

Meeting
Wednesday, June 1, 2022 4:00 PM Eastern

Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064

- I. REGULAR MEETING
- I.A. Consent Agenda - **(Roll Call Vote)**
- I.A.1. Minutes

A **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **Wednesday, May 4, 2022**, in the Board of Education office and called to order at **4:00 PM**. Members Present: Faul, Kent, Sage, Weiss, and Middaugh.

Weiss moved to approve the Consent Agenda for May 4, 2022, as follows: (*April 13, 2022 Minutes, Voucher Budget Summary, Imprest, and Payroll Summary*) Supported by Kent.

Roll call vote: Sage – yes, Weiss – yes, Kent – yes, Faul – abstained, and Middaugh – yes.

Motion carried.

Faul moved to approve Superintendent/Board Travel as presented and shown below:

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST

Post Approval

NAME	DATES	LOCATION	ACTUAL COST
John Weiss	April 1-4, 2022	NSBA Conference 2022 San Diego, CA	\$2702.00

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

Board members Kent and Middaugh recently attended CBA classes through MASB on leadership style, board member turnover, onboarding new members, and advanced school finance. Superintendent Manson and district administrators gave department updates to the Board.

Kent made the motion to approve the following resolution:

RESOLVED that the Board of Education approve the addition of two Bridge Consultant positions, to begin on August 22, 2022.

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

Sage made the motion to approve the following resolution:

RESOLVED that the Board of Education accept the bid from Andy J. Egan Co. Inc. to supply and install two sump pumps, mechanical services, plumbing, and controls at the Bert Goens Learning Center at a cost of \$37,595.

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

Weiss made the motion to approve the following resolution:

RESOLVED that the Board of Education increase the top hourly rate for the Educator Interpreter Specialist pay range to \$39.00 per hour, beginning August 22, 2022.

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

Faul made the motion to approve the following resolution:

RESOLVED that the Board of Education accept the bid from Apex Industrial Roofing LLC for the coating of the Conference Center roof with a 20-year warranty at a cost of \$123,430 and \$6.00 per square foot for wet or damaged insulation replacement.

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

Sage made the motion to approve the following resolution:

RESOLVED that the Board of Education accept the bid from Andy J. Egan Co. Inc. for the chiller replacement at the Van Buren Tech at a cost of \$454,000.

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

Kent made the motion to approve the following resolution:

RESOLVED that the Board of Education approves the purchase of 25 Apple iMac Desktops from Apple, Inc at a total price not to exceed \$55,000.00.

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

Sage made the motion to approve the following resolution:

RESOLVED that the Board of Education approves the Technology Services Department to post for the two positions needed at Hartford Public Schools.

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

Weiss made the motion to approve the following resolution:

RESOLVED that the Board of Education approve the employment of **Bob Kirk, Administrator of Emergency Management** starting May 23, 2022, at an annual salary of \$75,000.

Supported by Faul. Voice vote. Motion carried.

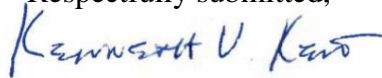
Kent made the motion to approve the following resolution:

RESOLVED that the Board of Education accept the retirement of John Stoll and Roger Coates effective 6/30/2022, and the resignations of Catherine Jarvie effective 6/8/2022 and Nichoel Burfield effective 6/10/2022.

Supported by Weiss. Voice vote. Motion carried.

Meeting adjourned at **5:21 PM**.

Respectfully submitted,



Kenneth Kent, Secretary
Van Buren Intermediate School District
Board of Education, Lawrence, Michigan

I.A.2. Voucher/Budget Composite & Cash Flow Summary Vouchers

Van Buren Intermediate School District
May 2022

Imprest Fund Vouchers	\$ 1,153,401.31
Payroll Fund Vouchers	3,387,853.37
Purchasing Card Vouchers	69,584.37
EDUSTAFF ACH Payments	5,457.50
	\$ 4,616,296.55

Budget-to-Expenditure Comparison 21-22

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	16,053,571	11,812,104	4,241,467	2,234,771
Special Education	35,658,473	24,047,229	11,611,244	7,153,935
Vocational Education	13,563,964	9,168,352	4,395,612	2,700,117
Food Service	103,755	75,933	27,822	14,853
Capital Projects	0	325,828	N/A	(325,828)

