

Agenda of Regular Meeting

The Board of Trustees Van Buren ISD

A Regular meeting of the Board of Trustees of Van Buren ISD will be held December 4, 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.

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 (November 6, 2024)

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The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **November 6, 2024**, in the Board of Education office and called to order at **4:00 PM**. The following board members were present: Makay, Faul, Kent, Weiss, and Middaugh.

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

Makay moved to approve the Consent Agenda (**October 2, 2024 Minutes; Composite and Summaries**). Supported by Faul. Roll call vote: Faul – yes, Kent – yes, Weiss – yes, Makay – yes, and Middaugh – yes. Motion carried.

Faul moved to approve the Board/Superintendent Travel for November 2024. Supported by Makay. Roll call vote. Kent – yes, Weiss – yes, Makay – yes, Faul – yes, and Middaugh – yes. Motion carried.

The 2024 MASB Annual Leadership Conference held in Lansing, Michigan, was recently attended by Weiss, Kent, Faul, and Middaugh. Weiss enjoyed the conference, commenting that they had good speakers and clinics. He especially liked the Cyber Security and AI sessions. Faul enjoyed the Belonging breakout session and the Authentic Leadership session. Middaugh enjoyed Dr. Adolph Brown's presentation. She also enjoyed the session on why people stay instead of leave. Kent enjoyed the different choices in clinics and speakers. Brendan Baker from Maner Costerian PC presented the 2023-24 financial audit to the Board. Department updates were made by Katy Holverstott (Special Education), Damian Koob (Technology Services), and Susan Reynolds (Early Childhood), along with the Superintendent update from Dave Manson.

Kent moved to approve the following resolution:

RESOLVED, the VBISD Board of Education approves a 1-year contract extension for the support staff through June 30, 2026. All components of this contract extension will become effective starting on January 6, 2025.

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

Faul moved to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the non-union salary schedule for the as presented documenting compensation from previous years and projecting compensation for upcoming years.

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

Faul moved to approve the following resolution:

RESOLVED, that the Board of Education accept the base bid from Central Tile & Terrazzo Co, Inc. and Kalamazoo Mechanical, Inc. for the remodel of five restrooms in Van Buren Tech in a total amount of **\$80,783**.

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

Makay moved to approve the following resolution:

RESOLVED, that the Board of Education accept the base bid from Kalamazoo Mechanical Inc. for the installation of boiler heating equipment for the Van Buren Tech agricultural program in the amount of \$72,456.

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

Weiss moved to table **Agenda Item III.E.- Approval of Employee Handbooks** until the January 2025 board meeting. Supported by Makay. Roll call vote. Faul – yes, Makay – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Weiss moved to approve the following resolution:

RESOLVED, that the Board of Education approve an additional Speech and Language position, effective immediately.

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

Weiss moved to approve the following resolution:

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

<u>Name</u>	<u>Resignation/Retirement Date</u>
Mariela Contreras-Barajas, School Social Worker	Resignation - 10/11/24
Jessica Poling, School Psychologist	Resignation - 6/11/24
Heather Vaughn, BRIDGE Team Consultant	Resignation - 10/18/24
Anna Weber, Regional Supervisor	Resignation - 11/1/24

Supported by Makay. Voice vote. Motion carried.

Faul made the motion to adjourn the meeting. Supported by Makay. Voice vote. Meeting adjourned at 5:15 PM.

Respectfully submitted,



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

VAN BUREN INTERMEDIATE SCHOOL DISTRICT
NOVEMBER 2024

VOUCHERS

Imprest Fund	1,181,406.57
Payroll Fund	6,211,446.52
Purchasing Cards	84,118.48
EduStaff ACH	21,606.04

PAYROLL SUMMARY

General	1,669,578.68
Special Education	3,512,508.37
Vocational Education	1,029,359.47
Student Activity Fund	-
Food Service Fund	-
Total	6,211,446.52

IMPREST VOUCHER SUMMARY

FUND	CHECKS	TRAVEL	PURCHASING	TRFS/SALES	TOTAL
General	363,801.81	17,839.09	32,337.29	(24,480.73)	389,497.46
Special Education	526,306.15	23,995.02	31,730.11	14,296.73	596,328.01
Vocational Education	291,298.61	6,566.78	19,835.48	10,097.83	327,798.70
Capital Projects	-	-	-	-	-
Food Service	-	-	-	-	-
Student Activity Fund	-	-	215.60	86.17	301.77
Total	1,181,406.57	48,400.89	84,118.48	-	1,313,925.94

**VAN BUREN INTERMEDIATE SCHOOL DISTRICT
NOVEMBER 2024**

BUDGET TO EXPENDITURE COMPARISON 24-25

FUND	BUDGET	ACTUAL & ENCUMBERED EXPENSES	UNENCUMERED BALANCE	YEAR TO DATE VARIANCE
General	26,221,227	6,866,805	19,354,422	2,966,155
Special Education	43,256,264	10,859,534	32,396,730	5,361,565
Career Tech Education	17,411,809	4,498,973	12,912,836	2,030,455
Food Service	10,972	-	10,972	4,115
Capital Projects	-	-	-	-

CASH FLOW SUMMARY

	ENDING BALANCE 10/01/2024	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING BALANCE 10/31/2024
General	2,809,054	1,778,073	2,923,679	1,663,448
Special Education	13,035,580	4,212,960	7,345,712	9,902,828
Career Tech Education	8,631,053	1,440,493	2,848,831	7,222,715
Student Activity Fund	33,508	-	38	33,470
Food Service	10,740	-	-	10,740
Capital Projects	-	-	-	-
Total	24,519,935	7,431,527	13,118,261	18,833,201

C. Board/Superintendent Travel (**ROLL CALL VOTE**)

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CONFERENCE ATTENDANCE
Superintendent/Board of Education
December 2024

