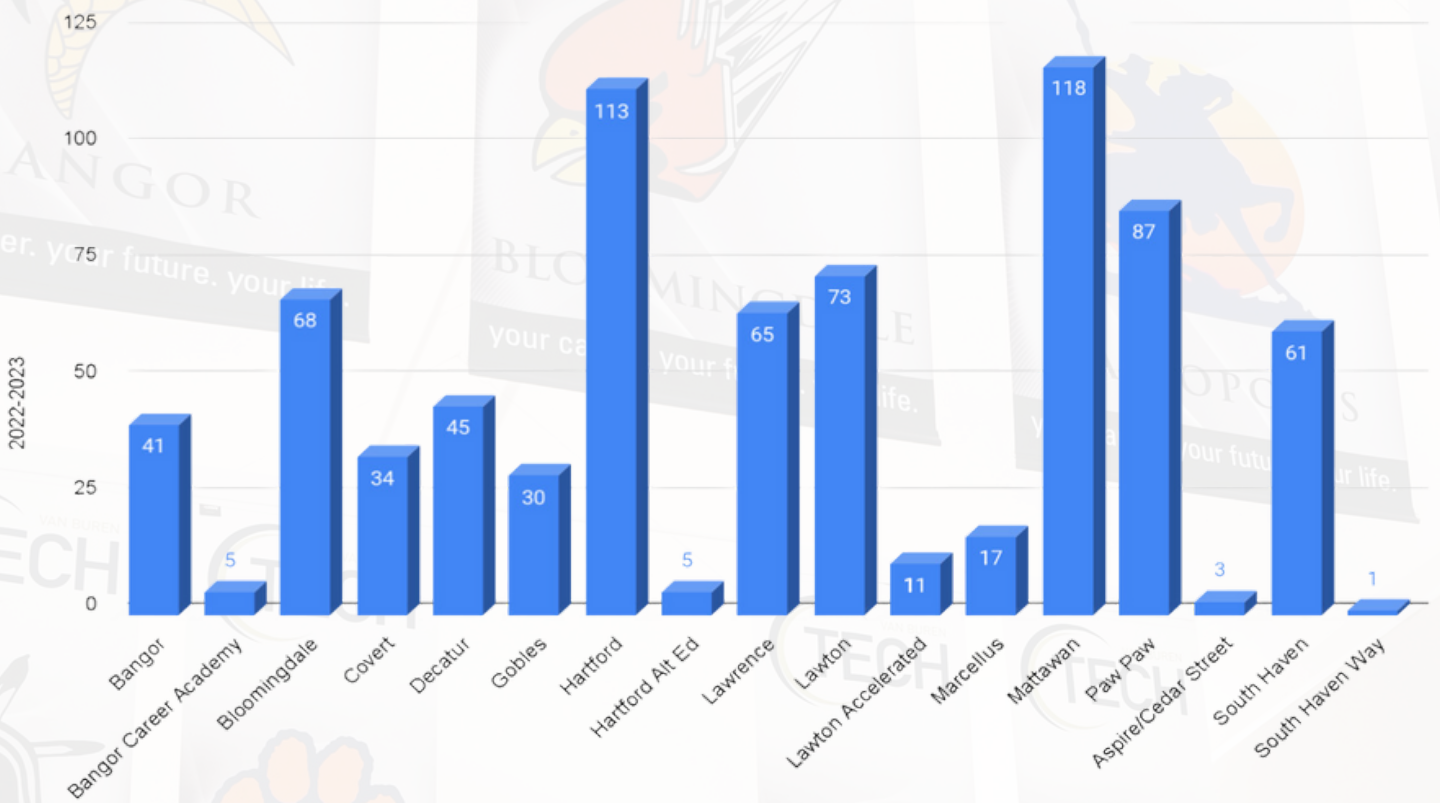
## Health Sciences

American Heart Association HeartSaver CPR  
National Registry of Emergency Medical Technician

## Human Services

American Heart Association HeartSaver AED  
Barbicide Certification  
Child Development Associate  
Cardiopulmonary Resuscitation (CPR)  
Fire Fighter I & II Certifications  
ServSafe Food Handler  
ServSafe Food Manager  
Shellac Certification  
Spray Tan Certification

