

# 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 August 4, 2021, beginning at 4:00 PM in the Van Buren Conference Center  
490 S Paw Paw Street  
Lawrence, MI 49064.

A **Regular Meeting** of the Board of Education of Van Buren ISD will be held **Wednesday, August 4, 2021, at 4:00 PM** at the Van Buren Conference Center located at 490 S Paw Paw Street, Lawrence, MI 49064.

The Board of Education meeting will be held in person in compliance with the Michigan Department of Health and Human Services Epidemic Order under MCL 333.2221.

The public is welcome to call into the Van Buren Intermediate School District Board of Education meetings by dialing the number below at no cost. If you require accommodations to access these meetings or would like to provide input or ask questions on any business that will come before the Van Buren Intermediate School District Board of Education at the meeting, please contact Dave Manson, Superintendent at [dmanson@vbisd.org](mailto:dmanson@vbisd.org).

Public Phone Number: 1-415-655-0001

Access code:

**\*Please be sure to include the access code.**

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. SPECIAL ORDER OF MEETING

A. Approval to Rescind Resolution for Election of Officers 2021-2022 (**Roll Call Vote**)

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**MEMO**

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**DATE:** AUGUST 4, 2021

**TO:** BOARD OF EDUCATION

**FROM:** DAVE MANSON, SUPERINTENDENT

**RE: APPROVAL TO RESCIND RESOLUTION OF ELECTION OF OFFICERS FOR 2021-22**

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**BACKGROUND:**

On July 7, 2021 the Van Buren ISD's Organizational Meeting elected the board of education officers for the 2021-2022 school year. A motion was made, supported, roll call vote taken, and motion was carried, electing the following board members as officers:

President – Frances Sage  
Vice- President – James Crandall  
Treasurer – Mary Ann Middaugh  
Secretary – John Weiss

After the vote, the board president, Frances Sage stated she wanted to step down from this role as board president for the 2021-22 school year. Robert's Rules of Order determines that in order to take another vote for election of officers for 2021-22, the original resolution must be rescinded.

***RESOLVED*** that the Board of Education moves to rescind the previously approved resolution dated July 7, 2021 for election of officers for 2021-22.

B. Approval of Election of Board of Education Officers for the 2021-22  
School Year (**Roll Call Vote**)

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**MEMO**

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID D. MANSON, SUPERINTENDENT  
**RE:** **APPROVAL OF ELECTION OF OFFICERS 2021-2022**

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The Van Buren Intermediate School District Board of Education officers currently are:

President	Frances Sage
Vice President	James Crandall
Treasurer	Mary Ann Middaugh
Secretary	John Weiss
Trustee	Kenneth Kent

Recommend the following resolution:

***RESOLVED***, the Van Buren Intermediate Board of Education approve the election of officers to the Van Buren Intermediate School District Board of Education for 2021-2022 as follows:

President – \_\_\_\_\_  
Vice-President – \_\_\_\_\_  
Treasurer – \_\_\_\_\_  
Secretary – \_\_\_\_\_  
Trustee – \_\_\_\_\_

II. REGULAR MEETING

A. Consent Agenda - **(Roll Call Vote)**

1. Minutes

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The **Organizational Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **July 7, 2021**, in the Board of Education office and called to order at **4:01 PM**. The following members were present: Kent, Weiss, Middaugh, Crandall, and Sage.

Weiss moved to approved the following resolution:

**RESOLVED**, the Van Buren Intermediate Board of Education approve the election of officers to the Van Buren Intermediate School District Board of Education for 2021-2022 as follows:

**President – Frances Sage**  
**Vice-President – James Crandall**  
**Treasurer – Mary Ann Middaugh**  
**Secretary – John Weiss**  
**Trustee – Kenneth Kent**

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

Crandall moved to approve the following resolution:

**RESOLVED**, that the Van Buren ISD Board of Education meeting dates for the 2021-2022 school year are approved as shown below:

**July 7, 2021**  
**August 4, 2021**  
**September 1, 2021**  
**October 6, 2021**  
**November 3, 2021**  
**December 1, 2021**  
**January 5, 2022**  
**February 2, 2022**  
**March 2, 2022**  
**April 13, 2022**  
**May 4, 2022**  
**June 1, 2022**  
**July 6, 2022**

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

Kent moved to approve the following resolution:

**RESOLVED**, that the following firm be designated as legal counsel to the Board of Education for general and special education issues and that a retainer be paid:

**Thrun Law Firm  
2900 West Road Suite 400  
PO Box 2575  
East Lansing, MI 48826-2575**

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

Crandall moved to approve the following resolution:

**RESOLVED**, the following employees/individual are hereby authorized to sign checks written on accounts of the Van Buren Intermediate School District and electronic means using the automatic clearing house (ACH) system as outlined in Board Policy 6144.01.

**David. D. Manson  
Barbara Matthews  
Mary Ann Middaugh**

Supported by Kent. Middaugh – yes, Weiss – yes, Crandall – yes, Kent – yes, and Sage – yes. Motion carried.

Weiss moved to approve the following resolution:

**RESOLVED**, the following financial institutions are designated as depositories for VBISD funds for 2021-2022:

**Arbor Financial Credit Union  
TCF Bank  
Huntington Bank  
Michigan Liquid Asset Fund Plus  
PNC**

Supported by Crandall – yes, Kent – yes, Weiss – yes, Middaugh – yes, and Sage – yes. Motion carried.

The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **July 7, 2021**, in the Board of Education office and called to order at **4:26 PM**. The following members were present: Middaugh, Kent, Weiss, Crandall, and Sage. Absent: None.

Middaugh moved to approve the Consent Agenda (*June 2, 2021 Minutes; Voucher Budget Summary, Imprest Summary, and Payroll Summary and June 21, 2021*). Supported by Weiss. Roll call vote: Middaugh – yes, Kent – yes, Crandall – yes, Weiss – yes, and Sage – yes. Motion carried.

Weiss moved to approve Superintendent/Board Travel as presented and shown in Attachment 1. Supported by Middaugh. Roll Call Vote. Crandall – es, Middaugh – yes, Weiss – yes, Kent – yes, and Sage – yes. Motion carried.

Parnell Smith presented the 2021 Educational Hero Award by Superintendent Manson and the Board.

The Board reviewed the final VBISD Reconfirmation of Extended COVID-19 Learning Plan and monthly percentages for the 2020-21 school year as shown in Attachment 2 and public comments were solicited. Department updates were provided to the Board by Superintendent Manson and department administrators.