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST
Dave Manson	January 15-17, 2024	MASA Mid-Winter Conference 2025 Amway Grand Plaza, Grand Rapids, MI	\$1230
John Faul	April 3-6, 2024	National School Board Association 2024 Conference, Atlanta, GA	\$2190
Kenneth Kent	April 3-6, 2024	National School Board Association 2024 Conference, Atlanta, GA	\$2190
Karen Makay	April 3-6, 2024	National School Board Association 2024 Conference, Atlanta, GA	\$2190
Mary Ann Middaugh	April 3-6, 2024	National School Board Association 2024 Conference, Atlanta, GA	\$2190
John Weiss	April 3-6, 2024	National School Board Association 2024 Conference, Atlanta, GA	\$2190
Dave Manson	April 3-6, 2024	National School Board Association 2024 Conference, Atlanta, GA	\$2190

Post Approval

NAME	DATES	LOCATION	COST

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

E. Public Comments
II. INFORMATIONAL ITEMS

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Upcoming Events/Key Dates December/January 2024

**12/4	VBISD School Board Meeting, 4:00p @ Conference Center
12/9	Books, Blocks & Balls Family Event
12/9 - 12/13	VB Tech 10th Grade Visits
*12/11	BGLC Holiday Program & Bazaar 12:30p
**12/12	VBISD Board Work Session, 9a-2:30p @ Lucky Wolf
12/16	VB Tech 10th Grade Visit Open House
*12/19	VBISD Holiday Breakfast 7a-10a @ VB Tech
12/21	First Day of Winter Break
**1/2	VBISD School Board Meeting, 4:00p @ Conference Center
**1/20	VBISD Virtual PD Event - Great Job Awards TBD

KEY:

Informational only

*Board attendance voluntary

**Board attendance requested

A. Board Updates
B. Superintendent Update

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Date: December 4, 2024
 To: Board of Education
 From: David D. Manson, Superintendent
Subject: Superintendent Update

****VBIESPA Support Staff Rates:** (Governance & Board Relations, Staff Relations, Business & Finance, Instructional Leadership)

In an effort to attract and retain high-quality staff members, the VBISD Board of Education has worked hard to increase compensation for our lowest-paid staff. The results of this commitment can be seen by viewing the increases given to VBIESPA staff members over the past 3½ years since June of 2021. The tables below show the direct impact on paraeducators and bus drivers:

CDL Drivers		CDL Drivers		Dollar Increase	Percent Increase over 3.5 years
Steps	20-21	Years	Approved		
1	13.43	1	19.50	6.07	45.20%
2	14.09	2	20.00	5.91	41.94%
3	14.78	3	20.50	5.72	38.70%
4	15.44	4	21.00	5.56	36.01%
5	16.12	5	21.50	5.38	33.37%
6	16.21	6	22.00	5.79	35.72%
7	16.28	7	22.50	6.22	38.21%
8	16.35	8	23.00	6.65	40.67%
9	16.43	8	23.00	6.57	39.99%
10	16.50	8	23.00	6.50	39.39%
11	16.59	8	23.00	6.41	38.64%
12	16.67	8	23.00	6.33	37.97%

Prog Assistants		Program Assistants			
Steps	20-21	Years	Approved	Dollar Increase	Percent Increase over 3.5 years
1	12.66	1	18.00	5.34	42.18%
2	12.91	2	18.50	5.59	43.30%
3	13.16	3	19.00	5.84	44.38%
4	13.42	4	19.50	6.08	45.31%
5	13.67	5	20.00	6.33	46.31%
6	14.02	6	20.50	6.48	46.22%
7	14.38	7	21.00	6.62	46.04%
8	14.73	8	21.50	6.77	45.96%
9	15.09	8	21.50	6.41	42.48%
10	15.44	8	21.50	6.06	39.25%
11	15.80	8	21.50	5.70	36.08%
12	16.15	8	21.50	5.35	33.13%

****VBISD Administrative Feedback** (Governance & Board Relations, Staff Relations, Instructional Leadership)

In healthy organizations, ongoing feedback and communication loops are essential to ensure that the needs of all stakeholders are being addressed. As a result, the VBISD administrative team sent out a survey to all staff members in an attempt to gather feedback. More specifically, this survey probed into the following three items:

- 1) What does this administrator do particularly well?
- 2) If I could give this administrator some constructive advice, it would be...
- 3) Does this administrator embody the VBISD principles of Respect, Integrity, Compassion, and Excellence? Please explain your answer.

The survey received 185 responses and the details will be provided to the school board at the board work session on December 12th.

Thanksgiving at the Bert Goens Learning Center: (Governance & Board Relations, Staff Relations)

A highlight of every school year is the Bert Goens Learning Center Thanksgiving Dinner. This year, I would like to extend a heartfelt thank you to Mary Ann & Mick Middaugh, John Weiss, Kenny Kent and Karen Makay for taking the time to serve and visit with the staff and students.



C. Department Updates
1. Presentation -

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BEHIND THE CURTAIN: THE HIDDEN MAGIC OF VAN BUREN ISD'S INFRASTRUCTURE TEAM

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“Like the great wizard behind the curtain, these unsung heroes keep our tech magic alive!”



Cast of Characters Supporting Our VBISD Infrastructure



Network Admin: Michael Wolfe



Server Admin: Michael Wolfe and Matthew Rzonca



Database Analyst: Paul George



Systems Specialist: Matthew Rzonca



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Student Information Systems Director:
Lukas Enciso



The Network Admin: The Tin Man of Connectivity

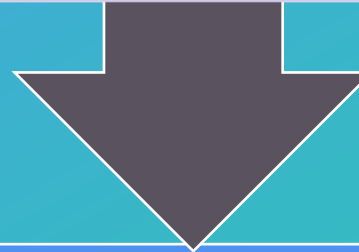
(AKA: Michael Wolfe)

Responsibilities:

Ensures stable and secure network connections for VBISD and our local districts.

Manages routers, switches, and firewalls to maintain high-speed internet.

Monitors network health, bandwidth allocation, and security protocols.



Fun Fact: "Without the Network Admin, our internet would feel as rusty as the Tin Man without oil!"