# 2022-2023 CTE ENROLLMENT OVERVIEW

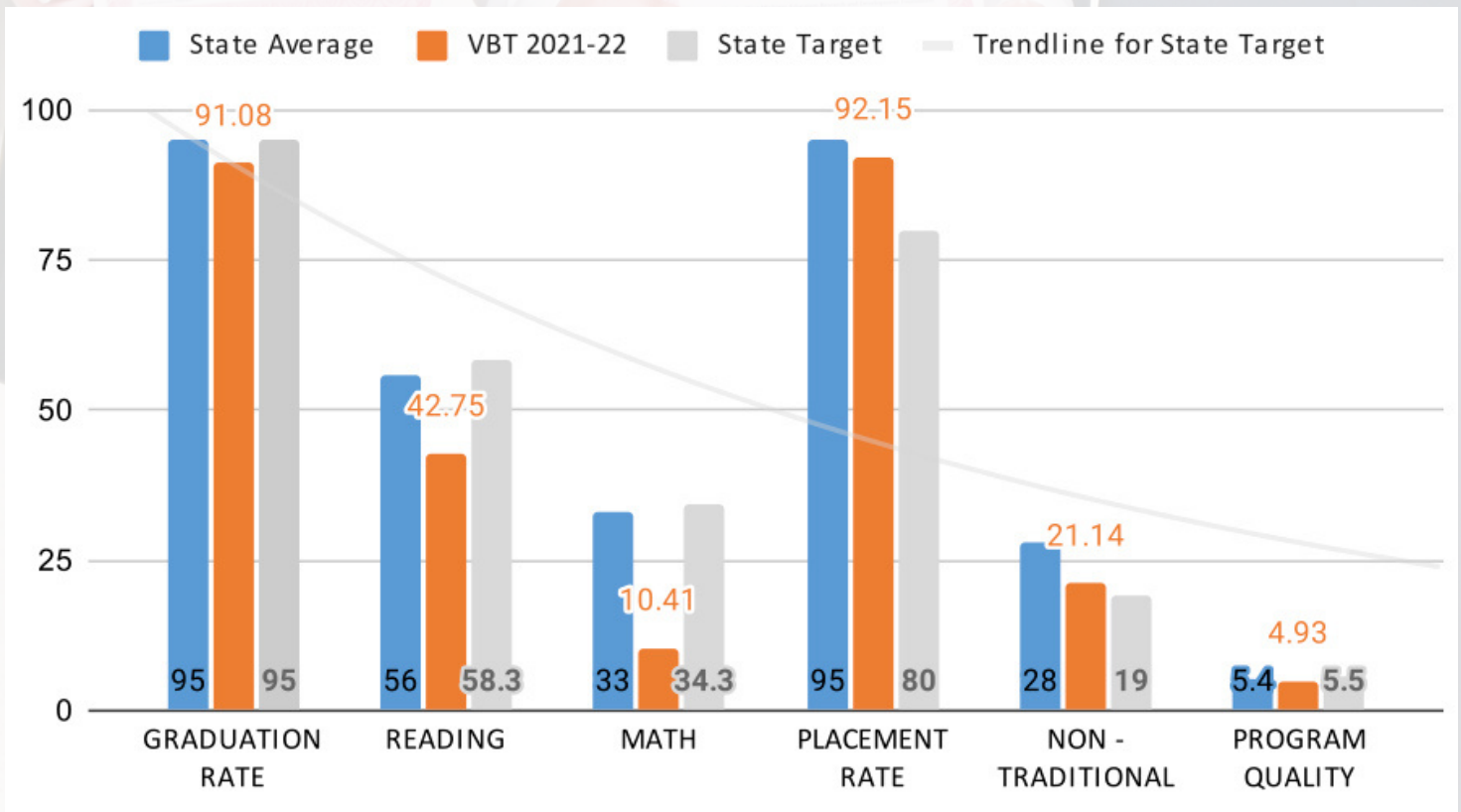


# STUDENT PERFORMANCE DATA

As a part of the Federal Perkins V Legislation, CTE students across the Nation are now evaluated annually on 6 Core Performance Indicators (CPIs)

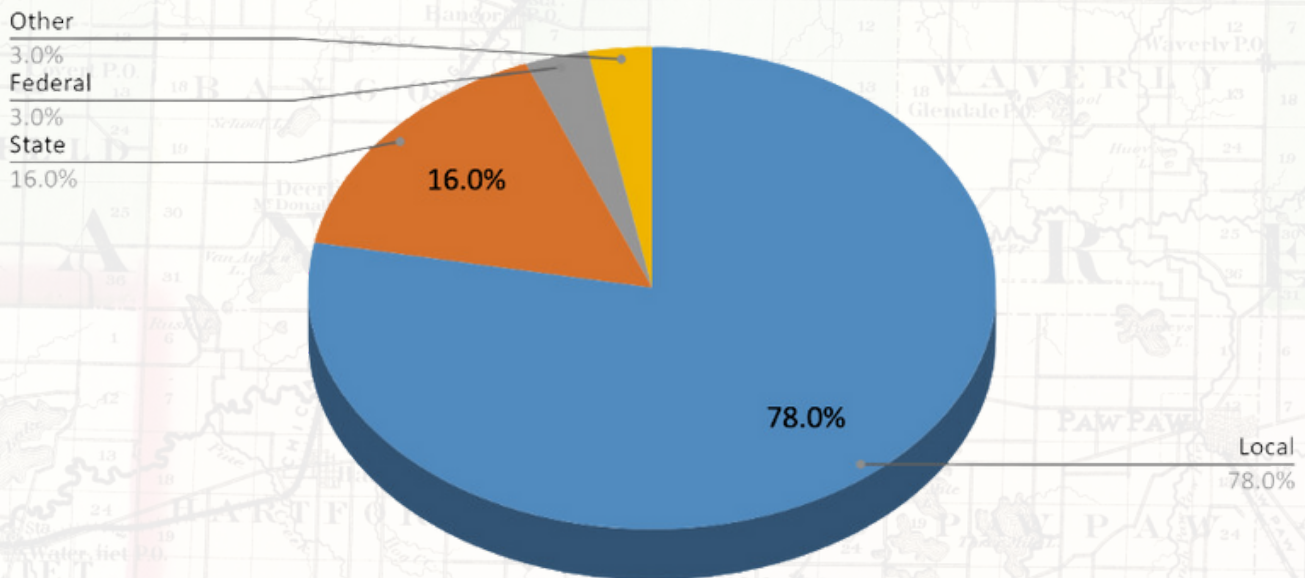
- Graduation Rate (State Target - 95%)
- Reading/Language Arts (State Target - 56%)
- Mathematics (State Target - 33%)
- Placement Rate (State Target - 95%)
- Non-Traditional Placement (State Target - 28%)
- Program Quality (State Target- 5.4%)