Cash Flow Summary

	Ending Balance 3/31/2022	Cash Receipts	Cash Disbursements	Ending Balance 4/30/2022
General	576,468	2,763,053	1,380,972	1,958,549
Special Education	5,505,886	2,496,219	2,631,160	5,370,945
Vocational Education	8,002,134	961,664	1,185,957	7,777,841
Student Activity Fund	33,630	0	154	33,476
Food Service	62,259	391	7,251	55,399
Capital Projects	4,953,644	0	94,866	4,858,778
	19,134,020	6,221,327	5,300,360 *	20,054,987

* The cash disbursements total includes amounts transferred electronically. Non-payroll related electronic transfers were made to other VBISD accounts. A listing of these transactions are available upon request. This statement is in accordance with Policy #6144.01

I.A.3. Imprest, Payroll Summary

IMPREST VOUCHER SUMMARY
May 2022

<u>FUND NAME</u>	<u>CHECKS</u>	<u>PURCHASING CARDS</u>	<u>TRANSFERS/ INTEREST/FEES</u>
General Fund	132,527.43	24,827.99	(10,260.72)
Special Education	703,543.26	17,889.55	4,289.22
Vocational Education	250,804.80	26,565.86	5,970.84
Capital Projects	64,146.09	0.00	0.00
Health Consortium	0.00	0.00	0.00
Student Activity Fund	0.00	300.97	0.66
Food Service Fund	2,379.73	0.00	0.00
TOTAL	<u>1,153,401.31</u>	<u>69,584.37</u>	<u>0.00</u>

TOTAL

147,094.70

725,722.03

283,341.50

64,146.09

0.00

301.63

2,379.73

1,222,985.68

PAYROLL SUMMARY
May 2022

GENERAL	908,917.42
SPECIAL EDUCATION	1,867,143.60
VOCATIONAL EDUCATION	611,792.35
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 3,387,853.37

I.B. Board/Superintendent Travel (**Roll Call Vote**)

CONFERENCE ATTENDANCE*Superintendent/Board of Education***June 1, 2022*****Pre-Approval***

NAME	DATES	LOCATION	ESTIMATED COST
Dave Manson	September 20-22, 2022	MASA 2022 Fall Conference Grand Traverse Resort, Acme MI	\$1025.00
John Faul	On Demand	MASB CBA 101 Virtual class	\$180.00

Post Approval

			COST
Kenneth Kent	April 22-24, 2022	MASB Spring Institute 2022 Livingston RESA, Howell, MI	\$375.00
John Weiss	April 22-24, 2022	MASB Spring Institute 2022 Livingston RESA, Howell, MI	\$450.00
Mary Ann Middaugh	April 22-24, 2022	MASB Spring Institute 2022 Livingston RESA, Howell, MI	\$544.08

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

I.D. Public Comments

II. INFORMATIONAL ITEMS

II.A. Board Updates

III. ACTION ITEMS

III.A. Approval of Superintendent's Contract (**Roll Call Vote**)

Date: June 1, 2022

To: Board of Education

From: Mary Ann Middaugh, President, Board of Education

Subject: Approval / Extension of Superintendent's Contract

Per a review of the Superintendent contract and his performance at the Board Work Session on Wednesday, June 1, I recommend that the Board accepts the following resolution:

RESOLVED, the Board of Education approves the extension and changes to the Superintendent's contract between David D. Manson and the Board as previously discussed at the board work session, by one year with an ending date of June 30, 2025.

III.B. Approval of Non Union Wage Adjustments and Other Items (**Roll Call
Vote**)

DATE: June 1, 2022
TO: Board of Education
FROM: David D. Manson, Superintendent
SUBJECT: Approval of Non-Union Pay Adjustments and Other Items

As discussed at the June 1st board work session, I would like to recommend the

following items for board approval:

- 1) Increase all non-union wages by 2.5%.
- 2) Increase Damian Koob by 4% due to increased oversight of additional employees and school districts.
- 3) Allow the following administrators to increase their days from 200 to 205 days worked and receive a 4% increase to stay competitive with other school districts & close the gap between their wages and the rates of the professional staff members that they supervise. (Laura Thornburg, Amanda Chiotti, Anna Austin, Aaron Tennant, Heidi Diaz, Lynn Buchkowski, Heidi Olivares).
- 4) Provide Katy Holverstott with an increase of \$1,000 on her board paid annuity.
- 5) Adopt a new secretarial pay scale (see attached) and increase Rhonda Plumley and Shawn Fitzgerald by 4%.
- 6) Provide adjustments for 2 technology staff as follows:
 - a) Lukas Enciso - provide a \$1.52 per hour increase.
 - b) Lisa Thorne - provide a \$1.69 per hour increase.
- 7) If approved by the VBIESPA, increase each step by .50 & increase all specialized staff by .50 per hour.
- 8) Allow the selling back of up to 5 unused vacation days based on year-end salary amounts as of June 30, 2021.
- 9) Allow the superintendent to make minor adjustments to work days for certain staff members who have special projects or grant requests, not to exceed 8 days per staff member, per school fiscal year.

RESOLVED, the Board of Education approves the staff member adjustments effective July 1, 2022 and other items as outlined above.

III.C.

Approval of Student Information Systems Director Position (**Roll Call
Vote**)

MEMO

DATE: JUNE 8, 2022
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB – DIRECTOR OF TECHNOLOGY SERVICES
RE: APPROVAL OF STUDENT INFORMATION SYSTEMS DIRECTOR POSITION

BACKGROUND

To help the VBISD Technology Services Department become structured for success and to allocate the proper resources for our customers, I would like to introduce a new job description for your approval that help us address the needs of our locals and VBISD. This position is for a Student Information Systems Director. The Student Information Systems Director will lead a team that coordinates data for hosted district's student information database systems (PowerSchool, PowerSchool Special Programs, and various other services), and pupil accounting while communicating critical information to stakeholders, problem solving issues, and training staff. This position provides database server platform support to meet compliance requirements and is responsible for managing the many and varied data systems (internal and external). This position will be an important part of the Technology Shared Services team to ensure the data integrity support of our local districts and serve as the central point of contact for extracting information from various data systems and interfacing these systems with specified platforms

The job description for this position is attached.

RESOLVED that the VBISD Board of Education approve the Student Information Systems Director position in the Technology Services department.

Attachments

VAN BUREN INTERMEDIATE SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: STUDENT INFORMATION SYSTEMS DIRECTOR

REPORTS TO: Director of Technology Services

SUMMARY: Under the direction of the Director of Technology, the Student Informational Systems Director will lead a team that coordinates data for hosted district's student information database systems (PowerSchool, PowerSchool Special Programs, and various other services), pupil accounting, communicating information, problem solving, and training. This position requires working with sensitive and confidential information on a regular basis. This position provides database server platform support to meet compliance requirements and is responsible for managing the many and varied data systems (internal and external).

This position will also serve as the central point of contact for extracting information from the internal data systems and interfacing daily with platforms such as Learning Management systems, Single Sign-on solutions (such as Clever), Google Workspace, Transportation software, Food Service platforms, and other software applications. As a central point of contact for leadership, the Student Informational Systems Director must also be able to locate, extract and analyze the information as needed from the many internal and external data sources, which requires detailed knowledge of Excel.

MINIMUM QUALIFICATIONS:

Education: Master's degree from an approved and accredited college or university and five years minimum of recent and relevant, progressively more responsible experience managing, maintaining, and providing technology solutions.

Certification: Michigan School Business Officials Chief Technology Officer certification is highly recommended.

Work Experience: Minimum of five years experience in a similar position

SKILLS:

- Exceptional quantitative analytical and organizational skills
- Expert with Excel and other data analysis software, including functions like vlookup, pivot tables, formatting for various reporting requirements.
- Knowledge of E-Collect, VersaTrans, MealMagic, Google Workspace, Illuminate, VMware, PS offsite backup system software, Cleaver, MIDataHub.
- Extremely detail-oriented with demonstrable experience managing multiple tasks, many moving parts and consistently delivering on time.
- Experienced with providing instruction and training to individuals and groups (Database Subject Matter Expert).
- Knowledge of HTML, CSS, Oracle, and SQL highly recommended.
- Solid troubleshooting and researching skills are a must.
- Strong work ethic