The Server Admin: The Wizard of Stability and Storage

(AKA: Michael and Matt Rzonca)

Responsibilities:

Manages district servers to ensure systems remain up and running.

Handles backup and recovery plans to protect data from unforeseen events.

Performs regular updates and maintenance to keep systems current and secure.

Fun Fact: "Our Server Admins ensures that no server crashes, keeping our learning platforms steady and reliable."

The Database Analyst: The Scarecrow of Information Wisdom

(AKA: Paul George)

Responsibilities:

- Analyzes and manages district databases for accuracy and efficiency.
- Ensures data security and privacy compliance, including student information.
- Optimizes database

Fun Fact: “Our Database Analyst ensures that every piece of information finds its way home—safe and sound—like Dorothy and is instrumental in crafting the yellow brick road of information, leading teams to accurate insights while keeping the flying monkeys of data breaches at bay!

The Systems Specialist: The Lion of Tech Support Courage

(AKA: Matt Rzonca)

Responsibilities:

Provides frontline support for tech issues, troubleshooting system and software problems.

Ensures smooth operation of all tech resources, from classroom devices to administrative software.

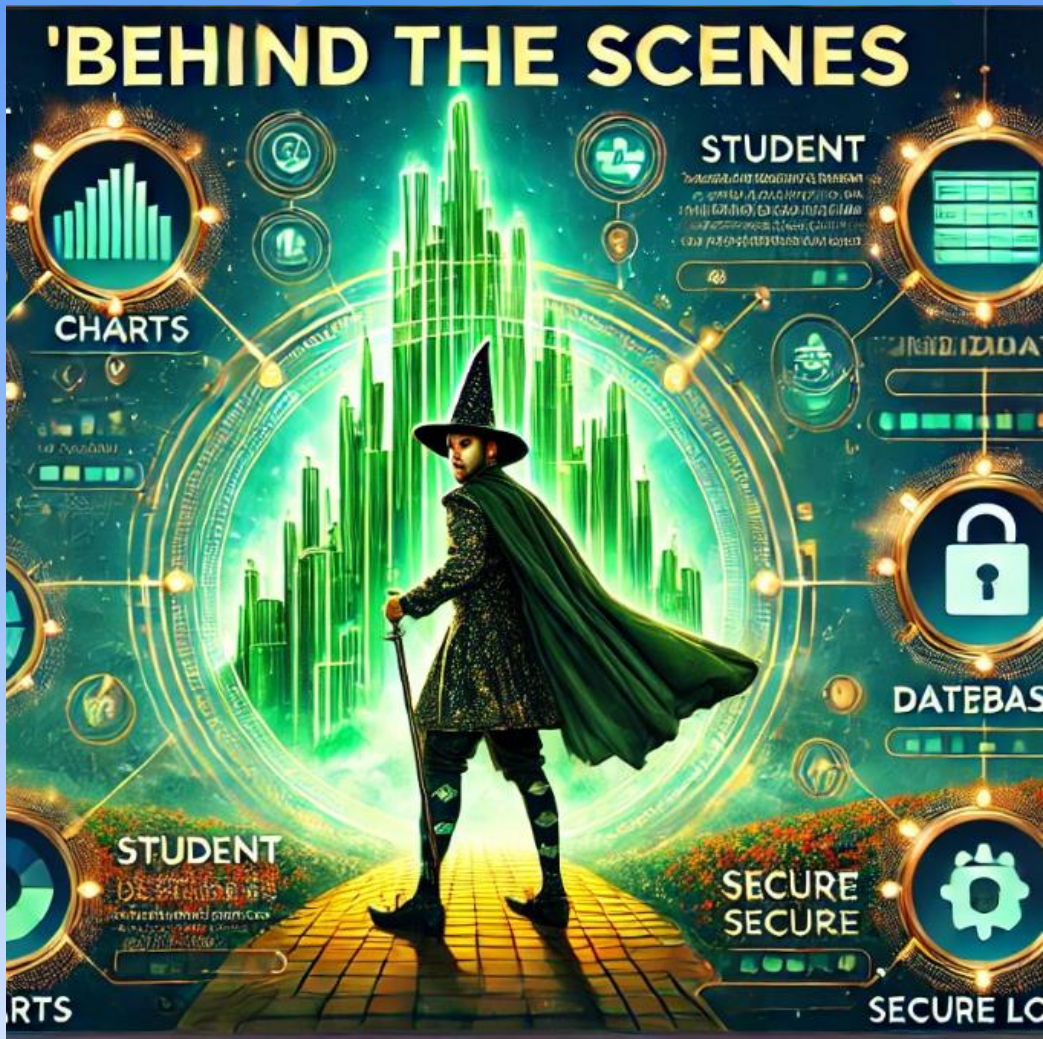
Works with staff and students to resolve issues quickly and provide training as needed.

Fun Fact: "With courage and quick thinking, the Systems Specialist keeps tech fears at bay, helping everyone feel confident with technology."



The Student Information Systems Director: The Wizard of Student Data

(AKA: Lukas Enciso)



Responsibilities:

- **Data Integrity and Security:**
 - Maintains the accuracy of student records, including enrollment, attendance, and grades.
 - Ensures compliance with FERPA and district privacy policies.
- **System Maintenance and Support:**
 - Manages the district's SIS software, ensuring it operates smoothly and updates seamlessly.
 - Troubleshoots technical issues for staff and provides training to maximize efficiency.
- **Reporting and Analytics:**
 - Generates critical reports for state compliance, funding, and internal decision-making.
 - Analyzes student data trends to support improved outcomes and equity initiatives.
- **Collaboration Across Departments:**
 - Coordinates with administrators, teachers, and IT staff to align data systems with district goals.
 - Supports integrations between SIS and other platforms (e.g., learning management systems, assessment tools).