## 2021-2022 Core Performance Indicators

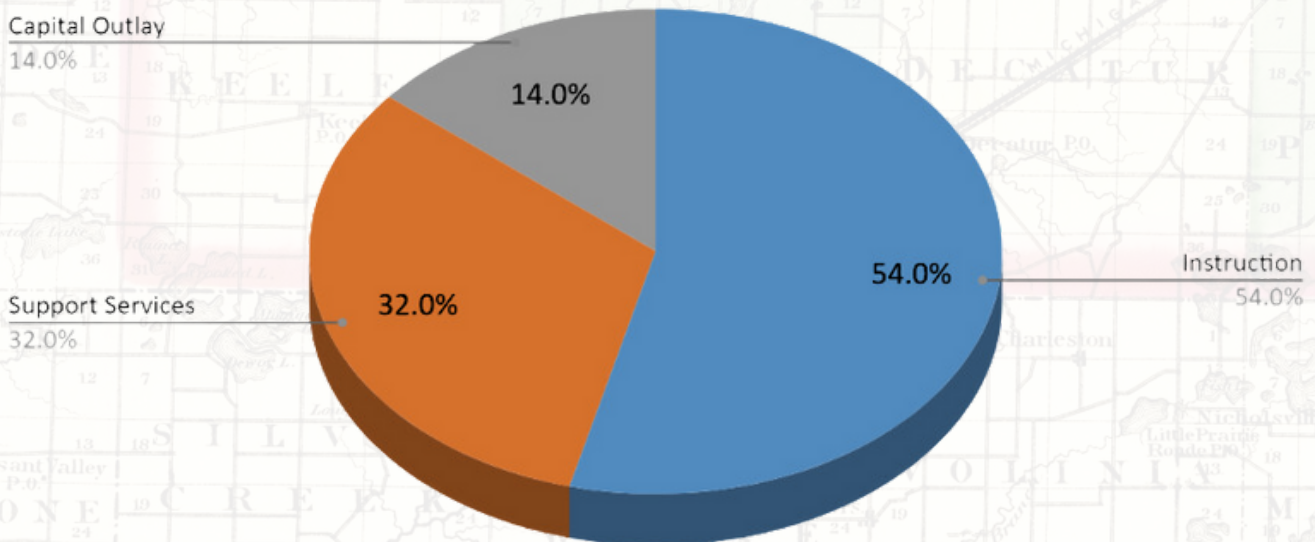


# 2022-2023 CTE REVENUES/ EXPENDITURES

## REVENUES



## EXPENDITURES



# 2022-2023 STUDENT ACHIEVEMENTS

## ASPIRNAUT SUMMER RESEARCH INTERNSHIP AT U of M

Isabella Stroud, a Van Buren Middle College and VBT Patient Care student from Hartford High School, participated in the Aspirnaut Summer Research Internship this summer with the University of Michigan. This six-week program hosted student interns on U of M's Ann Arbor campus where they worked with a team of life science researchers, conducted their own research project, and gathered results that contributed to real-life cutting-edge research. We are so proud of Isabella for taking part in this wonderful opportunity!

## CAREER CAMP LOGO COMPETITION

Van Buren Tech recently created a Career Camp Logo challenge, where students from the Graphic Design and Print Design programs used their creative minds to develop a variety of logos for Career Camp 2023. Overall, there were several excellent submissions and the submission from Aiden (Lawton) was selected as the winner. Aiden's design was displayed on all Career Camp t-shirts, flyers, newspapers, and graphics.

## MITES REGIONAL COMPETITION AND STEM SHOWCASE

Van Buren Tech hosted the Michigan Industrial and Technical Education Society (MITES) Regional Competition and Van Buren Tech STEM Showcase on May 4-6. The Region 5 MITES competition involved local school districts from Van Buren, Berrien, Cass, Kalamazoo, and St. Joseph counties. Students competed in a variety of events such as architectural drafting, graphic arts, mechanical drawing, plastics, woodworking, and more!

## STATE CAPITAL CTE SHOWCASE

Michigan's Career & Technical Education (CTE) students showcased their programs at the State Capitol on Thursday, April 20, 2023. Students from the Culinary Arts & Catering Management program were proud to represent Van Buren Tech at this year's annual event. The showcase gave legislators an opportunity to meet with CTE students from all over Michigan to learn about how their program is preparing them for Michigan's workforce. Not only are CTE students gaining real-world, high-tech, and hands-on experiences, they are also paving the way for a post-secondary career path and a brighter future! "Career and technical education is important because it provides students with an opportunity to apply the academic skills that they're learning through school in a setting of employment and training," Brian Pyle, State Director of Career and Technical Education.

**III. ACTION ITEMS**

A. Approval of Amendments to General Appropriation Budgets 2023-2024  
**(ROLL CALL VOTE)**

72

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**MEMO**

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**DATE:** APRIL 10, 2024  
**TO:** BOARD OF EDUCATION  
**FROM:** REBECCA DEPAS, DIRECTOR OF FINANCE & OPERATIONS  
**RE:** AMENDMENT TO THE 2023-24 GENERAL APPROPRIATIONS

---

The revisions to the 2023-24 VBISD budgets for the General, Special Education and Career Technical Education Funds are attached for your review. The budget revisions are necessary due to changes that have occurred from the original budget approved last June. The following summary provides the total projected revenues, expenses and other financing sources and uses for the 2023-24 fiscal year for each of the funds.

	<b>REVENUE</b> (Including Other Financing Sources)	<b>EXPENDITURES</b> (Including Other Financing Uses)
<b>General Fund</b>	\$21,634,123	\$21,561,493
<b>Special Education Fund</b>	\$44,387,184	\$43,981,738
<b>Career Technical Education Fund</b>	\$15,842,866	\$15,936,507

**Recommend the following resolution be passed:**

**RESOLVED**, that the general appropriations for the General, Special Education and Career Technical Education Funds of the Van Buren Intermediate School District for the 2023-24 school year are amended as shown on the following attachments.

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**MEMO**

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**DATE:** APRIL 10, 2024  
**TO:** BOARD OF EDUCATION  
**FROM:** REBECCA DEPAS, DIRECTOR OF FINANCE & OPERATIONS  
**RE:** AMENDMENT TO THE 2023-24 GENERAL APPROPRIATIONS

---

The proposed changes to the 2023-24 budgets are predominately a result of new or increased funding sources which resulted in the hiring of new staff and program expansion.

The following table describes the changes that were out of the norm and/or had a significant impact on the budget.

Type	Description	Net Increase (decrease)
	<b>GENERAL FUND</b>	
Local Sources	NEW Educator on Loan Agreement Increase Medicaid C4S Revenue	\$87,500 \$200,000
State Sources	Increase in GSRP Program Grant Increase in Section 81 Intermediate Districts NEW GSRP Start Up Grant Increase 35a4 Grant	\$550,000 \$80,000 \$50,000 \$88,000
Federal Sources	Increase Grow your Own Grant Increase School Year Migrant Grant NEW VBC Youth Initiative Grant NEW Title I Regional Assistance	\$1,150,000 \$300,000 \$78,000 \$96,000
Incoming Transfers and Other Transactions	Increase in Business Services to Local Schools Increase in ESL Services to Local Schools	\$129,000 \$210,000
Financing Sources	Increase in Indirect costs from Other Funds	\$675,000
Instruction-Basic Needs	Increase in GSRP Programming	\$210,000
Instruction-Added Needs	Added additional ESL Instructor Increase in School Year Migrant Programming	\$150,000 \$160,000