ESSENTIAL JOB FUNCTION:

1. Maintain the security and administration of the current PowerSchool and PowerTeacher environment and recommend improvements in processes and workflow. This includes a deep understanding of FERPA, PII, etc.
2. Ensures accuracy of data and troubleshoots problems with the database by monitoring ongoing operations and data integrity and assisting with student data audits. Also providing instruction on proper methods of making corrections.
3. Plan and execute basic database functions as required/related to systems operations including upgrading and troubleshooting PowerSchool, PowerSchool Special Programs, Ecollect, etc.
4. Create and manipulate large data files in order for local SIS admins to upload, review, and correct as needed for State and Federal Reporting on a scheduled basis for October Count, Teacher Student Data Link (TSDL), Spring Count, Student Record Maintenance (SRM), End of Year (EOY), Civil Rights Data Collection (CRDC), CO Grad Guidelines, and the SBD Reports for testing along with others.
5. Write and maintain queries that interact with the various software Databases and write and maintain data mining templates that interact with the current software applications to produce needed reports for hosted districts.
6. Designs report options and/or database processes for the purpose of providing personnel with information customized to their specific needs. Including the creation of ad hoc reports using SQL and HTML.
7. Engage in troubleshooting and problem solving to diagnose problems that teachers and students experience with the SIS and other software systems.

ESSENTIAL JOB FUNCTIONS (cont'd):

8. Lead the research, analysis, requirements, design, testing, and implementation of new PowerSchool and PowerTeacher features and modules along with evaluating new academic software projects to determine impacts and configurations.
9. Coordinate with Informational Services team to administer PowerSchool, PowerTeacher, and State Reporting trainings to school and district staff.
10. Maintain test environments for Informational Services staff to plan, implement, coach, and train for new releases.
11. Coordinate the day-to-day operations of Informational Services support
12. Foster relationships with local districts and ISDs to offer assistance with various applications to ensure data integrity.
13. Oversees implementation and onboarding of new districts with PowerSchool and PowerSchool Special Programs.
14. Update PowerSchool, PowerSchool Special Programs, and other applications that meet the needs of hosted districts.

III.D. Approval of Posting for Data Support Specialist (Hartford) (**Roll Call
Vote**)

MEMO

DATE: JUNE 8, 2022
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB – TECHNOLOGY SERVICES
RE: DATA SUPPORT SPECIALIST POSITION

BACKGROUND

VBISD has recently partnered with Hartford Public Schools to provide technology services for their district. With this partnership, Hartford Public Schools has asked for assistance with data support for PowerSchool services and educational technology support. This position is an important part of the Technology Shared Services team to ensure data integrity and support of our local districts. This request serves as a need to hire or promote internally a Data Support Specialist.

RECOMMENDATION

RESOLVED that the Board of Education approve the Technology Services Department to post for or promote internally a Data Support Specialist position.

III.E. Approval to Post Transportation Assistant Supervisor Position (**Roll
Call Vote**)

MEMO

DATE: JUNE 1, 2022
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
**RE: APPROVAL TO ADD ASSISTANT SUPERVISOR TO
TRANSPORTATION DEPARTMENT**

BACKGROUND:

On February 7, 2022, school districts were required to implement new Entry Level Driver Training (ELDT) requirements for school bus drivers. These requirements are more extensive than in the past and many of our local districts have reached out to inquire if VBISD can provide this training. The implementation of these requirements combined with the addition of Lawrence Public Schools has resulted in a need to restructure our department in the following manner.

VBISD Supervisor of Transportation		
VBISD Transportation Team	Lawrence Transportation Team and VBISD Training Team	VBISD Bus Maintenance Team
<u>Supervisor of Transportation</u> Secretary, Dispatcher, VBISD Drivers & Bus Attendants	<u>Assistant Supervisor*</u> Lead Driver, Trainers, Lawrence Drivers	<u>Assistant Supervisor</u> Mechanics

RECOMMENDATION:

RESOLVED that the Board of Education approve a non-union assistant supervisor position to the Transportation Department, beginning June 2, 2022.