Fun Fact:

• *Without this wizard, navigating student data would be like following the Yellow Brick Road without a map!"*

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Teamwork Makes the Magic Happen

- Each role contributes unique skills to keep Van Buren ISD running smoothly.
- From maintaining secure networks to managing vast amounts of data, the tech team's combined efforts allow staff and students to focus on teaching and learning.
- Together, they create the 'magic' behind the curtain, ensuring a seamless tech experience for the entire district.



Thank You to the Wizards Behind the Curtain!

- A huge thank you to our Van Buren ISD Technology Services team for their dedication, expertise, and tireless support!

AND...

- A huge thank you to our Board of Education, Mr. Manson, and Directors/Administrators of Van Buren ISD for your support!

“Without all of you, the magic of modern education wouldn’t be possible.” - ChatGPT





Memorandum

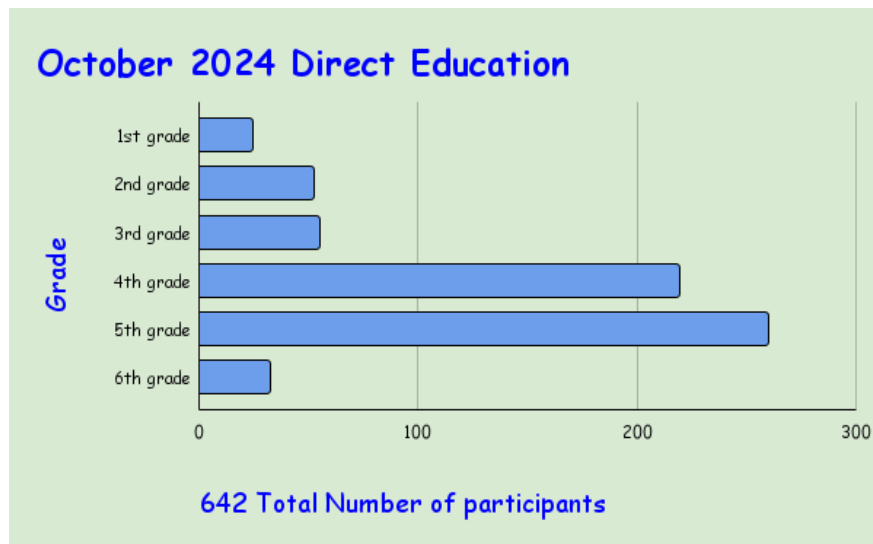
Date:	December 4, 2024
To:	VBISD Board of Education
From:	Melissa Corona <i>Director of Instructional Services</i>
Subject:	Instructional Services Update



Project SHINE Highlight

Project SHINE is thrilled to be back in classrooms for the new school year! In our first month, we engaged with 642 students and staff across Bangor, Bloomingdale, Covert, Decatur, Gobles, Hartford, Lawrence, and Paw Paw Later Elementary. Nutrition Education programs will expand to Lawton, Paw Paw Early Elementary, and various middle schools in the coming months.

The following graph shows the number of 1st through 6th grade students who participated in our nutrition education classes. It highlights the reach and excitement surrounding our program.



Literacy Highlight

Current Professional Learning and Coaching Work has been focused on:

- Foundational Skills Instruction utilizing [University of Florida Institute \(UFLI\) Resources](#)
- Implementation of curricular resources authored by Sharon Walpole
 - [Bookworms](#)
 - [Differentiated Reading Instruction](#)
- Supporting schools as they shift instructional practices guided by the [Essential Instructional Practices in Literacy](#)
- Partnering with [MAISA's Literacy Leader Network](#) in order to provide individual principal coaching, professional learning to the elementary principals as a whole group, and collaborative work around literacy frameworks and inquiry cycles with seven local districts that encompass ten elementary buildings
- Collaborating with nine local districts, who received [35j grant funding](#), to ensure they are adhering to all requirements
- Attending Grade Level Professional Learning Communities (PLCs)
- Continuing individual coaching with teachers in grades K-5 across the county
- Complying with all [35a\(4\) grant](#) assurances

Math Highlight

Math Support Initiatives:

1. **Strengthening Number Sense**
 - Helping teachers utilize **Number Corner** effectively to build students' numerical understanding.
2. **Encouraging Deeper Mathematical Understanding**
 - Providing professional learning on teaching strategies that foster conceptual depth.
3. **Implementing New Math Curriculum**
 - Supporting teachers in adopting new routines, models, and manipulatives.
4. **Collaborative Teaching Support**
 - Offering coaching, co-planning sessions, and modeling/co-teaching in classrooms.
5. **Tier 2 & 3 Intervention Strategies**
 - Consulting on best practices for targeted math interventions.

****Grow Your Own**

The success of the GYO Program to date

- 328 Candidates
- Over \$17 million earmarked for candidates
- Received addition \$8.9 million from the Round 3 for a total of \$24 million
- We are partnering with Western Michigan University, Grand Valley State University, University of Olivet, #TEACH, and Michigan Teachers of Tomorrow

Adult Ed ESL

We have had consistent programming offered for 9 weeks. We have 14 learners in Bangor, 17 learners in Covert, and 7 learners in Paw Paw for a total of **38 learners**. This is an increase in our learners of 52%. We have been able to support our learners by enabling them to attend the TESOL (Teaching English to Speakers of Other Languages) Conference this fall. Our teachers were able to learn many strategies to support their learners' needs.

****Mental Health Clinicians**

- **Project AWARE:** (Advancing Wellness and Resiliency in Education) funding provided by SAMHSA has expanded to include South Haven's North Shore Elementary school. Amy Ferrell, LLMSW Candidate is the clinician placed at North Shore serving students and families.



<https://www.samhsa.gov/>

- **Whole Child Summit:** The Whole Child Summit held its 5th session on October 7th. Approximately 100 people came together to hear a presentation by a Mattawan High School Junior addressing

the importance of student/ teacher relationships.

The summit's attendees also heard from the Van Buren Youth Advisory Panel (YAP) when they answered prepared questions about what they find important to address for the youth of Van Buren County. The panel also took impromptu questions by the audience.