Support Services - Pupil	Increase in Recruiter Activities Across Multiple Grants Increase in Truancy Services Decrease EC&E due to staffing adjustments Increase in Mental Health Clinician staffing VBC Youth Initiative Programming	\$55,000 \$42,000 (\$98,500) \$130,000 \$50,000
Support Services - Instructional Staff	Increase in Instructional Consultant staffing Increase in Professional Development held by Inst. Serv. Department Increase in EC&E Supervision due to staffing adjustments NEW GYO Support Staff (not funded by grant) Increase GYO Grant (instructional personnel) costs NEW YBC Youth Initiative Coordinator	\$155,000 \$50,000 \$220,000 \$65,000 \$710,000 \$28,300
Support Services - Business	Increase in Accounting Staff / Retirement Payouts / Resignations	\$195,000
Supporting Services - Central	NEW Educator on Loan (shift in expenses) Decrease Marketing Position staffing Increase GYO Grant costs (non-instructional personnel) Increase in Technology Department staffing/costs SBITAS (GASB Accounting Statement purposes)	\$87,000 (\$142,000) \$240,000 \$70,000 \$320,000
Facilities Construction and Improvements	Decrease Construction Projects to actual	(\$320,000)
Outgoing Transfers and Other Transactions	Increase GSRP Sub-recipients payments Increase in Title III / Title I Regional Assistance Grant Sub-Grantee payments	\$134,000 \$128,000
<b>SPECIAL EDUCATION FUND</b>		
State Sources	Increase in State Aid Special Education Funding Increase in State 94D Grant Programming	\$1,300,000 \$375,000
Support Services - Pupil	Increase in Teacher Consultants across multiple programs Increase in Speech Therapists	\$295,000 \$250,000
Support Services - Transportation	Increase in Transportation Staffing	\$190,000
Outgoing Transfers and Other Transactions	Increase in SE Payments to Local Schools Increase in FL Subgrantee Payments (based on formula)	\$500,000 \$170,000
<b>CAREER TECHNICAL EDUCATION FUND</b>		
State Sources	Increase in 61i Grant Programming (not spent in PY)	\$500,000

Support Services- Instructional Staff	Increase in 61i Grant Expenses (Tuition payments for staff retention/recruitment)	\$200,000
Facilities Construction and Improvements	Increase in 61i Grant expenses	\$200,000
	Increase in Other Building Improvements	\$45,000

**SPECIAL EDUCATION FUND  
DETAIL BUDGET PROJECTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

	ACTUAL <u>2020-21</u>	ACTUAL <u>2021-22</u>	ACTUAL <u>2022-23</u>	ORIGINAL BUDGET <u>2023-24</u>	PROPOSED BUDGET <u>2023-24</u>
<b>REVENUES</b>					
<i>Local Sources</i>	\$19,530,523	\$19,947,851	\$21,281,659	\$22,479,700	\$22,409,018
<i>Non-Educational Entity Sources</i>	34,275	59,493	55,368	55,000	\$56,146
<i>State Sources</i>	10,075,818	11,423,746	15,517,116	13,853,562	\$15,574,329
<i>Federal Sources</i>	4,359,242	4,596,819	5,551,612	6,323,591	\$6,140,541
<i>Incoming Transfers and Other Transactions</i>	148,877	175,715	142,318	57,500	\$100,000
<b>TOTAL REVENUES</b>	<b>34,148,735</b>	<b>36,203,624</b>	<b>42,548,073</b>	<b>42,769,353</b>	<b>44,280,034</b>
<b>EXPENDITURES</b>					
<i>Instruction</i>					
<i>Added Needs</i>	8,730,291	9,005,841	10,744,679	9,770,792	9,573,875
<i>Supporting Services</i>					
<i>Pupil</i>	10,640,089	11,719,318	13,132,845	15,545,595	16,085,943
<i>Instructional Staff</i>	3,060,063	2,968,805	3,103,422	3,520,389	3,668,381
<i>Business</i>	21,673	10,041	25,367	35,717	35,727
<i>Operations and Maintenance</i>	1,047,891	1,065,892	1,151,616	1,424,433	1,613,729
<i>Transportation</i>	2,767,310	2,681,437	2,775,529	3,207,845	3,460,012
<i>Central</i>	229,411	517,888	661,243	985,295	1,019,085
<i>Other</i>	0	0	0	0	31,196
<i>Community Services</i>	31,212	36,749	19,405	73,192	164,653
<i>Facilities Construction and Improvements</i>	1,639,700	146,845	242,668	921,000	835,000
<i>Debt Service</i>					
<i>Principal</i>	0	120,336	105,353	108,302	108,302
<i>Interest</i>	0	0	12,304	9,355	9,355
<i>Outgoing Transfers and Other Transactions</i>	3,045,987	3,102,114	3,135,734	3,142,400	3,823,149
<b>TOTAL EXPENDITURES</b>	<b>31,213,627</b>	<b>31,375,266</b>	<b>35,110,165</b>	<b>38,744,315</b>	<b>40,428,407</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>2,935,108</b>	<b>4,828,358</b>	<b>7,437,908</b>	<b>4,025,038</b>	<b>3,851,627</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
<i>Proceeds from Sales of Capital Assets</i>	4,400	15,050	4,625	3,000	17,150
<i>Proceeds from Long term Loan</i>	541,925	0	0	0	0
<i>Transfer In</i>	45,517	20,501	84,166	92,000	90,000
<i>Transfers out</i>	(1,105,161)	(2,488,579)	(2,576,502)	(3,181,833)	(3,553,331)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(513,319)</b>	<b>(2,453,028)</b>	<b>(2,487,711)</b>	<b>(3,086,833)</b>	<b>(3,446,181)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>2,421,789</b>	<b>2,375,330</b>	<b>4,950,197</b>	<b>938,205</b>	<b>405,446</b>
<b>FUND BALANCE, JULY 1</b>	<b>6,136,009</b>	<b>8,557,798</b>	<b>10,933,128</b>	<b>15,883,325</b>	<b>15,883,325</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$8,557,798</b>	<b>\$10,933,128</b>	<b>\$15,883,325</b>	<b>\$16,821,530</b>	<b>\$16,288,771</b>