III.F. Approval of Purchase of Computer Hardware for 2022-23 (**Roll Call
Vote**)

MEMO

DATE: JUNE 01, 2022
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: PURCHASE OF COMPUTER HARDWARE FOR 2022-2023

BACKGROUND

Each year the VBISD Technology Services staff - in conjunction with the appropriate administration - evaluates and recommends computer hardware acquisitions. Information was solicited from each department as to their upcoming technology needs. We take that information and determine our needs for the coming year.

We continue the practice of consolidating computer purchases for all departments in the VBISD and for the past four years we have been able to utilize the SPOT pricing program that exists as part of the State of Michigan's 22i Technology Readiness Infrastructure Grant (TRIG). This state-wide bidding procures additional savings due to the volumes involved. This results in lower purchase prices on mobile learning devices and desktops and accessories due to aggregating statewide demand along with a time savings for districts by not having to administer individual bids.

We are recommending the purchase of 244 DELL laptop computers and 57 DELL desktop computers from Presidio, Inc. as a part of our ongoing technology replacement program. These computers will augment or replace units used by students and staff at the Behavioral Education Center, Bert Goens Learning Center, the Community-based Transition Center, the John Dominguez Special Services Building, the Technology Center and more.

RECOMMENDATION

RESOLVED that the Board of Education approves the purchase of 244 DELL laptop computers and 57 DELL desktop computers from Presidio, Inc at a total price not to exceed \$270,700.00.

III.G. Approval of Purchase of IP Visual Paging Endpoints at VB Tech (**Roll
Call Vote**)

MEMO

To: BOARD OF EDUCATION
FROM: DAMIAN KOOB AND ROBERT SMITH
DATE: 06/01/2022
RE: APPROVAL OF A IP CLOCKS AND PAGING

The Van Buren ISD recently solicited competitive bids for replacing analog clocks with combination IP clocks and visual paging at the Van Buren Tech. Currently, Van Buren Tech utilizes older technology for clocks are seeking to upgrade its equipment to provide an added layer of security to the building. One bid was received and opened on May 25th, 2022.

Company	Total Price
Sport View Television, LLC	\$34,359.84

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 \$34,359.84.

III.H. Approval of Replacement of Analog Speakers with Combination IP
Speakers and Clocks at Learning Center (**Roll Call Vote**)

MEMO

To: BOARD OF EDUCATION
FROM: DAMIAN KOOB AND KATY HOLVERSTOT
DATE: 06/01/2022
RE: APPROVAL OF A IP CLOCKS AND PAGING

The Van Buren ISD recently solicited competitive bids for replacing analog speakers with combination IP speakers and clocks at the Bert Goens Learning Center. Currently, Bert Goens Learning Center utilizes older technology for paging and clocks are seeking to upgrade their equipment to provide an added layer of security to the building. One bid was received and opened on May 25th, 2022.

Company	Total Price
Sport View Television, LLC	\$46,385.91

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 accept the bid from Sport View Television LLC for the installation of the IP Clocks and Paging for Bert Goens Learning Center at a total cost of \$46,385.91.

III.I. Approval of Purchase of Wireless Secure Access Key/Swipe Card System for Maple Creek Education Center (fka: BEC) **(Roll Call Vote)**

MEMO

To: BOARD OF EDUCATION
FROM: DAMIAN KOOB AND KATY HOLVERSTOT
DATE: 06/01/2022
RE: APPROVAL OF WIRELESS LOCKS

The Van Buren ISD recently solicited competitive bids for implementing additional security measures at the Behavior Educational Center (Maple Creek). Currently, the building has physical locks which would be upgraded to include a badge reader on classroom doors to provide an added layer of security to the building. Two bids were received and opened on May 25th, 2022.

Company	Total Price
Presidio Networked Solutions Group	\$24,082.15
People Driven	\$29,709.79

After reviewing and checking references, it is my recommendation to accept the bid from Presidio Networked Solutions Group in Caledonia.

Resolved, that the Board of Education accept the bid from Presidio Networked Solutions Group for the wireless locks for the Behavior Education Center (Maple Creek) at a total cost of \$24,082.15.