Middaugh moved to approve the following resolution:

**RESOLVED**, the Board of Education approves Alain Svilpe as the attendance officer for the 2021-2022 school year for the Van Buren Intermediate School District.

Kent supported. Roll call vote: Middaugh – yes, Weiss – yes, Crandall– yes, and Sage – yes. Motion carried.

Weiss moved to approve the following resolution:

**RESOLVED**, the VBISD Board of Education approves the posting of three (3) Mental Health Clinicians.

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

Kent moved to approved the following resolution:

**RESOLVED** that the Board of Education employ the staff listed below

<b><u>Instructional Services PSMs</u></b>	<b><u>Salary*</u></b>	<b><u>Start Date</u></b>
Lacy Clapper ( <i>Mental Health Clinician</i> )	\$52,451	8/23/2021
Deb Faling ( <i>Mental Health Clinician</i> )	\$59,735	8/23/2021
Laura VanderBeek ( <i>Mental Health Clinician</i> )	\$52,451	8/23/2021
Jacob Keeler ( <i>Mental Health Clinician</i> )	\$54,837	8/23/2021
Jenny Jordan- DeKam ( <i>Mental Health Clinician</i> )	\$59,735	8/23/2021
Tiffany Blaskie ( <i>Mental Health Clinician</i> )	\$59,735	8/23/2021

<b><u>Special Education PSM's</u></b>	<b><u>Salary*</u></b>	<b><u>Start Date</u></b>
Nathan Nelson ( <i>School Psychologist</i> )	\$75,393	8/23/2021
Gloria Pflederer ( <i>School Psychologist Intern</i> )	\$36,961	8/23/2021

<b><u>Technology</u></b>	<b><u>Salary</u></b>	<b><u>Start Date</u></b>
Dawn Everett-Green ( <i>District Tech. Coord.</i> )	\$50,000	7/1/2021
Forrest Ward ( <i>IT Support Specialist</i> )	\$31,600	7/1/2021

*\*All salaries are based on the 2019-2021 salary schedule.*

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

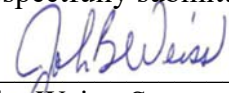
Crandall moved to approve the following resolution:

**RESOLVED** that the Board of Education accept the resignation of James Delva effective August 20, 2021, and Tracy Trautner effective, June 25, 2021.

Supported by Weiss. Roll call vote. Crandall – yes, Middaugh – yes, Weiss – yes, and Sage – yes.

Meeting adjourned at 5:09 PM.

Respectfully submitted,

  
\_\_\_\_\_  
John Weiss, Secretary  
Van Buren Intermediate School District  
Board of Education, Lawrence, Michigan

## CONFERENCE ATTENDANCE

Superintendent/Board of Education

**July 7, 2021**

### *Pre-Approval*

NAME	DATES	LOCATION	ESTIMATED COST
John Weiss	August 6-8, 2021	MASB Summer Institute 2021 Virtual Conference	<b>\$630.00</b>
Dave Manson	September 21-24, 2021	MASA Fall 2021 Conference Grand Traverse Resort, Acme, Michigan	<b>\$1230.00</b>

### *Post Approval*

			COST



## Learning Plan

To view the VBISD Extended Continuity Plan in its entirety, click [HERE](#)

## Reconfirmation Meeting

*Required 30 Days After Initial Plan Approval and Every Month Thereafter*

### Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
  - Review weekly 2-way interaction rates

## Reconfirmation Meeting for July 2021

### Reconfirm instructional delivery method:

Special Education Programs provide face-to-face instruction Monday through Thursday, and remotely on Fridays (select Fridays for the VBISD Early Childhood Program). Per parent request, a fully remote option will be available and programs and services for anything other than fully face-to-face are defined by Individual Contingency Learning Plans.

#### Students at VB Tech:

In order to maintain social distancing in classrooms and labs, students at Van Buren Tech will be following a hybrid schedule while we remain in Phase IV of the Governor's Safe Start Plan. The specific hybrid schedule being followed consists of two days of in-person instruction, one day of synchronous instruction, and two days of asynchronous instruction.

### Reconfirm how instruction will be delivered for each grade level:

#### **VBISD GSRP:**

GSRP services are being provided face to face or hybrid only. The days and times of attendance align with the LEAs first grade schedule. All classrooms are providing 4 full days of instruction regardless of model. Remote instruction is provided if a classroom/school is required to close.

#### **VBISD Special Education Early Childhood - 26 years:**

Special Education Programs provide face-to-face instruction Monday through Thursday, and remotely on Fridays (select Fridays for the VBISD Early Childhood Program). Per parent request, a fully remote option will be available and programs and services for anything other than fully face-to-face are defined by Individual Contingency Learning Plans.

**VB Tech (Grades 10 - 13):**Students at VB Tech:

In order to maintain social distancing in classrooms and labs, students at Van Buren Tech will be following a hybrid schedule while we remain in Phase IV of the Governor's Safe Start Plan. The specific hybrid schedule being followed consists of two days of in-person instruction, one day of synchronous instruction, and two days of asynchronous instruction.

**Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:**

**Document Public Comments:**

**Review Weekly 2-Way Interaction Rates**

<b>October 2020</b>	<b>All Students</b> <i>(percentage of all students who received (2) 2-way interactions each week)</i>
<b>Week 1</b>	<p><i>(must be reported in percent form)</i>  <b>SPECIAL EDUCATION:</b> ●  <b>BEC:</b> 80.65%  ● <b>BGLC:</b> 85.29%  ● <b>CTC:</b> 89.83%  <b>VB TECH:</b> 91.4%</p>
<b>Week 2</b>	<p><b>SPECIAL EDUCATION:</b> ●  <b>BEC:</b> 82.26%  ● <b>BGLC:</b> 85.44%  ● <b>CTC:</b> 89.83%  <b>VB TECH:</b> 86.3%</p>
<b>Week 3</b>	<p><b>SPECIAL EDUCATION:</b> ●  <b>BEC:</b> 79.03%  ● <b>BGLC:</b> 86.27%  ● <b>CTC:</b> 84.75%  <b>VB TECH:</b> 83.6%</p>
<b>Week 4</b>	<p><b>SPECIAL EDUCATION:</b> ●  <b>BEC:</b> 79.03%  ● <b>BGLC:</b> 76.7%  ● <b>CTC:</b> 71.43%  <b>VB TECH:</b> 76.4%</p>