**GENERAL FUND  
DETAIL BUDGET PROJECTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ORIGINAL</b>	<b>PROPOSED</b>
	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>BUDGET</b>	<b>BUDGET</b>
<b>REVENUES</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>
<i>Local Sources</i>	\$883,605	\$1,077,049	\$1,169,631	\$908,633	\$1,275,038
<i>Non-Educational Entity Sources</i>	3,867	1,847	1,847	1,847	4,625
<i>State Sources</i>	6,673,894	7,603,249	8,013,161	8,148,416	8,935,842
<i>Federal Sources</i>	2,452,713	2,472,531	2,795,957	3,547,786	5,253,903
<i>Incoming Transfers and Other Transactions</i>	1,153,209	2,187,199	2,652,693	2,572,059	2,888,594
<b>TOTAL REVENUES</b>	<b>11,167,288</b>	<b>13,341,875</b>	<b>14,633,289</b>	<b>15,178,741</b>	<b>18,358,002</b>
<b>EXPENDITURES</b>					
<i>Instruction</i>					
<i>Basic Program</i>	1,584,614	1,772,480	2,039,536	2,132,839	2,348,995
<i>Added Needs</i>	1,054,733	1,032,915	1,324,349	1,268,647	1,715,910
<i>Adult Continuing Education</i>	46,960	85,109	47,592	87,231	68,190
<i>Supporting Services</i>					
<i>Pupil</i>	1,863,622	2,590,413	3,105,242	3,190,948	3,409,897
<i>Instructional Staff</i>	2,461,084	2,845,348	2,740,733	3,557,886	5,025,801
<i>General Administration</i>	595,393	609,029	514,907	529,439	569,021
<i>School Administration</i>	15,000	19,200	20,400	20,400	22,100
<i>Business</i>	1,117,721	1,109,332	1,340,420	1,345,208	1,561,490
<i>Operations and Maintenance</i>	627,982	852,135	920,670	876,886	1,033,457
<i>Transportation</i>	92,406	262,339	368,875	365,996	461,310
<i>Central</i>	2,288,173	2,643,064	3,292,755	3,186,016	3,803,854
<i>Community Services</i>	279,582	267,133	366,282	366,779	449,636
<i>Facilities Construction and Improvements</i>	5,874	6,628	239,266	400,000	78,575
<i>Debt Service</i>					
<i>Principal</i>	0	0	82,453	0	85,000
<i>Interest</i>	0	0	4,174	0	5,000
<i>Outgoing Transfers and Other Transactions</i>	832,990	738,751	641,605	660,796	923,257
<b>TOTAL EXPENDITURES</b>	<b>12,866,134</b>	<b>14,833,876</b>	<b>17,049,259</b>	<b>17,989,071</b>	<b>21,561,493</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>(1,698,846)</b>	<b>(1,492,001)</b>	<b>(2,415,970)</b>	<b>(2,810,330)</b>	<b>(3,203,491)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
<i>Proceeds from Sales of Capital Assets</i>	0	3,200	0	0	3,000
<i>Proceeds from subscription-based IT arrangements</i>	0	0	318,528	0	320,000
<i>Transfer In</i>	1,981,382	2,097,662	2,277,102	2,310,673	2,953,121
<i>Transfers out</i>	(50,549)	(90)	0	0	0
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>1,930,833</b>	<b>2,100,772</b>	<b>2,595,630</b>	<b>2,310,673</b>	<b>3,276,121</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>231,987</b>	<b>608,771</b>	<b>179,660</b>	<b>(499,657)</b>	<b>72,630</b>
<b>FUND BALANCE, JULY 1</b>	<b>2,184,117</b>	<b>2,416,104</b>	<b>3,024,875</b>	<b>3,204,535</b>	<b>3,204,535</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$2,416,104</b>	<b>\$3,024,875</b>	<b>\$3,204,535</b>	<b>\$2,704,878</b>	<b>\$3,277,165</b>

**CAREER TECHNICAL EDUCATION FUND  
DETAIL BUDGET PROJECTION  
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

	ACTUAL <u>2020-21</u>	ACTUAL <u>2021-22</u>	ACTUAL <u>2022-23</u>	ORIGINAL BUDGET <u>2023-24</u>	PROPOSED BUDGET <u>2023-24</u>
<b>REVENUES</b>					
<i>Local Sources</i>	\$10,410,306	\$10,947,379	\$11,854,336	\$12,643,614	\$12,494,498
<i>Non-Educational Entity Sources</i>	25,709	35,102	32,668	33,000	33,128
<i>State Sources</i>	1,429,238	1,544,310	2,429,418	2,134,110	2,741,113
<i>Federal Sources</i>	145,652	203,016	211,391	179,505	249,472
<i>Incoming Transfers and Other Transactions</i>	308,172	445,189	480,182	494,300	324,655
<b>TOTAL REVENUES</b>	<b>12,319,077</b>	<b>13,174,996</b>	<b>15,007,995</b>	<b>15,484,529</b>	<b>15,842,866</b>
<b>EXPENDITURES</b>					
<i>Instruction</i>					
<i>Added Needs</i>	6,173,079	6,450,169	7,015,974	7,532,156	7,653,776
<i>Supporting Services</i>					
<i>Pupil</i>	1,145,126	1,337,799	1,656,014	1,565,891	1,706,327
<i>Instructional Staff</i>	618,900	603,004	708,853	846,638	1,047,972
<i>School Administration</i>	589,782	663,868	674,980	688,956	802,845
<i>Business</i>	69,979	76,967	39,059	23,000	27,700
<i>Operations and Maintenance</i>	786,283	888,767	1,030,712	1,031,179	1,092,135
<i>Transportation</i>	1,888	4,891	23,960	23,884	37,600
<i>Central</i>	47,021	121,674	162,750	386,926	279,758
<i>Community Services</i>	8,629	2,585	14,095	16,536	16,575
<i>Facilities Construction and Improvements</i>	188,871	792,368	1,068,279	1,958,200	2,206,819
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	0	0
<i>Interest</i>	0	0	0	0	0
<i>Outgoing Transfers and Other Transactions</i>	666	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>9,630,224</b>	<b>10,942,092</b>	<b>12,394,676</b>	<b>14,073,366</b>	<b>14,871,507</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>2,688,853</b>	<b>2,232,904</b>	<b>2,613,319</b>	<b>1,411,163</b>	<b>971,359</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
<i>Proceeds from Sales of Capital Assets</i>	6,085	12,821	0	0	0
<i>Transfer In</i>	37,873	0	0	0	0
<i>Transfers out</i>	(2,695,803)	(1,100,892)	(1,062,626)	(1,067,000)	(1,065,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(2,651,845)</b>	<b>(1,088,071)</b>	<b>(1,062,626)</b>	<b>(1,067,000)</b>	<b>(1,065,000)</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>37,008</b>	<b>1,144,833</b>	<b>1,550,693</b>	<b>344,163</b>	<b>(93,641)</b>
<b>FUND BALANCE, JULY 1</b>	<b>9,479,886</b>	<b>9,516,894</b>	<b>10,661,727</b>	<b>12,212,420</b>	<b>12,212,420</b>
<b>FUND BALANCE, JUNE 30</b>	<b>\$9,516,894</b>	<b>\$10,661,727</b>	<b>\$12,212,420</b>	<b>\$12,556,583</b>	<b>\$12,118,779</b>