- **YAP(Youth Advisory Panel):** The YAP team has developed a QR code that will you lead people to local and national support services for suicide prevention, food banks, clothing closets and more. The QR codes will be placed in every bathroom in the middle and high school's throughout the county.

Yap is currently open to new members. Applications are being accepted. Interviews will begin in December. The goal is to have two students from each district across the county. Middle and High Schoolers may apply.

- **Youth Collaborative:** The first Youth Collaborative will be held next month on December 16th at 8:30am. County stakeholders will come together to discuss breaking down barriers and working together to identify goals of the group based on data from multiple areas across the county including but not limited to Bronson's Community Health Needs Assessment, MiPHY data, and youth probation data. Once data is evaluated goals will be identified that small groups formed from stakeholders to work on between quarterly Youth Collaborative to support Van Buren County in being a community that centers youth and their families needs.
- **Mental Health Clinicians:** Mental Health Clinicians are currently offering services to 410 students across the county.

Van Buren Youth Initiative

South Haven Center for the Arts Attendance Summary: October - November 2024

The South Haven Center for the Arts continues to provide engaging and enriching programming for our students. Below is a summary of attendance numbers for the sessions held during October and November:

- **Tuesdays: Grades 6th-12th**
 - October 1, 2024: 6 students
 - October 8, 2024: 8 students
 - October 15, 2024: 4 students
 - October 22, 2024: 5 students
 - October 29, 2024: 8 students
 - November 5, 2024: 6 students

- November 12, 2024: 9 students
- November 19, 2024: 5 students
- **Average Tuesday Attendance:** 6 students

- **Wednesdays: Ages 8-16**

- October 23, 2024: 12 students
- October 30, 2024: 11 students
- November 6, 2024: 13 students
- November 13, 2024: 18 students

These numbers reflect consistent engagement and growing interest in our fine arts programming.

Luc's Light Updates

Luc's Light has announced an exciting milestone: they are closing on a new building at the end of this month. This development is expected to provide additional resources and space to expand their offerings, reinforcing their partnership with the Van Buren Youth Initiative and their commitment to student mental health and creative development.

MEMO

DATE: DECEMBER 4, 2024
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: HUMAN RESOURCES UPDATE

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

Staff Recognition



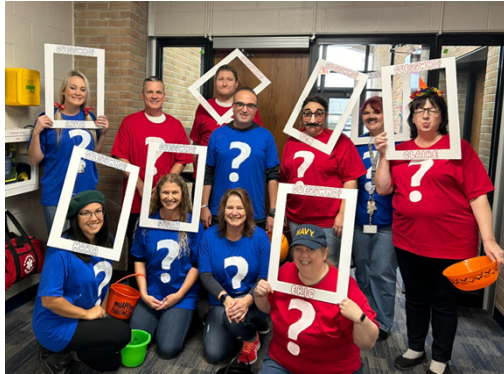
I would like to recognize Jodi Sower, who recently completed her last class on November 19 to receive her MSBO Human Resources Specialist (HRS) certification. She has been diligently working towards this certification and we are extremely proud of her accomplishment!

Upcoming Labor Law Changes: Federal and State Considerations

We are closely monitoring two key issues at both the federal and state levels to stay informed on potential changes and their timing. The first issue pertains to the Fair Labor Standards Act (FLSA). Under the FLSA, employees must meet three criteria to qualify for overtime: 1) they must pass one of several duty tests, 2) be paid on a salaried basis, and 3) earn above a specified minimum weekly threshold. A proposed increase to this threshold is set to take effect on January 1, 2025. While certain provisions of the FLSA exclude teachers, meaning certified teachers are not impacted, the proposed changes may affect other office staff and administrators, which is currently under evaluation.

The second issue involves changes to Michigan's labor laws, including an increase in the state's minimum wage and modifications to the sick leave rules, both scheduled to take effect on February 1, 2025.

Business Office Fun and Engagement



My goal is to continue to try and incorporate something fun for the team on a regular basis that allows us the opportunity to be all together even for a short time. In October, we did “You’ve Been Booed” where everyone was able to secretly “boo” someone with treats or something fun throughout the month of October.

We also participated in the trick or treating at the Learning Center, which we love being able to see all of the kids! This year we even did a themed costume!

Memorandum	
Date:	December 4, 2024
To:	VBISD Board of Education
From:	Angie Gutiérrez <i>Administrator of Multilingual and Migrant Services</i>
Subject:	Multilingual/Migrant Services Update



Two of Van Buren’s finest were honored at the 2024-2025 Annual Data and Recruiter Training on November 13th:



On November 13, 2024, two exemplary individuals from Van Buren County were celebrated for their outstanding contributions at the 2024-2025 Annual Data and Recruiter Training. Michigan Migrant Consultant Michelle Mattson Headley from the Michigan Department of Education presented them with their awards.

Juanita Robles – Hartford Public Schools

Juanita Robles, a dedicated member of the Hartford Public Schools Migrant Program, was honored with the **Data Specialist Impact Award** for her exceptional service.

For decades, Juanita has been a cornerstone of the Hartford Migrant Education Program, serving as a data entry specialist and recruiter. In her current roles as summer data entry specialist and program secretary, she has become a vital asset to the program.

Colleagues praised her as “well-loved by students, staff, and families” and described her as an organizational powerhouse who ensures the program runs seamlessly. Beyond her secretarial and data-related duties, Juanita goes above and beyond—helping with the school store, coordinating field trips and family events, and volunteering countless extra hours to community outreach.

Her deep knowledge of the migrant education program, coupled with her unwavering commitment, has earned her the respect and admiration of the entire Hartford community. The nomination statement summed it up perfectly:

“We are truly grateful for Juanita’s service and dedication to the students, staff, and families of Hartford Public Schools. It is an honor to recognize her contributions with this award.”

Jose Nolasco – Van Buren ISD



Jose Nolasco received the prestigious **Shining Star Award** for his impactful recruitment efforts and expertise with MSIX, the national migrant database.