**Review Weekly 2-Way Interaction Rates**

<b>November 2020</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	(must be reported in percent form) <b>SPECIAL EDUCATION: ●</b> <b>BEC: 84.1%</b> <ul style="list-style-type: none"> <li>● <b>BGLC: 91.1%</b></li> <li>● <b>CTC: 78.7%</b></li> </ul> <b>VB TECH: 79.6%</b>
<b>Week 2</b>	<b>SPECIAL EDUCATION: ●</b> <b>BEC: 85.5%</b> <ul style="list-style-type: none"> <li>● <b>BGLC: 74.5%</b></li> <li>● <b>CTC: 83.6%</b></li> </ul> <b>VB TECH: 78.6%</b>
<b>Week 3</b>	<b>SPECIAL EDUCATION: ●</b> <b>BEC: 85.5%</b> <ul style="list-style-type: none"> <li>● <b>BGLC: 72.6%</b></li> <li>● <b>CTC: 70.5%</b></li> </ul> <b>VB TECH: 83.7%</b>
<b>Week 4</b>	<b>SPECIAL EDUCATION: ●</b> <b>BEC: 67.8%</b> <ul style="list-style-type: none"> <li>● <b>BGLC: 75.5%</b></li> <li>● <b>CTC: 73.8%</b></li> </ul> <b>VB TECH: 86.1%</b>

**Review Weekly 2-Way Interaction Rates**

<b>December 2020</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	<b>SPECIAL EDUCATION: ●</b> <b>BEC: 77.8%</b> <ul style="list-style-type: none"> <li>● <b>BGLC: 86.1%</b></li> <li>● <b>CTC: 90.2%</b></li> </ul> <b>VB TECH: 89%</b>
<b>Week 2</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC: 75%</b></li> <li>● <b>BGLC: 87.3%</b></li> <li>● <b>CTC: 95.2%</b></li> </ul> <b>VB TECH: 88%</b>
<b>Week 3</b>	<b>SPECIAL EDUCATION: ●</b> <b>BEC: 77.8%</b> <ul style="list-style-type: none"> <li>● <b>BGLC: 84.5%</b></li> <li>● <b>CTC: 77.1%</b></li> </ul> <b>VB TECH: 78%</b>
<b>Week 4</b>	<b>Christmas Break - December 21, 2020 - January 3, 2021</b>

**Review Weekly 2-Way Interaction Rates**

<b>January 2021</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	<b>Christmas Break - December 21, 2020 - January 3, 2021</b>
<b>Week 2</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 90%</li> <li>● <b>BGLC:</b> 89%</li> <li>● <b>CTC:</b> 89%</li> </ul> <b>VB TECH:</b> 89%
<b>Week 3</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 80%</li> <li>● <b>BGLC:</b> 93%</li> <li>● <b>CTC:</b> 87%</li> </ul> <b>VB TECH:</b> 90%
<b>Week 4</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 87%</li> <li>● <b>BGLC:</b> 95%</li> <li>● <b>CTC:</b> 92%</li> </ul> <b>VB TECH:</b> 84%

**Review Weekly 2-Way Interaction Rates**

<b>February 2021</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 89%</li> <li>● <b>BGLC:</b> 90%</li> <li>● <b>CTC:</b> 87%</li> </ul> <b>VB TECH:</b> 93%
<b>Week 2</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 78%</li> <li>● <b>BGLC:</b> 90%</li> <li>● <b>CTC:</b> 98%</li> </ul> <b>VB TECH:</b> 92%
<b>Week 3</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 77%</li> <li>● <b>BGLC:</b> 90%</li> <li>● <b>CTC:</b> 97%</li> </ul> <b>VB TECH:</b> 87%
<b>Week 4</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 87%</li> <li>● <b>BGLC:</b> 94%</li> <li>● <b>CTC:</b> 92%</li> </ul> <b>VB TECH:</b> 91%

Review Weekly 2-Way Interaction Rates

<b>March 2021</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 89%</li> <li>● <b>BGLC:</b> 92%</li> <li>● <b>CTC:</b> 76%</li> </ul> <b>VB TECH:</b> 87%
<b>Week 2</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 95%</li> <li>● <b>BGLC:</b> 92%</li> <li>● <b>CTC:</b> 86%</li> </ul> <b>VB TECH:</b> 91%
<b>Week 3</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 92%</li> <li>● <b>BGLC:</b> 94%</li> <li>● <b>CTC:</b> 91%</li> </ul> <b>VB TECH:</b> 93%
<b>Week 4</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 93%</li> <li>● <b>BGLC:</b> 94%</li> <li>● <b>CTC:</b> 83%</li> </ul> <b>VB TECH:</b> 89%
<b>Week 5</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 92%</li> <li>● <b>BGLC:</b> 92%</li> <li>● <b>CTC:</b> 82%</li> </ul> <b>VB TECH:</b> 92%

Review Weekly 2-Way Interaction Rates

<b>April 2021</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	<b>SPRING BREAK</b>
<b>Week 2</b>	<b>SPRING BREAK</b>
<b>Week 3</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 84%</li> <li>● <b>BGLC:</b> 92%</li> <li>● <b>CTC:</b> 91%</li> </ul> <b>VB TECH:</b> 86%
<b>Week 4</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 79%</li> <li>● <b>BGLC:</b> 68%</li> <li>● <b>CTC:</b> 91%</li> </ul> <b>VB TECH:</b> 87%

Review Weekly 2-Way Interaction Rates

<b>May 2021</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 82%</li> <li>● <b>BGLC:</b> 83%</li> <li>● <b>CTC:</b> 83%</li> </ul> <b>VB TECH:</b> 94%
<b>Week 2</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 89%</li> <li>● <b>BGLC:</b> 93%</li> <li>● <b>CTC:</b> 94%</li> </ul> <b>VB TECH:</b> 87%
<b>Week 3</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 86%</li> <li>● <b>BGLC:</b> 98%</li> <li>● <b>CTC:</b> 94%</li> </ul> <b>VB TECH:</b> 86%
<b>Week 4</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 84%</li> <li>● <b>BGLC:</b> 97%</li> <li>● <b>CTC:</b> 77%</li> </ul> <b>VB TECH:</b> 91%

<b>June 2021</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 75%</li> <li>● <b>BGLC:</b> 95%</li> <li>● <b>CTC:</b> 93%</li> </ul> <b>VB TECH:</b> 73%
<b>Week 2 (Final Week)</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 76%</li> <li>● <b>BGLC:</b> 95%</li> <li>● <b>CTC:</b> 92%</li> </ul> <b>VB TECH:</b> 80%