**B. Approval of Ballot Language for Special Education Millage (ROLL  
CALL VOTE)**

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Van Buren Intermediate School District, Michigan (the “Intermediate School District”)

A regular meeting of the board of education of the Intermediate School District (the “Board”) was held in the \_\_\_\_\_, within the boundaries of the Intermediate School District, on the 10th day of April, 2024, at \_\_\_\_\_ o’clock in the \_\_.m. (the “Meeting”).

The Meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1. This Board intends to submit a proposition at a special election to be held on Tuesday, August 6, 2024.

2. On or before 4:00 p.m. on Tuesday, May 14, 2024, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the Intermediate School District (the “Election Coordinator”).

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. A special election of the electors of the Intermediate School District be called and held on Tuesday, August 6, 2024.

2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A with the Superintendent of Schools authorized to adjust the language of Exhibits A and B, upon consultation with election counsel, to the extent necessary to align with the applicable 2024 millage reduction fraction, or to seek the restoration of millage lost in 2024 as a result of the “Headlee” amendment to the Michigan Constitution of 1963, in order to achieve the total millage stated in Exhibits A and B, if permitted by law.

3. The Election Coordinator is requested to:

a. Utilize \_\_\_\_\_, a newspaper published or of general circulation within the Intermediate School District, for publication of notices in accordance with the election law requirements.

b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.

c. Provide a proof copy of the ballot to the Intermediate School District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the Intermediate School District by 4:00 p.m., on Tuesday, May 14, 2024.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Van Buren Intermediate School District, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

---

Secretary, Board of Education

RJN/baf

## EXHIBIT A

### VAN BUREN INTERMEDIATE SCHOOL DISTRICT SPECIAL EDUCATION MILLAGE RENEWAL PROPOSAL

This proposal will permit the intermediate school district to continue to levy special education millage previously approved by the electors.

Shall the currently authorized millage rate limitation of 0.8955 mill (\$0.8955 on each \$1,000 of taxable valuation) on the amount of taxes which may be assessed against all property in Van Buren Intermediate School District, Michigan, to provide funds for the education of students with a disability, be renewed for a period of 5 years, 2025 to 2029, inclusive; the estimate of the revenue the intermediate school district will collect if the millage is approved and levied in 2025 is approximately \$4,506,437 from local property taxes authorized herein (this is a renewal of millage that will expire with the 2024 tax levy)?

**EXHIBIT B**

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE  
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

**VAN BUREN INTERMEDIATE SCHOOL DISTRICT  
SPECIAL EDUCATION MILLAGE RENEWAL PROPOSAL  
0.8955 MILL FOR 5 YEARS**

Full text of the ballot proposition may be obtained at the administrative offices of Van Buren Intermediate School District, 490 South Paw Paw Street, Lawrence, Michigan 49064, telephone: (269) 674-8091.

C. Approval of District Provided Professional Development Reported as  
Instructional Time 2024-25 School Year (**ROLL CALL VOTE**)

85

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## MEMO

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**DATE:**

**TO:** BOARD OF EDUCATION

**FROM:** DAVE MANSON, SUPERINTENDENT

**RE: APPROVAL OF DISTRICT-PROVIDED PROFESSIONAL  
DEVELOPMENT REPORTED AS INSTRUCTIONAL TIME**

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**BACKGROUND:**

Per Section 101(10) of the State School Aid Act, MCL 388.1701(10), a district may count up to 38 hours of qualifying professional development time for teachers as hours of pupil instruction if all requirements are satisfied.

The VBISD is seeking Board approval for the [VBISD Plan for District Provided Professional Development \(DPDD\) Reported as Instructional Time](#), which includes advisory committee members, assurances and agreement to count up to 29 hours of qualifying professional development time for teachers as hours of pupil instruction for the 2024-2025 school year.

**RECOMMENDATION:**

**RESOLVED** that the Board of Education approve up to 29 hours of professional development to count as hours of pupil instruction for the 2024-2025 school year.

D. Approval of Land Donation from Decatur Public Schools (**ROLL CALL VOTE**)

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## MEMO

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**DATE:** APRIL 10, 2024  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH, DIRECTOR OF CAREER & TECHNICAL EDUCATION  
**RE:** **APPROVAL OF LOT DONATION FOR CONSTRUCTION TRADES  
ON-SITE HOUSE**

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### **REVIEW**

Decatur Public Schools is interested in donating a buildable lot to VBISD. In exchange for the lot, VBISD would agree to place the 2024 Van Buren Tech Construction Trades Onsite home on that lot and coordinate the completion and sale of that home.

### **OVERVIEW**

Van Buren Tech is continuously seeking partnerships with Van Buren County village and township managers to secure donated lots for homes built by our on-site Construction Trades program. In exchange for those lots, VBISD has previously agreed to be responsible for prepping, building, moving, finishing, and selling the student-built homes at those locations. The previous two lots were donated by the Village of Lawton and the Village of Decatur, where VB Tech built homes exist today.