Jose’s career spans over two decades, beginning as a recruiter in Texas before bringing his skills to Michigan in 2014. Over the past nine years, he has worked with Coloma Public Schools, Bangor Public Schools, and the Van Buren ISD, contributing significantly to the success of their recruitment programs.

Recognized for his ability to connect with Out-of-School Youth (OSYs), Jose has played a critical role in increasing recruitment within this challenging demographic. His expertise and willingness to support other districts in recruiting OSYs have solidified his reputation as a reliable and dedicated team member.

In addition to his recruitment efforts, Jose also spent four years as a bus driver, further demonstrating his commitment to supporting migrant families. Since rejoining the ISD in 2022, he has become an indispensable part of the Multilingual/Migrant department.

His colleagues describe him as someone who “goes the extra mile to support families” and whose contributions have made a lasting impact.

09/01/2021-09/01/2022

# of students recruited	
OSY	36
All others	257
Total	293

09/01/2022-08/31/2023

# of students recruited	
OSY	170
All Others	349
Total	519

09/01/2023-08/31/2024

# of students recruited	
OSY	319
All others:	346
Total	665



MiMEP Parent Leadership Team (PLT) Gathers Virtually to Discuss New Changes, Policies, and Parent Concerns

Michigan Migrant Education Program (MiMEP) Parent Leadership Team (PLT) convened virtually on October 10, 2024, for a productive meeting addressing updates, policy reviews, and parental concerns. Hosted by the Van Buren ISD at the Conference Center, the meeting brought together representatives from all districts within the VBISD Migrant Consortium—Bangor, Hartford, South Haven, Benton Harbor, Coloma, Dowagiac, and Watervliet.

This statewide teleconference also included participants from key regions such as the Western Michigan Fruit Ridge Regional, Shelby Area, Northwest Education Services, Mid-Michigan Area, and other individual sites. Leading the discussions were PLT Steering Committee members from around the state, including Sarita Collins and Angie Gutierrez, alongside MiMEP leadership, spearheaded by Michelle Mattson Headley.

New Meeting Format

This year marked a significant shift in the structure of the PLT meetings. In order to streamline discussions and enhance collaboration, attendance was limited to 2-4 representatives per district. The leadership committee prepared a detailed presentation outlining the changes and an overview of policies and procedures, seeking input from the parent leaders.

The role of the MiMEP Parent Leadership Team was emphasized during the meeting, highlighting its mission to:

- Support and help plan for migrant program services.
- Promote parent engagement, outreach, and advocacy.
- Identify and address the needs of migratory children in Michigan.
- Evaluate the effectiveness of Migrant Education Program services.
- Approve PLT policies and procedures.

Engaging Discussions and Parent Input

The meeting concluded with participants dividing into small groups to brainstorm concerns and topics for future discussions. Parents and staff worked collaboratively, providing valuable input for the program's continued development.

The insights gathered will shape the agenda for the next PLT meeting, scheduled for spring 2025. This collaborative approach ensures that the voices of migrant families remain central to the program's success.



VBISD Shares Unique Migrant Programming at Special Populations Conference

The annual Special Populations Conference brings together individuals from across Michigan to explore effective strategies for supporting English learners, migratory students, homeless youth, and at-risk populations. This year, Van Buren ISD was honored to showcase its innovative programming for migrant students and families.

Sarita Collins and Angie Gutierrez, representing VBISD, led a session highlighting the district's unique approach to serving migrant families in Van Buren County. They were joined by a key partner, Kimo Kim, who provided insights into the collaborative relationship between VBISD and the Korean Presbyterian Church.

The presentation focused on:

- **Parent Engagement Events:** A look at how VBISD connects with families directly in camps, fostering meaningful relationships and trust.
- **Building Community Partnerships:** Sharing strategies for collaborating with organizations supporting migrant students and their families.

The session emphasized the importance of teamwork and innovative programming in meeting the diverse needs of migrant communities. Attendees left with actionable ideas for enhancing support within their own districts.



Celebrating the Achievements of Migrant Scholarship Recipients

We are thrilled to announce the recipients of this year's Park United Presbyterian Church Larry Kim Scholarships. This year, the committee was able to offer 5 Migrant students scholarships. This is a testament to our students' resilience, hard work, and dedication. These scholarships, valued at \$500, provide crucial financial assistance to help our students pursue their educational dreams.

Meet Our Outstanding Recipients

Chris Lopez-Aquino



- Proud alumnus of Bloomingdale Public Schools
- Currently pursuing higher education at Lake Michigan University
- A shining example of perseverance and ambition



Raquel Perez Perez

- Impressive academic background: Watervliet Public Schools, Covert Public Schools, VB Tech, and VBISD Summer Migrant Program in Covert
- Attending Michigan State University (MSU)
- Part of the College Assistance Migrant Program (CAMP)
- Known for her commitment to education and continuous learning

Elsa Perez Cruz



- Alumnus of Watervliet Public Schools
- Participated in the VBISD Summer Migrant Program at Covert
- Also attending Michigan State University as part of CAMP
- Recognized for her hard work and determination

Amado Apolinar Apolino



- Attended VBISD Summer Migrant Program in Covert and Watervliet Public Schools
- Graduated from high school in Florida
- Now part of MSU CAMP
- His achievements highlight the importance of support for migrant students

Andrea Renteria Mangel (not pictured)

- Immigrated to the US with her family in 2014
- Overcame challenges as an English Language learner through hard work and determination
- Follows a migratory education pattern: Fall in Decatur, transferring to Manatee, FL in late September

- Balances academics with work and caring for younger siblings
- 2024 graduate of Parrish Community High School in Parrish, FL
- Currently enrolled as a nursing student at the State College of Florida

Congratulations again to Chris, Raquel, Elsa, Amado, and Andrea. Your achievements are a source of pride for our entire community, and we look forward to seeing you excel in your future endeavors.