**Van Buren Intermediate School District**  
**July 2021**

Imprest Fund Vouchers	\$ 1,330,404.12
Payroll Fund Vouchers	3,199,167.98
Purchasing Card Vouchers	38,788.46
EDUSTAFF ACH Payments	10,002.77
	\$ 4,578,363.33

**Budget-to-Expenditure Comparison 20-21**  
**June 30th**

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	13,325,062	12,857,631	467,431	467,431
Special Education	35,162,437	32,656,785	2,505,652	2,505,652
Vocational Education	14,438,643	12,496,365	1,942,278	1,942,278
Food Service	92,010	82,478	9,532	9,532
Capital Projects	2,000,000	1,686,355	N/A	313,645

**Budget-to-Expenditure Comparison 21-22**  
**July 15th**

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	13,943,534	1,049,438	12,894,096	(468,457)
Special Education	35,013,412	368,987	34,644,425	1,089,905
Vocational Education	14,151,876	952,497	13,199,379	(362,836)
Food Service	125,297	224	125,073	4,997
Capital Projects	350,000	103,127	N/A	(88,544)

**Cash Flow Summary**

	Ending Balance 5/31/2021	Cash Receipts	Cash Disbursements	Ending Balance 6/30/2021
General	2,400,607	1,921,563	1,426,955	2,895,215
Special Education	6,269,171	4,166,669	2,916,647	7,519,193
Vocational Education	9,902,554	1,482,400	1,306,837	10,078,117
Student Activity Fund	31,556	804	460	31,900
Food Service	84,153	30,685	26,240	88,598
Capital Projects	151	71,822	71,847	126
	18,688,193	7,673,943	5,748,986 *	20,613,150

\* 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



**PAYROLL SUMMARY**  
**July 2021**

GENERAL	830,517.98
SPECIAL EDUCATION	1,757,206.05
VOCATIONAL EDUCATION	611,443.95
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 3,199,167.98

**IMPREST VOUCHER SUMMARY**  
**July 2021**

FUND NAME	CHECKS	PURCHASING CARDS	TRANSFERS/ INTEREST/FEES	TOTAL
General Fund	534,038.56	20,387.45	(2,834.72)	551,591.29
Special Education	641,574.75	12,396.82	1,263.52	655,235.09
Vocational Education	83,092.15	6,004.19	1,187.93	90,284.27
Capital Projects	70,936.60	0.00	0.00	70,936.60
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00	0.00
Food Service Fund	1,145.30	0.00	0.00	1,145.30
<b>TOTAL</b>	<b>1,330,787.36</b>	<b>38,788.46</b>	<b>(383.27)</b>	<b>1,369,192.55</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

C. Public Comments  
III. INFORMATIONAL ITEMS  
A. Board Updates  
B. Superintendent Update

25

Date: August 4, 2021  
To: Board of Education  
From: David D. Manson, Superintendent

**Subject: Superintendent Update**

**Student Literacy: (Staff Relations, Instructional Leadership)**

Over the summer, I had the opportunity to support student literacy by attending “Pop-Up Literacy Labs” in Bangor and Pullman. These labs are designed to engage students and parents in reading during the summer months to avoid summer learning loss. In addition, I had the opportunity to read to Tina King’s preschool classroom in Paw Paw and support Project NOMAD in delivering a high quality education to our students.



## **Administrative Retreat: (Staff Relations, Business & Finance)**

On August 12th, the VBISD Administrative Team will be participating in a retreat in South Haven. This retreat will focus on four main items: 1) completing our District Improvement Plan, 2) planning how the theme of equity will be addressed throughout the school year, 3) reviewing current and upcoming changes that have taken place in Human Resources and 4) developing mechanisms to improve how communication flows across the different departments at VBISD.

## **Van Buren County Return to Learn Guidelines - 2021/22: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)**

Over the last several weeks, VBISD, our constituent districts and the Van Buren/Cass District Health Department have been collaborating on the creation of a document to assist school districts in making decisions related to the ongoing COVID-19 pandemic. The document below is an attempt to provide Van Buren County with some consistent structure, while still allowing districts to individualize when necessary given the nuances facing their own communities.

### **Van Buren County: Return to Learn Guidelines 2021-2022**

In-person learning has been shown to provide the greatest benefit to students and ensuring this can happen consistently and safely during the upcoming school year has been deemed a priority for Van Buren County Schools.

The *2021-2022 Return to Learn Guidelines* provides detailed guidance to ensure that COVID-19 prevention and mitigation measures are implemented in a way that fosters optimal learning environments while simultaneously ensuring health and safety for students and staff in Van Buren County. This plan was collaboratively developed by Van Buren County Superintendents with the support of the Van Buren/Cass County District Health Department to ensure that all Van Buren County School Districts have an aligned and detailed plan for a successful return to the classroom this fall.

*\*Please Note: This plan may change and evolve as knowledge changes surrounding current and potential variants and availability of vaccination for younger age groups*

<b>Low Transmission</b>	<b>Moderate Transmission</b>	<b>Substantial Transmission</b>	<b>High Transmission</b>
<i>0 to 9 new cases per 100,000 persons within last 7 days</i>	<i>10 to 49 new cases per 100,000 persons within last 7 days</i>	<i>50 to 99 new cases per 100,000 persons within last 7 days</i>	<i>&gt;100 new cases per 100,000 persons within last 7 days</i>
<i>&lt;5% of RT-PCR tests that are positive during the last 7 days</i>	<i>5% to &lt; 7.9% of RT-PCR tests that are positive during the last</i>	<i>8% to 9.9% of RT-PCR tests that are positive during the last 7 days</i>	<i>&gt;10% of RT-PCR tests that are positive during the last 7 days</i>

	7 days		
<i>Local community spread per VB/Cass District Health Department</i>	<i>Local community spread per VB/Cass District Health Department</i>	<i>Local community spread per VB/Cass District Health Department</i>	<i>Local community spread per VB/Cass District Health Department</i>
<b>Instructional Format</b>			
In person	In person	In person instruction - individual schools or classrooms may be moved to remote instruction	Multiple schools are closed and the district may be closed. Remote instruction in closed buildings
<b>Athletics</b>			
Athletic practices and competitions will be permitted.	Athletic practices and competitions will be permitted and additional health and safety protocols put into place.	Athletic practices and competitions may be paused; practices focus on skills building with increased social distancing required.  Health screening and hygiene in place.	Athletic practices and competitions will be suspended.
Athletic testing <b><u>will only be required</u></b> when mandated by a local or state agency and/or a sanctioning body.			
<b>Cleaning &amp; Disinfecting</b>			
The district will follow regular cleaning and disinfection procedures.	The district will follow regular cleaning and disinfection procedures. Additional cleaning and disinfecting procedures may be implemented.	The district will follow regular cleaning and disinfection procedures. Additional cleaning and disinfecting procedures will be implemented in classrooms during the day	The district will follow regular cleaning and disinfection procedures. Additional cleaning and disinfecting procedures will be implemented in classrooms during the day
<b>Cohorting</b>			
Mixing of students will occur	Mixing of students may be restricted in	Mixing of students will be restricted in some	Mixing of students will be restricted or will

