

Agenda of Special Meeting

The Board of Trustees Van Buren ISD

A Special meeting of the Board of Trustees of Van Buren ISD will be held June 21, 2021, beginning at 1:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

A Special meeting of the Board of Trustees of Van Buren ISD will be held on **Monday, June 21, 2021, beginning at 1:00 PM** in the Red Haven, Van Buren Conference Center, 490 S Paw Paw Street, Lawrence, Michigan.

The public is welcome to attend adhering to the MDHHS indoor gathering guidelines. If you require accommodations to access these meetings or would like to provide input, please contact Dave Manson at dmanson@vbisd.org.

The subjects 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 one at a time.

I. SPECIAL BOARD MEETING

- A. Roll Call of Board Members
- B. Communications
- C. Public Comments

II. INFORMATIONAL ITEMS

III. ACTION ITEMS

- A. Approval of VBIESPA Contract from July 1, 2021 through June 30, 2023 (**Roll Call Vote**)

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Date: June 21,2021

To: VBISD Board of Education

From: David D. Manson, Superintendent

Subject: Approval of VBIESPA Agreement 2021-2023

Attached is the tentative agreement between the Van Buren Intermediate Educational Support Personnel Association (VBIESPA) and the Van Buren Intermediate School District that is dated June 15, 2021.

Based on the review of this agreement, I am recommending that the board approve the following resolution:

RESOLVED, that the Board of Education approves a two-year agreement with the VBIESPA for the period of July 1, 2021 through June 30, 2023.

B. Approval of Non-Union Contractual Items (**Roll Call Vote**)

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Date: June 21, 2021
To: Board of Education
From: David D. Manson, Superintendent
Subject: **Approval of Non-Union Contractual Items**

As discussed at the June 2, 2021 board meeting, the VBISD negotiation team has been working with both the Professional and Support Staff Associations on the completion of contracts for the 2021-2022 school year. Given that a tentative agreement has been reached with the Support Staff Association, I am requesting approval of the following non-union contractual items:

- 1) Approve a one year pay increase of 2% for all non-union staff members. (except secretaries placed on the hired after July 1, 2009 scale).
- 2) Approve a one year pay increase of 4% for all secretarial staff members placed on the hired after July 1, 2009 secretarial scale.
- 3) Approve an additional \$0.10 per hour increase for individuals on the 260 day secretarial scale to close the gap between 260 day and <260 day employees.
- 4) Approve an increase in Heidi Olivares' contract from 190 to 200 days given her increased supervision responsibilities for additional mental health clinicians.

RESOLVED, the VBISD Board of Education approves the non-union member contractual items presented above with an effective date of July 1, 2021.

C. Approval of Dental Occupations Early Start (**Roll Call Vote**)

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MEMO

DATE: JUNE 21, 2021
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH
RE: VAN BUREN TECH DENTAL OCCUPATIONS INSTRUCTOR

BACKGROUND:

Per Board approval, Van Buren Tech recently hired a CTE instructor to teach the new Dental Occupations program in the fall of 2021. In order to ensure a seamless transition once students arrive, VB Tech requested that the instructor, Maryann McCarthy, work for an abbreviated number of days during the 20-21 school year, beginning June 1, 2021 to ensure proper classroom/lab setup, order supplies/equipment, and develop curriculum. Because the Board has already approved her full time-time position beginning in the 2021-22 school year, I am asking that the board also approve the 14 days that Maryann will work throughout the summer months.

RECOMMENDATION

RESOLVED that the Board of Education approve an abbreviated 14 days of employment for Maryann McCarthy, Dental Occupations Career & Technical Education instructor, for the 2020-21 school year.

D. Approval of Additional Days for Agriculture & Natural Resources Staff (**Roll Call Vote**)

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MEMO

DATE: JUNE 21, 2021
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CAREER & TECHNICAL
EDUCATION
RE: **APPROVAL OF ADDITIONAL DAYS FOR AGRICULTURE &
NATURAL RESOURCES STAFF**

BACKGROUND:

As a part of the Agriculture & Natural Resources program, VB Tech has purchased animals (i.e., sheep, cattle) that students work with throughout the school year. Throughout the summer months, the animals need to be fed and properly cared for. Per VBISD policy, a request for 8 additional days has been submitted and approved. At this time, we are requesting that the board approve an additional 7 days for the Instructor (Katrina Klaes) for summer work.

RECOMMENDATION

RESOLVED that the Board of Education approve an additional 7 days of employment for Katrina Klaes (\$1,595.51) for the 20-21 school year.

E. Approval of Pay Adjustments for Covert Public Schools Business Services **(Roll Call Vote)**

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Date: June 21, 2021

To: VBISD Board of Education

From: David D. Manson, Superintendent

**Subject: Approval of Pay Adjustments for Covert Public Schools
Business Services**

In October 2019, Covert Public Schools requested that VBISD take over their business office and payroll/benefit functions. In exchange for these services, VBISD receives a contracted amount of \$75,000. In accordance with the structure created, I am recommending that the following individuals receive a stipend contingent upon keeping this contract in place with Covert for additional work beyond their current responsibilities.

- Barb Matthews, Director of Operations and Finance, continues to assist with accounting supervisor activities. Recommending a stipend of \$1,000. Effective July 1, 2021.
- Melissa Nelson, Administrative Secretary to Barb Matthews, provides the majority of processing the payroll for Covert. Recommending a stipend of \$9,000. Effective July 1, 2021.
- Rhonda Plumley, Payroll/Benefits Coordinator, continues to assist on the benefits side (health insurance, dental, vision, etc.). Recommending a stipend of \$4,000. Effective July 1, 2021.
- Shawn Fitzgerald, Payroll Specialist, ongoing support of payroll processing. Recommending a stipend of \$750. Effective July 1, 2021.
- Rebecca Drake, Business Manager for Hartford Public Schools. In June 2020, Rebecca was hired part-time to provide business office services and contract with Hartford for this time spent. Recommending \$21,000 for these services.

RESOLVED, the VBISD Board of Education approves the pay adjustments outlined above for supporting the Covert Public Schools Business Services.

IV. CLOSED SESSION: For the purpose of discussing negotiations and attorney/client privilege information **(Roll Call Vote)**

V. OTHER BUSINESS

A. Adjournment

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.