Decatur Public Schools recently expressed interest in donating a lot to support this partnership.

### **RESOLUTION**

***THEREFORE, BE IT RESOLVED***, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, accepts the donation of a buildable, residential, lot from Decatur Public Schools.

E. Approval of Amendment to Tuition Assistance Plan (**ROLL CALL VOTE**)

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## **VAN BUREN INTERMEDIATE SCHOOL DISTRICT TUITION ASSISTANCE PLAN**

Effective October 4, 2023



### **Introduction**

Because we value the professional and personal development of our employees, the District has adopted the following plan pertaining to reimbursement for certain educational expenses. The District offers two pathways for reimbursement. The District will pay educational benefits out of grant funds or its General or Special Revenue Fund assets. The District does not maintain a special fund to cover the benefits. The Board reserves the right to change or discontinue this tuition assistance program at any time without notice. Should the Plan end, the District will reimburse all courses in process prior to termination, but it will not reimburse any classes that begin after Plan termination and notification. The Grant Funded Pathway prohibits payments to those individuals in the highly compensated group when such payments violate the discrimination clause as set forth in Internal Revenue Code Section 127(b)(3). This Plan prohibits the District from offering eligible employees a choice between educational assistance and other compensation.

### **Grant Funded Pathway**

As grant funds become available in the District and allow for educational assistance, employees may be eligible for:

- **\$10,000 maximum tuition reimbursement per calendar year unless another limit is specified in the grant or additional grant opportunities become available then will increase up to an additional \$2,000 for a maximum of \$12,000 tuition reimbursement.**
  - Covers tuition, fees and books
  - Covers student loan forgiveness. (Available through December 31st, 2025 unless extended by law.) The grant must specifically state it can be used for student loan forgiveness.
  - Doesn't cover meals, lodging, transportation or parking fees, tools or supplies that can be used or kept after the course.
- Employees will have to complete an application form within required timelines as specified in the grant funded tuition reimbursement announcement. Employees must meet the qualifications below:
  - Are an active full-time or part-time employee
  - Must be rated Highly Effective/Effective or in Good Standing at the time of application unless the grant is awarded for purposes related to performance improvement. Exceptions may be made for an employee new to the District.
  - Tuition reimbursements must align with career goals at VBISD or current position and/or job responsibilities. In accordance with Internal Revenue Code, the first \$5,250 of reimbursement per year for qualified educational programs will be tax-free. Should lawmakers enact an increase or decrease to the \$5,250 ceiling, this Plan automatically adopts the new ceiling on its effective date. Tuition reimbursement over \$5,250 per calendar year may be taxable unless certain requirements are met.
    - Maintains or improves skills required by the District, including refresher courses and courses dealing with current developments in the employee's profession and

- Meets the requirements of any applicable law or regulation or any expressed requirements imposed by the District for bona fide business reasons as a condition to the employee's continued employment, status or rate of compensation.
- Tuition reimbursement amount will be based upon the grant amount awarded and the number of approved applications submitted.
- Upon completion of the course(s) with a passing grade of C or better, the employee must submit her/his grade(s) with detailed invoices and proof of payment (showing the cost of each credit hour) to Human Resources for the approved course(s) within 30 days of the course end date.
- In limited circumstances determined by Human Resources, tuition and related costs may be paid directly to the educational institution. In these cases, if the employee does not pass the course with C or better or remain employed during the semester enrolled they will be required to pay back the total amount advanced.

### **Non-Grant Funded Pathway**

Only Administrators working toward the achievement of their certification required for their position or designed to enhance their skills may be eligible for:

- A \$4,000 maximum reimbursement per calendar year
  - Covers tuition or fees
  - Doesn't cover meals, lodging, transportation or parking, tools or supplies that can be used or kept after the course.
- Administrators will have to complete an application form. Administrators must meet the qualifications below:
  - Be an active full-time employee
  - Must be rated Highly Effective/Effective or in Good Standing at the time of application. Exceptions may be made for an employee new to the District.
  - Tuition reimbursements must align with required certification for their current position and/or job responsibilities. The tuition reimbursement may be taxable unless certain requirements are met. The education:
    - Maintains or improves skills required by the District, including refresher courses and courses dealing with current developments in the employee's profession and
    - Meets the requirements of any applicable law or regulation or any expressed requirements imposed by the District for bona fide business reasons as a condition to the employee's continued employment, status or rate of compensation.
- Upon completion of the course(s) with a passing grade of C or better, the employee must submit her/his grade(s) with detailed invoices and proof of payment (showing the cost of each credit hour) to Human Resources for the approved course(s) within 30 days of the course end date.
- In limited circumstances determined by Human Resources, tuition and related costs may be paid directly to the educational institution. In these cases, if the employee does not pass the course with C or better or remain employed during the semester enrolled they will be required to pay back the total amount advanced.



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## MEMO

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**DATE:** APRIL 10, 2024  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH  
**RE:** VAN BUREN TECH SCIENCE CONSULTANT

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### **BACKGROUND:**

Per the Carl Perkins Federal CTE Legislation, for many years VB Tech has been required to monitor CTE student performance on the Math and English portions of the ACT/SAT test and implement interventions needed to ensure student success. To coordinate these efforts Van Buren Tech has utilized Math and English Teachers/Consultants. As a result of the Perkins V legislation, beginning in 2024-25, state-approved CTE programs will also be required to monitor CTE student performance on the Science portion of the SAT test and implement interventions needed to ensure student success. As a result of these changes, Van Buren Tech is interested in hiring a Science Consultant to coordinate this process. The position would start at the beginning of the 24-25 school year.

### **RECOMMENDATION**

***RESOLVED*** that the Board of Education approve the posting for a Science Consultant position to begin during the 2024-25 school year.

G. Approval of Posting for Sports Medicine Instructor (**ROLL CALL VOTE**)

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## MEMO

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**DATE:** APRIL 10, 2024  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH  
**RE:** VAN BUREN TECH SPORTS MEDICINE INSTRUCTOR

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### **BACKGROUND:**

As a result of significant waitlists of students interested in enrolling in healthcare programs at VB Tech and the existence of a vacant Chemistry Lab in the building, Van Buren Tech is interested in hiring a CTE instructor to teach a Sports Medicine CTE program that would align with the Therapeutic Services (51.0000) CIP Code. The curriculum would be comprehensive in nature, providing opportunities for students to learn about a variety of career fields, including sports medicine, physical therapy, occupational therapy, and athletic training. The program would start at the beginning of the upcoming 24-25 school year.