	some areas, activities, classrooms, and/or buildings	areas, activities, classrooms, and/or buildings	not be allowed in some areas, activities, classrooms and/or buildings
<b>Contact Tracing/Quarantines</b>			
The implementation of contact tracing & quarantines will be based upon the current requirements of the Van Buren/Cass County District Health Department. School districts will assist with robust case investigation and contact tracing as well as providing educational support for students and families who are impacted by isolation and quarantine.			
<b>COVID Testing</b>			
COVID testing of students or staff <b>will only be required</b> when mandated by a local or state agency and/or a sanctioning body.			
<b>Extracurriculars &amp; Field Trips</b>			
Extracurricular activities may occur as scheduled	Short-term dismissals and suspension of extracurricular activities and field trips should be expected.	Extracurricular activities and field trips are suspended. Remote/virtual activities may continue.	Extracurricular activities and field trips are suspended. Remote/virtual activities may continue.
<b>Face Covering (Masks)</b>			
Staff, students, volunteers and visitors will not be required to wear face masks. Face coverings are optional.	Staff, students, volunteers and visitors will not be required to wear face masks. Face coverings are optional.	Staff, students, volunteers and visitors may be required to wear face coverings in all areas and for all activities <sup>1</sup>	Staff, students, volunteers and visitors will be required to wear face coverings in all areas and for all activities <sup>1</sup>
<b>Food Service</b>			
Normal food service operations	Normal food service operations. Additional health and safety protocols may be put in place.	Normal food service operations. Additional health and safety protocols will be put in place.	Normal food service operations. Additional health and safety protocols will be put in place.
<b>Gatherings and Facility Use</b>			

No restrictions on gatherings or use of facilities	Restrictions on gathering size and/or use of facilities may be implemented. Outside agency use of facilities will be restricted	Restrictions on gathering size and/or use of facilities will be implemented. No outside agency use of facilities will be allowed	Restrictions on gathering size and/or use of facilities will be implemented. No outside agency use of facilities will be allowed
<b>Hand Hygiene and Respiratory Etiquette</b>			
Hand Hygiene/Hand Sanitation and Respiratory Etiquette is expected <sup>2</sup>	Hand Hygiene/Hand Sanitation and Respiratory Etiquette is expected and additional opportunities for proper hand washing will be available throughout the day. Hand sanitizing will be encouraged when students leave or enter the classroom and other designated areas <sup>2</sup> .	Hand Hygiene and Respiratory Etiquette is expected and additional opportunities for proper hand washing will be available throughout the day. Hand sanitizing will be required when students leave or enter the classroom and other designated areas <sup>2</sup> .	Hand Hygiene/Hand Sanitation and Respiratory Etiquette is expected and additional opportunities for proper hand washing will be available throughout the day. Hand sanitizing will be required when students leave or enter the classroom and other designated areas <sup>2</sup> .
<b>Meetings and Conferences</b>			
In-district/out of district meetings and conferences will be permitted.	In-district/out of district meetings and conferences will be permitted.	In-district/out of district meetings and conferences will be limited and may be suspended.	In-district/out of district meetings and conferences will not be permitted.
<b>Offices</b>			
District and building offices will be open for normal school business. Visitors and guests are allowed in buildings.	District and building offices will be open for normal school business. Prioritize visits to minimize office visitor traffic. Additional health and safety protocols may be put in place. Visitors and guests are allowed in buildings.	District and building offices will remain open. Prioritize visits to minimize office visitor traffic. No building access beyond the office will be permitted. Additional health and safety protocols will be put in place.	District and building offices will remain open. Prioritize visits to minimize office visitor traffic. No building access beyond the office will be permitted. Additional health and safety protocols will be put in place.

<b>Remote/Virtual Learning</b>			
Students that are quarantined by the health department may gain access to live remote learning opportunities after the student is absent for more than 3 consecutive days. The building principal may also approve access to synchronous learning support under special circumstances related to a documented medical diagnosis, medical procedure, or mental health crisis.	Students that are quarantined by the health department may gain access to live remote learning opportunities after the student is absent for more than 3 consecutive days. The building principal may also approve access to synchronous learning support under special circumstances related to a documented medical diagnosis, medical procedure, or mental health crisis.	If a classroom or school is closed, all students impacted by the closure will be provided remote learning opportunities throughout the closure. Students that are quarantined by the health department may gain access to live remote learning opportunities after the student is absent for more than 3 consecutive days. The building principal may also approve access to synchronous learning support under special circumstances related to a documented medical diagnosis, medical procedure, or mental health crisis.	If a classroom or school is closed, all students impacted by the closure will be provided remote learning opportunities throughout the closure. Students that are quarantined by the health department may gain access to live remote learning opportunities after the student is absent for more than 3 consecutive days. The building principal may also approve access to synchronous learning support under special circumstances related to a documented medical diagnosis, medical procedure, or mental health crisis.
<b>Social Distancing</b>			
Feasible social distancing measures in place.	Additional social distancing measures may be required. Adjustments to school procedures, schedules, activities, etc., may be made to adjust to the social distancing requirements.	Additional social distancing measures will be required. Adjustments to school procedures, schedules, activities, etc., will be made to adjust to the social distancing requirements.	Additional social distancing measures will be required. Adjustments to school procedures, schedules, activities, etc., will be made to adjust to the social distancing requirements.
<b>Staff Health Screening</b>			
Staff members should conduct a daily	Staff members should conduct a daily	Staff members will be required to complete	Staff members will be required to complete