We were also able to see two of the recipients who are attending Michigan State University while we participated at the Special Populations Conference in Lansing, Michigan, on October 15th. Kimo Kim, Meea Kim, Angie Gutierrez, Sarita Collins, Raquel Perez, and Amado Apolinar are enjoying Korean Barbeque below.



MEMO

DATE: DECEMBER 4, 2024
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

COLLEGE & CAREER EXPLORATION FAIR 2024

On Tuesday, October 15th, Van Buren Tech welcomed over 40 respected universities, community colleges, and professionals from a wide range of industries for its annual College & Career Exploration Fair. This event provided students with a unique opportunity to engage directly with representatives, gain valuable connections, and the option to explore diverse career pathways.

A special Thank You to the students and staff from the Culinary Arts & Catering Management program, who expertly prepared a delightful luncheon for all attendees. Their dedication, creativity, and culinary skills truly enhanced the experience and showcased the exceptional talent within our program.



ENGINEERING & ARCHITECTURAL DESIGN - EARLY ELEMENTARY VISIT

The Engineering & Architectural Design students from Van Buren Tech recently had the opportunity to engage with kindergarten through 2nd graders at Paw Paw Early Elementary. This special visit aimed to introduce the young students to the exciting world of computer-aided design (CAD) in a fun and interactive way.

During their visit to Paw Paw Early Elementary, the EAD students enthusiastically guided the children in creating their very own ghosts and goblins, using a kid-friendly version of their software. The designs created during the session were brought back to Van Buren Tech, where they were 3D printed and returned to teachers and students in Paw Paw. This tangible outcome allows the young designers to see their digital visions transformed into real-life objects, making the experience even more rewarding.

Through this initiative, Van Buren Tech students not only shared their knowledge and skills but also created a sense of curiosity and inspiration that could last a lifetime for the next generation of students!



SENIOR APPLICATION MONTH

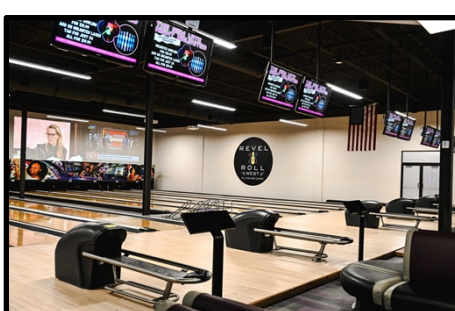
Throughout the month of October, counselors at Van Buren Tech worked with students to prepare for their annual Senior Application Week event. As such, counselors were present in individual programs throughout the month, teaching students about various training options after high school, important factors that need to be considered when choosing a post-secondary training option, and how to apply to each of the various options. Throughout the month, counselors also surveyed all VB Tech seniors to determine who wanted more time, information, or assistance regarding applications, financial aid tasks (FSA ID, scholarships), apprenticeship programs, military options, etc. During the last week of October, counselors set up appointments with interested students to work collaboratively on any remaining applications. Thank you to the counseling staff. Your assistance was welcomed and invaluable.

REVEL & ROLL WEST VISIT

Van Buren Tech's Business, Management & Administration and Marketing, Sales & Business programs recently had the privilege of visiting Revel & Roll, where General Manager James St. John shared valuable insights into the company's marketing and business strategies. His presentation provided the VBT students with a comprehensive look at the dynamics of effective marketing in today's competitive landscape.

James emphasized the importance of identifying target markets, noting that Revel & Roll primarily focuses on two key demographics: decision-makers in households and Gen-Z consumers. This dual approach allows the company to tailor its marketing efforts effectively. James highlighted the significance of trackable marketing techniques, such as click tracking and search engine optimization (SEO), to enhance their online presence. James shared that Facebook and Instagram have become their main platforms for reaching their target audiences, allowing for more direct engagement.

After the presentation, students had a great time enjoying the various activities that Revel & Roll offers. They engaged in fun games, bowled with friends, and fully embraced the vibrant atmosphere of the venue. This hands-on experience allowed them to see firsthand the engaging environment that Revel & Roll has created, reinforcing the importance of marketing and customer experience in a successful business.



AGRICULTURAL AND NATURAL RESOURCES - FFA OFFICERS VISIT

Van Buren Tech's Agriculture and Natural Resources program recently had the privilege of welcoming Michigan FFA Officers, Sophia Barnum-State Treasurer, and Landon Umlor-State Reporter. The State Officers' visit provided a unique opportunity for VB Tech students to connect with leaders dedicated to developing leadership, personal growth, and career success through agricultural education. During their visit, Barnum and Umlor highlighted the critical role that leadership and communication skills play in the agricultural sector. They encouraged students to embrace their FFA experiences, emphasizing that the organization serves as an intracurricular student body dedicated to those interested in agriculture and leadership. The National FFA

Organization is a dynamic youth organization that transforms lives and prepares its members for future success in various career fields. With a focus on developing potential and discovering talent, FFA offers hands-on experiences that equip its members with the tools needed for real-world achievement. Members include future farmers, chemists, veterinarians, entrepreneurs, and professionals in many other areas.



COSMETOLOGY - DERMALOGICA VISIT

Students from the Cosmetology program were recently able to receive expert skincare guidance and training thanks to Shannyn Miller from Dermalogica. Shannyn's hands-on skincare demonstrations and expert guidance gave Cosmetology students a deeper understanding of the skincare industry. Her passion and knowledge were truly inspiring, as she shared valuable insights on professional treatments, client care, and the latest industry trends. Thanks to Shannyn for visiting Van Buren Tech and providing our Cosmetology students with an unforgettable experience!



III. ACTION ITEMS

A. Approval of Culinary Renovation Recommendations (**ROLLC ALL VOTE**)

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**Van Buren Intermediate School D
Culinary Arts
Motion Recommendation
Construction Manager: Owen-Ames-Kimball Co.**

RECOMMENDED MOTION

I move that Owen-Ames-Kimball Co. be authorized to issue Notice of Pending Awards, in the amount indicated, to contractors and suppliers listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Van Buren ISD.