### **RECOMMENDATION**

***RESOLVED*** that the Board of Education approve the posting for a Sports Medicine Career & Technical Education instructor.

H. Approval of Migrant Summer Program Pay Scale 2024 (**ROLL CALL VOTE**)

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# MEMO

**Date:** April 10, 2024  
**To:** VBISD Board of Education  
**From:** Angie Gutiérrez, Administrator of Multilingual & Migrant Services  
**Subject:** **Approval of 2024 Migrant Summer School Pay scale**

The Migrant Federal Fund grant pays wages for Van Buren Intermediate School District Summer Migrant Education Program employees. Due to the increased demand for temporary employees whose starting wages are well above the Michigan minimum wage, we have adjusted the salaries to be comparable. We also have stipends for transportation positions that are in high demand and difficult to fill.

**RESOLVED**, the VBISD Board of Education approves the 2024 Migrant Summer School Pay scale as shown in the attachment.

# 2024 Summer Migrant Education Hourly Pay Rates

## Migrant 2024 Instructional Staff Pay rates

Position	Hourly Rate
Lead Teacher	\$38-\$40
Teacher/Counselor	\$35-\$38
HQ Parapro w/ETS,60 credit hours, or grandfathered in with work keys	\$16-\$18
HQ Parapro with a Bachelor's degree, HQ Parapro with CDA, Certified Lifeguard, and Home Outreach Staff	\$18-\$20

## Migrant 2024 Misc. Staff Pay Rates

- Certified Medical Assistants, Nurse assistants, or Nurses (LPN/RN), and Social Worker
- will receive \$18-\$35 based on certifications, licenses, and years of experience
- Lead Recruiter, Recruiters, and Parent Involvement lead \$16-30.00 per hour

Tiers	Clerical Summer Staff
I	\$14.50
II	\$15.25
III	\$16.00
IV	\$16.75
V	\$17.50
VI	\$18.25
VII	\$19.00

\*Tiers are every three years of experience at the Migrant Directors discretion\*

- Bus Driver & Bus Attendant hourly pay rates for 2024 will be the same as the VBISD pay scale for bus driver and bus attendant rates. ***However, we will start all transportation on the pay scale that is effective July 1st, 2024 when the Summer Migrant begins on June 18th.*** Bus Drivers from other districts who work for the Summer Migrant Program will be rewarded for their years of experience on the VBISD transportation pay scale for the 2024 Summer Migrant Program. Bus drivers/Bus Aides are guaranteed 2.5 hours per run.
- Bus Drivers or aides cannot miss more than two days to be eligible for the stipend, including the last week of the program. Bus Drivers will receive anywhere from a \$750-\$1000 stipend and Bus Aides will receive a \$375-\$500 Stipend. Part-time staff are not eligible for the stipend.
- \$2,000 stipend for a staff member to take the lead on routing bus stops for the summer migrant program and communicating with bus drivers  
*\*Stipends are contingent on the grant allocation*

I. Approval of Purchase of IP Clock and Paging System (**ROLL CALL VOTE**)

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## MEMO

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To: BOARD OF EDUCATION  
FROM: DAMIAN KOOB AND ROBERT SMITH  
DATE: 04/10/2024  
RE: APPROVAL OF IP CLOCKS AND PAGING

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The Van Buren ISD recently solicited competitive bids for replacing analog clocks with combination IP clocks and visual paging at Van Buren Tech. Currently, Van Buren Tech utilizes older clock technology and is seeking to upgrade its equipment to provide an added layer of security to the building. One bid was received, and the bids were opened on April 1st, 2024.

Company	Total Price
Sport View Television, LLC	\$32,969.18

After reviewing and checking references, it is my recommendation to accept the bid from Sport View Television, LLC located in Kalamazoo, Michigan.

Resolved, that the Board of Education accepts the bid from Sport View Television LLC for the installation of the IP Clocks and Paging for Van Buren Tech at a total cost of \$32,969.18.



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## MEMO

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**DATE:** APRIL 10, 2024  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR  
**RE:** APPROVAL OF EMPLOYMENT OF NEW STAFF

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### **BACKGROUND**

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

<b><u>Special Education</u></b>	<b><u>Salary</u></b>	<b><u>Sign-On Bonus</u></b>	<b><u>Start Date</u></b>
Brittany Collins, BRIDGE Consultant (internal)	\$53,738.00		3/25/2024
<b><u>Early Childhood</u></b>	<b><u>Salary</u></b>	<b><u>Sign-On Bonus</u></b>	<b><u>Start Date</u></b>
Kami Jominy, Nurse	\$52,715.00	\$1,500.00	4/15/2024
<b><u>Business Office</u></b>	<b><u>Salary</u></b>	<b><u>Sign-On Bonus</u></b>	<b><u>Start Date</u></b>
Kara Weberg, Finance Supervisor (internal)	\$72,500.00		3/25/2024

*\*Salary may be prorated based on start date*

### **RECOMMENDATION**

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



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## MEMO

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**DATE:** APRIL 10, 2024  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES  
**RE:** **STAFF RETIREMENTS/RESIGNATIONS**

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### **BACKGROUND**

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

<b><u>Name</u></b>	<b><u>Resignation/Retirement Date</u></b>
Marilyn Mead, IT Support Specialist	Resignation - 3/15/2024
Kimberly DeBoom, Data Support & Educ Tech Supv	Retirement - 6/30/2024
Lise Black, Administrator of GSRP	Retirement - 6/28/2024
Dennis Huffman, Instructor Cyber Security	Retirement - 6/14/2024
Aaron Chew, Instructor Culinary	Resignation - 3/20/2024
Donna Hellenthal, Early On Teacher	Resignation - 3/28/2024
Drew Dolby, Technology Site Coordinator	Resignation - 4/9/2024

### **RECOMMENDATION**

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

Attachments

#### IV. 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.