wellness self-check prior to reporting to work. <b>DO NOT REPORT TO WORK IF YOU ARE SICK.</b>	wellness self-check prior to reporting to work. <b>DO NOT REPORT TO WORK IF YOU ARE SICK.</b>	a daily screener prior to reporting to work.	a daily screener prior to reporting to work.
<b>Student Health Screening</b>			
Parents/guardians should conduct a daily student wellness check prior to sending student to school. <b>DO NOT SEND STUDENT TO SCHOOL IF THEY ARE SICK.</b> See student illness section.	Parents/guardians should conduct a daily student wellness check prior to sending student to school. <b>DO NOT SEND STUDENT TO SCHOOL IF THEY ARE SICK.</b> See student illness section.	Parents/guardians should conduct a daily student wellness check prior to sending student to school. <b>DO NOT SEND STUDENT TO SCHOOL IF THEY ARE SICK.</b> See student illness section.	Parents/guardians should conduct a daily student wellness check prior to sending student to school. <b>DO NOT SEND STUDENT TO SCHOOL IF THEY ARE SICK.</b> See student illness section.
<b>Student Illness</b>			
Parents are not to send children to school given our communicable disease policy. <a href="#">Communicable Disease Policy Link</a>	Parents are not to send children to school given our communicable disease policy. <a href="#">Communicable Disease Policy Link</a> If indicators of risk are high, additional days of isolation or symptom free timelines may be required and extended. Attendance policies may be waived or suspended	Parents are not to send children to school given our communicable disease policy. <a href="#">Communicable Disease Policy Link</a> If indicators of risk are high, additional days of isolation or symptom free timelines may be required and extended. Attendance policies are suspended.	Parents are not to send children to school given our communicable disease policy. <a href="#">Communicable Disease Policy Link</a> If indicators of risk are high, additional days of isolation or symptom free timelines may be required and extended. Attendance policies are suspended.
<b>Transportation</b>			
Normal transportation operations.	Normal transportation operations. Additional health and safety protocols will be put in place.	Normal transportation operations. Additional health and safety protocols will be put in place.	Normal transportation operations. Additional health and safety protocols will be put in place.

<p><i>*Adhere to CDC order for facemask requirements</i></p>	<p>Additional cleaning and disinfecting procedures will be implemented.</p> <p><i>*Adhere to CDC order for facemask requirements</i></p>	<p>Additional cleaning and disinfecting procedures will be implemented.</p> <p><i>*Adhere to CDC order for facemask requirements</i></p>	<p>Additional cleaning and disinfecting procedures will be implemented.</p> <p><i>*Adhere to CDC order for facemask requirements</i></p>
<p><b>Vaccinations</b></p>			
<p>No matter which color indicator Van Buren County is in, the district encourages staff and students to become vaccinated. The district is <b><u>NOT</u></b> requiring staff or students to be vaccinated at this time.</p>			


<sup>1</sup> - It is anticipated that the Director of Michigan Department of Health and Human Services and/or the Director of the Van Buren/Cass County District Health Department will issue a Face Covering order for this level of community transmission with which we would have to comply.

<sup>2</sup> - Hand washing and proper covering of the mouth/nose area when coughing/sneezing will be taught in all grades PreK-12 at the beginning of the 2021-2022 school year. Hand washing/hand sanitizing and proper covering of the mouth/nose area when coughing/sneezing will be encouraged at all times.

C. Department Updates  
1. Instructional Services

34


Memorandum	
<b>Date:</b>	August 4, 2021
<b>To:</b>	VBISD Board of Education
<b>From:</b>	Cheryl-Marie A. Manson <i>Director of Instructional Services</i>
<b>Subject:</b>	Instructional Services Monthly Update



	<p><b>State Level</b></p> <p><i>(Leadership, Level of Professional Awareness, Resourcefulness, Creativity and Innovativeness, Planner &amp; Organizer)</i></p>
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**MTSS & School Improvement:**

The Mix and Mingle is just a few weeks away, and with the intended audience heading into the thousands, we have looked towards using the same platform used by large events across the state. Motown Digital will be providing the online platform as well as providing training to vendors, presenters and tech support on the day of the event. We can now turn our attention towards promoting the event and connecting in with more vendors. This event will provide professional learning for educators in the following ISDs: AAESA, SJISD, Heritage Southwest, KRESA and CISD.

	<p><b>County Level</b></p> <p><i>(Leadership, Professional Standards &amp; Ethics, Decision Maker, Planner &amp; Organizer, Faculty and Staff Personnel, and Student Achievement)</i></p>
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**MTSS & School Improvement: (Highlight)**

During a recent superintendent meeting, Cheryl-Marie shared [culturally relevant data](#) regarding student academic achievement. The purpose of sharing this document was to begin a dialogue around the need for leadership training to support teachers in improving this data. In

partnership with St. Joseph ISD, Instructional Services will host Dr. Rema Reynolds who will provide training around Culturally Relevant Leadership. This six session training will be held on Saturdays and is intended for building principals, central office staff, as well as ISD directors and administrators.



**Mental Health:** Over the summer we are transitioning our Medicaid billing to the state-adopted platform “BH Works”. This platform will allow our mental health clinicians to document their work with students with more ease, as well as use the screeners provided in the system and bill Medicaid. We are excited about the use of this tool as it will continue to streamline our documentation and hopefully allow us to use data from the reporting functions.

**Social Emotional Learning:** **(Highlight)** During the summer months, we are preparing our support materials and beginning the onboarding process for our new Mental Health tool: “Panorama”. Panorama is a social emotional measurement tool. This tool will provide universal screening as well as tools to build student’s SEL competencies as well as staff SEL and well-being.

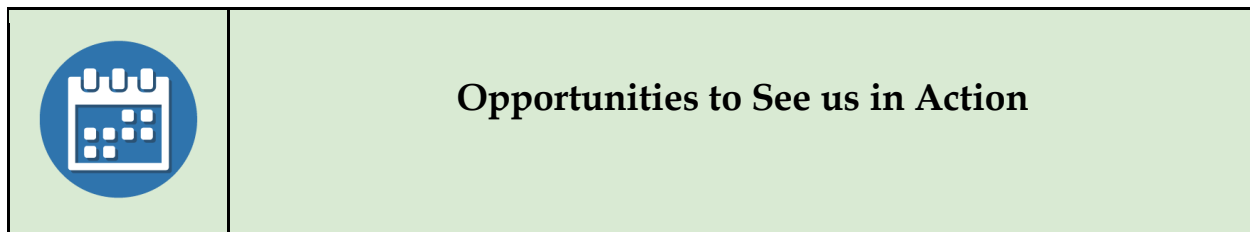
	<p style="text-align: center;"><b>Building Level</b> <i>(Leadership, Professional Standards &amp; Ethics, Faculty and Staff Personnel, and Student Achievement)</i></p>
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**Literacy:** **(Highlight)** [Our Pop Up Lit Labs](#) are continuing across Van Buren County this summer! A Pop Up Lit Lab is an experience for students to interact with text that is hands-on and engaging. During this past month, Dave & Cheryl-Marie Manson took a trip out to South Walnut Elementary to join their Pop-Up Lit Lab. There were approximately 25 students in attendance.