III.J. Approval of HVAC Boiler System at Maple Creek Education
Center (**Roll Call Vote**)

MEMO

DATE: JUNE 1, 2022
TO: BOARD OF EDUCATION
FROM: RANDY OLDS
MAINTENANCE SUPERVISOR
RE: APPROVAL OF HVAC BOILER SYSTEM REPLACEMENT FOR
BEHAVIORAL EDUCATION CENTER

The Van Buren ISD recently solicited competitive bids to replace the current HVAC system and provide sole source turnkey services, including mechanical services, plumbing, piping, controls, energy services, and training for in-house maintenance team at the Behavioral Education Center.

Over the last eight years, we have had significant issues with each boiler. One of the boilers has been deemed not runnable and the other boiler's life expectancy makes it financially unrepairable.

Three bids were received and publicly opened and read aloud on May 25th, 2022. After reviewing the proposals and checking the references, it is recommended that the Van Buren ISD accept the bid from Power Engineering and Supply/Rhino Refrigeration LLC located in Mattawan, Michigan.

COMPANY	TOTAL PRICE
Power Engineering and Supply/Rhino Refrigeration LLC	\$96,895
Andy J. Egan Company	\$99,750
R. W. LaPine, Inc.	\$153,600

RESOLVED, that the Board of Education accept the bid from Power Engineering and Supply/Rhino Refrigeration LLC to replace the current HVAC system and provide sole source turnkey services, including mechanical services, plumbing, piping, controls, energy services, and training for in-house maintenance team at the Behavioral Education Center at a cost of \$96,895.

III.K. Approval of Purchase of Fluid Applied Membrane Roofing for VB
Tech (**Roll Call Vote**)

MEMO

DATE: JUNE 1, 2022
TO: BOARD OF EDUCATION
FROM: RANDY OLDS, MAINTENANCE SUPERVISOR
RE: APPROVAL OF FLUID APPLIED ROOFING MEMBRANE AT VAN BUREN TECH

The Van Buren ISD recently solicited competitive bids for the application of the fluid applied roofing membrane on the Van Buren Tech building. This coating will be applied over the existing roof, and includes a 20 year warranty. The product that will be used is called a Polyurea produced by The Garland Company, which has shown to be a very effective product to extend the life of the roof substrates.

Three bids were received and publicly opened and read aloud on May 25th, 2022. After reviewing the proposals and checking the references, it is recommended that the Van Buren ISD accept the bid from Ostrander Windows, Siding and Roofing (approximately 11,000 square feet) located in Belding, Michigan.

COMPANY	TOTAL PRICE APPROX. 11, 00 SF	TOAL PRICE APPROX. 28,900 SF	TOTAL PRICE APPROX. 48,600 SF
Ostrander Windows, Siding & Roofing	\$126,000	\$290,000	\$478,400
Van Doorn Roofing, Inc.	\$150,500	\$342,685	\$595,385
Hoekstra Roofing Company	\$157,697	\$380,275	\$642,900

RESOLVED, that the Board of Education accept the bid from Ostrander Windows, Siding and Roofing for the application of the fluid applied roofing membrane on the Van Buren Tech building at a cost of \$126,000.

III.L. Approval of Purchase of Asphalt Paving for Transportation Facility Bus Parking Lot (**Roll Call Vote**)

III.M. Approval of Purchase of Polished Concrete Flooring at VB Tech (**Roll Call Vote**)

MEMO

DATE: JUNE 1, 2022
TO: BOARD OF EDUCATION
FROM: RANDY OLDS
MAINTENANCE SUPERVISOR
RE: APPROVAL OF POLISHING CONCRETE AT VAN BUREN TECH

The Van Buren ISD recently solicited competitive bids to polish concrete in two separate areas (2,905 sq. ft. and 4,618 sq. ft.) located at the Van Buren Tech.

The old tile and carpet have been in need of replacement in Agriculture for several years due to wear and tear and the Auto Bay floors have had years of use and staining.

Three bids were received and publicly opened and read aloud on May 26th, 2022. After reviewing the proposals and checking the references, it is recommended that the Van Buren ISD accept the bid from Xtreme Engineered Floor Systems located in Hudsonville, Michigan.