1	Demo	Specialized Demolition, Inc. (Hamilton, MI)	\$ 49,500
2	Concrete	Early & Associates (Allegan, MI)	\$ 43,400
3	Masonry	Burggrabe Masonry, inc. (Belding, MI)	\$ 156,041
4	Metals	Rail Components, Inc. (Muskegon, MI)	\$ 158,000
5	General Trades	MHS Custom Builders (Galesburg, MI)	\$ 80,160
6	Joint Sealants	Slager Restoration & Sealants (Vandalia, MI)	\$ 3,145
7	LPDA	Bouma-Betten Construction, Inc.	\$ 76,330
8	Flooring	Sobie Company (Grand Rapids, MI)	\$ 48,360
9	Painting	Eckhoff & Devries Painting and Wallcovering (Wyoming, MI)	\$ 13,545
10	Operable Partitions	Bareman & Associates, Inc. (Jenison, MI)	\$ 29,555
11	FSE	Great Lakes West (Kalamazoo, MI)	\$ 817,099
12	Fire Protection	Triad Fire Suppression, Inc. (Grand Rapids, MI)	\$ 14,175
13	Mech./Plumbing	Kalamazoo Mechanical, Inc. (Kalamazoo, MI)	\$ 481,006
14	Electrical	Hi-Tec Electric (Portage, MI)	\$ 350,200
15	AV	Parkway Electric & Communications, LLC (Holland, MI)	\$ 63,043
16	Cabling	The DataCom Group, Inc. (Holt, MI)	\$ 7,875



Van Buren Intermediate School District
 Culinary Arts
 Award Summary Sheet
 Construction Manager: Owen-Ames-Kimball Co.



	Bid Category	Contractor	Base Bid	Mandatory Alternate 1 - Dining Room Finishes	Mandatory Alternate 2 - Kitchen Flooring	Voluntary Alternate 1 - Benches	Total
1	Demo	Specialized Demolition, Inc. (Hamilton, MI)	49,500				49,500
2	Concrete	Early & Associates (Allegan, MI)	43,400				43,400
3	Masonry	Burggrabe Masonry, inc. (Belding, MI)	156,041				156,041
4	Metals	Rail Components, Inc. (Muskegon, MI)	158,000				158,000
5	General Trades	MHS Custom Builders (Galesburg, MI)	75,400			4,760	80,160
6	Joint Sealants	Slager Restoration & Sealants (Vandalia, MI)	3,145				3,145
7	LPDA	Bouma-Betten Construction, Inc.	63,850	12,480			76,330
8	Flooring	Sobie Company (Grand Rapids, MI)	63,360		(15,000)		48,360
9	Painting	Eckhoff & Devries Painting and Wallcovering (Wyoming, MI)	11,560	1,985			13,545
10	Operable Partitions	Bareman & Associates, Inc. (Jenison, MI)	29,555				29,555
11	FSE	Great Lakes West (Kalamazoo, MI)	817,099				817,099
12	Fire Protection	Triad Fire Suppression, Inc. (Grand Rapids, MI)	14,175				14,175
13	Mech./Plumbing	Kalamazoo Mechanical, Inc. (Kalamazoo, MI)	481,006				481,006
14	Electrical	Hi-Tec Electric (Portage, MI)	342,200	8,000			350,200
15	AV	Parkway Electric & Communications, LLC (Holland, MI)	59,867	3,176			63,043
16	Cabling	The DataCom Group, Inc. (Holt, MI)	7,875				7,875
17	Security Cameras	Allowance	12,000				12,000
18	Access Control	Allowance	10,000				10,000
19	Clocks	Allowance	10,000				10,000
	General Conditions	Owen-Ames-Kimball Co.	291,686	165	(96)	31	291,786
	Preconstruction Fee	Owen-Ames-Kimball Co.	14,923	143	(83)	26	15,009
	CM Fee	Owen-Ames-Kimball Co.	134,308	1,283	(751)	239	135,079
		Subtotal	2,848,950	27,232	(15,930)	5,056	2,865,308
	Building Contingency		284,895	2,723	(1,593)	506	286,531
		Billing Subtotal	3,133,845	29,955	(17,523)	5,562	3,151,839
	Furnishings, Fixtures and Equipment		Not Included				0
	Asbestos Abatement		Not Included				0
	Misc. Owner Expenses-Builders Rsk, Etc.		Not Included				0
	Technology		Not Included				0
	AE Fee		Not Included				0
	Total		3,133,845	29,955	(17,523)	5,562	3,151,839

B. Approval of Additional Assistive Technology Position (**ROLL CALL VOTE**)

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MEMO

DATE: DECEMBER 4, 2024
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL FOR AN ADDITIONAL ASSISTIVE TECHNOLOGY POSITION**

BACKGROUND:

Assistive Technology Providers specialize in developing and supplying high-tech and low-tech tools and systems to support students' access to learning and to increase their independence. Assistive Technology services also include formal assessment to determine student needs, as well as, training and consultation with other educators and families.

An additional Assistive Technology Provider (5 days per week) is needed in response to (a) the growing student need, (b) the growing research that supports an increase in these services, and (c) the need for succession planning.

RECOMMENDATION:

RESOLVED that the Board of Education approve an additional Assistive Technology Provider position (5 days per week), effective immediately.

C. Approval of Employment of New Staff (**VOICE VOTE**)

59

MEMO

DATE: DECEMBER 4, 2024
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR
RE: **APPROVAL OF EMPLOYMENT OF NEW STAFF**

BACKGROUND

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

<u>New Employee</u>	<u>Salary</u>	<u>Start Date</u>
Margarita Carrillo, Bridge Team Consultant	\$52,098.00	12/2/24

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

RECOMMENDATION

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

MEMO

DATE: DECEMBER 4, 2024
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: STAFF RETIREMENTS/RESIGNATIONS

BACKGROUND

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

<u>Name</u>	<u>Resignation/Retirement Date</u>
Heather Macyauski, Graphic Design Instructor	Resignation - 11/29/24

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.