	<p style="text-align: center;"><b>IS Department Goal: Anti-Racism</b> <i>(Leadership, Professional Standards &amp; Ethics, Decision Maker, and Student Achievement)</i></p>
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As mentioned earlier, our department is working with Dr. Rema Reynolds to create a collaborative partnership with St. Joseph ISD. This collaborative partnership will connect district and building administrators throughout both counties through a shared learning opportunity. This opportunity will be around how to develop Culturally Responsive Leadership to further support Tier I instruction for ALL students.



The Mix and Mingle is coming up! We would love to have you join us on this day! We will send you detailed information for logging in on this virtual day once you [register HERE.](#)

[Upcoming Professional Learning](#)



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# MEMO

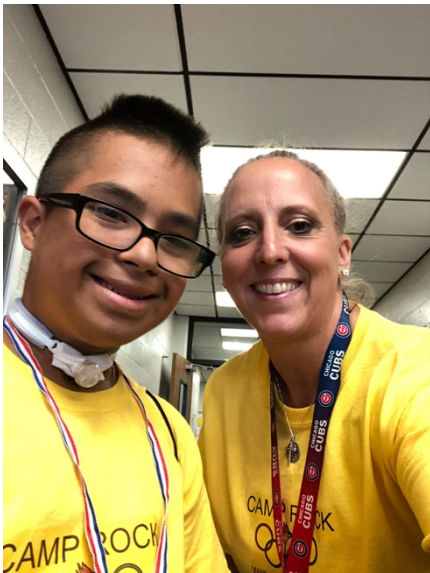
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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** KATY HOLVERSTOTT  
**RE:** SPECIAL EDUCATION UPDATE



**VBISD Summer School 2021! Leadership, Supervisor, Student Achievement**

Our summer programs have been a big success! Having this time to focus on enjoying one another and the summer season seems to be just what everyone needed after a challenging school year. Below are a few photos of students enjoying “Camp Rock” at the Bert Goens Learning Center. At the board meeting, a short video showcasing summer fun in the Early Childhood summer program will be shared.



**Special Education Professional Learning Plan Leadership, Level of Professional Awareness, Resourcefulness, Creativity & Innovativeness, Planner & Organizer, Supervisor, School Plant & Facilities, Student Personnel, Community Relations, Student Achievement**

In the previous board report, the term “equity” was defined to encompass work around the following: (a) understanding that equal is not always fair, (b) increasing awareness of explicit and implicit bias, (c) promoting anti-discriminatory practices, and (d) honoring our differences. To increase awareness and to promote anti-discriminatory practices, the following professional learning plan will be provided across the 2021-2022 school year for the Special Education Department.

<b>Dates</b>	<b>Type of Professional Learning</b>	<b>Topics</b>	<b>Time</b>
<b>October 22</b> 2021	All SE Depart. Virtual	“ <b>Ableism 101</b> ” ~ Disability Network	12:15 - 3:15 p.m.
<b>December 10</b> 2021	All SE Depart. Virtual	“ <b>Racial Equity</b> ” [not yet confirmed] ~ YWCA of Kalamazoo	12:15 - 3:15 p.m.
<b>January 17</b> 2022	All ISD Virtual	“ <b>Culturally Responsive Education</b> ” ~ Dr. Rema Reynolds Vassar	12:15 - 3:15 p.m.
<b>February 25</b> 2022	All SE Depart. Virtual	“ <b>Difference vs. Disability, Part I</b> ” ~ Dr. Suzanne Toohey & Dr. Susan Koceski	12:15 - 3:15 p.m.
<b>May 20</b> 2022	All SE Depart. Virtual	“ <b>Difference vs. Disability, Part II</b> ” ~ Dr. Suzanne Toohey & Dr. Susan Koceski	12:15 - 3:15 p.m.

Differences are not intended to separate, to alienate.  
We are different precisely in order to realize our need  
of one another.

Desmond Tutu

**Updates to the Special Education Administrative Team Leadership, Level of Professional Awareness, Planner & Organizer, Supervisor, Faculty & Staff Personnel**

The Special Education Administrative Team has gone through several changes in the last

couple of years. Some changes were due to administrators finding a different niche with the VBISD, one who found another path in a related field, and several due to well earned retirements.

This month, Kim Samelstad, the Regional Supervisor of Special Education for Lawrence and Lawton school districts is retiring after 33 years in special education. Kim started with the VBISD in 1991 as an Occupational Therapist. She was also a Consultant for students with Autism Spectrum Disorders and has been a Special Education Regional Supervisor since 2009. Across her 30 years with VBISD, Kim has served in some capacity or another in nearly all of our member school districts. She has been a powerful student advocate with a big heart for helping others. We are thankful for her service and friendship and we wish Kim Samelstad the very best retirement!



The administrative role that has changed the most has been the role of the Regional Supervisor of Special Education. These positions are assigned directly to member school districts to provide supervision, guidance and support to ensure that services to students are provided with integrity, and in compliance with state, federal and legal requirements.

The most recently hired Regional Supervisor of Special Education is Laura Thornburg. Pending Board approval, Laura will join the team to serve Lawrence Public Schools and Lawton Community Schools. Laura is an experienced special educator with a variety of backgrounds, including those across a variety of ages, populations, and locations. Laura was most recently a Teacher Consultant with the VBISD Early Childhood Program. Laura has a Master's in Special Education, an additional endorsement for early childhood, and is currently enrolled at Grand Valley to earn a supervisor's approval. Laura's philosophy is that every child deserves an equitable education that respects, honors, and includes their unique strengths and needs.



To support the many new administrators, several layers of support are being provided. These include peer mentoring, weekly meetings and on-call assistance. In addition, professional learning will be woven into regular meetings, and other new resources, such as a new Supervisor Handbook will be provided.

For reference, on the following page is a table that lists the current members of the Special Education Department Administrative Team and the schools and districts for which they serve.