COMPANY	TOTAL PRICE
Xtreme Engineered Floor Systems	\$46,068
AK Concrete Staining	\$47,337

RESOLVED, that the Board of Education accept the bid from Xtreme Engineered Floor Systems to polish concrete in two separate areas (2,905 sq. ft. and 4,618 sq. ft.) at the Van Buren Tech at a cost of \$46,068.

III.N. Approval of Bulk Purchase of Copy Paper (**Roll Call Vote**)

MEMO

DATE: JUNE 1, 2022
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS
DIRECTOR OF FINANCE AND OPERATIONS
RE: **APPROVAL OF PURCHASE OF COPY PAPER 2022**

On May 12, 2022, the Van Buren ISD along with nine school districts released the paper bid for the 2022-2023 school year. The paper bid was opened and reviewed May 25, 2022.

The bids were significantly higher than previous years due to the volatility of the current paper market.

After comparing the quality of the paper samples and the bid prices, it is recommended that the Van Buren Intermediate School District purchase the 4,200 cases of 8 ½ x 11 white copy paper from Central Michigan Paper at a unit cost of \$39.00 per case. Total cost not to exceed \$163,800.

The local districts will reimburse the Van Buren Intermediate School District for their respective paper orders which approximates \$151,320.00 of the total.

COMPANY	8 ½ x 11 White Copy Paper(4,200 cases) Price Per Case	TOTAL BID QUOTE
Central Michigan Paper Co.	\$39.00	\$163,800
Contract Paper Group	\$51.65	\$216,930

RESOLVED, that the Board of Education approve the purchase of up to 4,200 cases of 8 ½ x 11 white copy paper from Central Michigan Paper at a unit cost of \$39.00 per case. Total cost not to exceed \$163,800.

III.O. Approval of Retirement/Resignations of Staff (**Voice Vote**)

MEMO

DATE: JUNE 1, 2022
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS
RE: STAFF RETIREMENTS/RESIGNATIONS

BACKGROUND

Attached is the letter of resignation from Tonya Prewitt and letter of retirement from Karen Berlin.

RECOMMENDATION

Resolved that the Board of Education accept the resignation of Tonya Prewitt and retirement of Karen Berline effective 6/30/2022.

Attachments -

III.P. Approval of Employment of Staff (**Voice Vote**)

MEMO

DATE: JUNE 1, 2022
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 and interview candidate selection forms are attached.

<u>Technology</u>	<u>Salary</u>	<u>Start Date</u>
Quinn Fuller, IT Support Specialist	\$33,000	06/06/2022
<u>Special Education</u>	<u>Salary</u>	<u>Start Date</u>
Callie Campbell, Regional Supervisor of Special Education	\$74,000	08/01/2022

RECOMMENDATION

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

Attachments -

III.Q. Approval of Employment of Migrant Education Professional Staff for
Summer 2022 (**Voice Vote**)

DATE: JUNE 1, 2022
TO: BOARD OF EDUCATION
FROM: TONDA BOOTHBY
RE: APPROVAL OF EMPLOYMENT OF PROFESSIONAL TEACHER STAFF
FOR 2022 SUMMER MIGRANT PROGRAM

Below is a list of professional teaching staff recommended for employment by the 2022 Summer Migrant Education Program:

- Sarita Collins – Spanish 6-12, English 9-12
- Darci Bush Dumont-Phillips – Elementary Education K-5
- Steve Galvan – Social Studies 6-12 & History 6-12
- Cristina Garza Harlan – Early Childhood, Elementary Education K-5
- Luke Golas – English 6-12, Social Studies 6-12
- Jane Gonzalez – Reading Specialist and Special Education K-12
- Lisa Hicks – Elementary Education K-5
- Caroline Kestner – Early Childhood, Elementary Education K-5, Special Education
- Matthew Kovach – Mathematics 6-12, Business Administration 6-12
- Efrain Martinez – Spanish K-12
- Alyson Owens – Early Childhood, Elementary Education, Spanish 6-8
- Abel Robles – Secondary Spanish 6-12
- Alma Robles – Elementary Education K-5, Early Childhood Education
- Sarah Weston – Early Childhood Education, Elementary Education K-5

Resolved, that the Van Buren Intermediate School District Board of Education approve the 2022 Summer Migrant Program Professional Personnel for employment as presented.

IV. OTHER BUSINESS
IV.A. Adjournment