**2021-2022 VBISD SPECIAL EDUCATION DEPARTMENT ADMINISTRATIVE TEAM**

<b>VBISD Director of Special Education</b> Katy Holverstott			
<b>VBISD Administrator of Accountability &amp; Program Improvement</b> Wendy Minor			
<b>VBISD Program Supervisors</b>	<b>Behavioral Education Center (BEC)</b> <b>BEC Regional Program</b> Monica Mansfield, Principal Amanda Chiotti, Assistant Principal	<b>VBISD Regional Supervisors</b>	<b>Bangor Public Schools &amp; Decatur Public Schools</b> Aaron Tennant
	<b>Bert Goens Learning Center (BGLC)</b> <b>Greenhouse &amp; Papermaking</b> Susan Reynolds, Principal Dana Brower, Assistant Principal		<b>Bloomington Public Schools &amp; Gobles Public Schools</b> Tonya Prewitt
	<b>Community-based Transition Center (CTC)</b> <b>Career Readiness Program, Home-based Transition Program</b> Melanie Giddings, Principal		<b>Covert Public Schools</b> Amanda Chiotti
	<b>Early Childhood Special Education</b> <b>Early On/Early Intervention &amp; Build Up</b> Abby DeVisser, Special Education Administrator		<b>Hartford Public Schools</b> Lynn Buchkowski
			<b>Paw Paw Public Schools</b> Anna Austin
	<b>Lawrence Public Schools &amp; Lawton Community Schools</b> Laura Thornburg		<b>Mattawan Consolidated School &amp; Deaf &amp; Hard of Hearing Program</b> Amy Wotring
			<b>South Haven Public Schools</b> Heidi Diaz

**John H. Dominguez Special Services Center Renovations Leadership, Resourcefulness, Creativity & Innovativeness, Decision Maker, Planner & Organizer, School Plant & Facilities, Community Relations, Fiscal Management**

At the Board Meeting on May 5, 2021, plans to improve the spaces for children and families working with the Special Education Early Childhood Program were shared. In brief, administrative and ancillary staff offices were moved to the more dated areas of the building and the Special Education Early Childhood Special Education reception area, evaluation rooms and offices were moved toward the middle of the Special Services Center, which has higher ceilings, larger spaces and a more professional atmosphere.

Thanks to our maintenance team led by Randy Olds, these areas received a fresh coat of paint, new carpet, lights and ceiling tiles. To finish the job, outdated and worn furniture needs to be replaced. Bids were received and opened on August 3, 2021. A recommendation will be provided at the Board meeting for consideration and approval.

Further it is noted with appreciation that recent donations made by the employees of Charles River Laboratories International (Mattawan) and the employees of W. R. Grace & Company (South Haven) will be used towards furniture purchases for the reception area and the evaluation rooms.



# MEMO

**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH, DIRECTOR  
**RE:** CAREER & TECHNICAL EDUCATION BOARD UPDATE

## MAIN STREET CAFE/SCHOOL STORE VIEWS & PLANS (1,4,9,11,16,19)

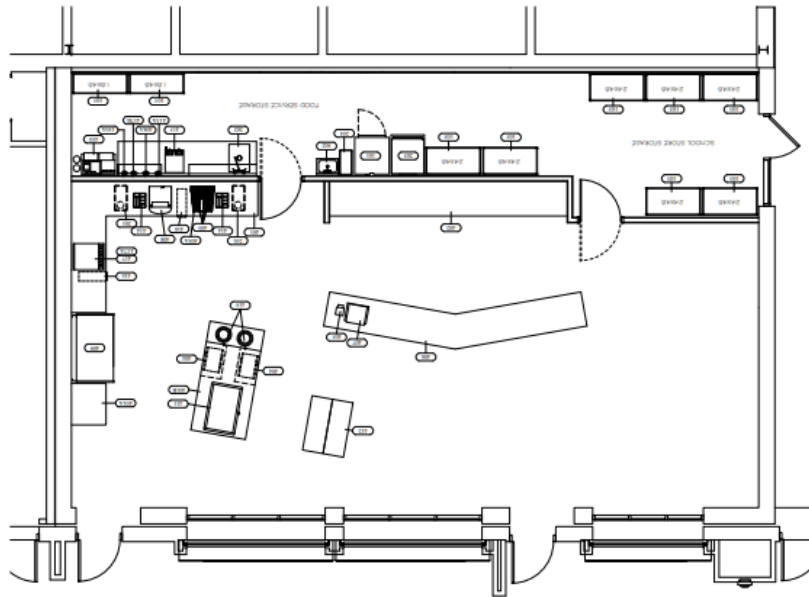
On Thursday, July 22nd, design and construction plans for the Van Buren Tech Main Street Cafe and School Store were finalized. The new design includes both venues being located in one space, just east of the hallway A. Owens, Ames, & Kimball will be the construction manager for this project. The bid process is scheduled to start the beginning of August and construction on the project is projected to begin in November, 2021.



Main St. Cafe & School Store Storefront



Main St. Cafe Internal View



Floor Plan



Point of Sale View



Internal School Store View

## VAN BUREN TECH 2021 YOUTH FAIR COMPILATION (1,4,17,18,20)



During the week of July 19 through 24th, several students from the Agriculture and Natural Resources Program participated in the annual Van Buren County Youth Fair. Throughout the week, we had eleven students participate in a variety of showmanship and market/breed class events.

Students are assigned to showmanship classes based on student age. Animals are assigned to market classes by weight of the animal. Market class placings are based on the structure and build of the animal from a meat/market perspective. Ribbons were awarded to the top 5 places for each event. Overall, VB Tech students earned 15 awards/ribbons for showmanship in the following categories: Rabbit Placing (2), Calf Placing (5), Swine Placing (3), Lamb Placing (3), Overall Senior Showmanship (1 Grand Champion), and Small Animal Sweepstakes (1). Students also earned 15 ribbons for the follow Market/Breed Class events: Rabbit Market Class (3), Rabbit Breed Class (1), Calf Market Class (4), Swine Market Class (4), and Lamb Market Class (4). Congratulations to all students and staff that were a part of this event. Great job!





**MIDDLE COLLEGE KALAMAZOO VALLEY COMMUNITY COLLEGE ORIENTATION (1,4,5,8,10,11,15,17,18,20)**

On Monday, July 26th, approximately 145 Van Buren Middle College students who are enrolled at KVCC for Fall 2021 participated in KVCC’s annual Orientation Day. As a part of the event, students participated in a campus scavenger hunt, purchased textbooks at the bookstore, met with KVCC faculty and staff, and attended a cohort meeting with the Van Buren Middle College Mentors & Coordinator. This annual event is a great icebreaker and initiation to the start of Fall semester for our KVCC students.



**SUMMER CTE LEADERSHIP CONFERENCE (1,2,8,10,11,12,13)**

On August 1st & 2nd, I traveled to Traverse City, Michigan to participate in the annual Michigan CTE Summer Leadership Conference. The two day event was filled with State updates, networking opportunities, and a variety of excellent keynote speakers and breakout sessions covering topics such as motivational imprints, work-based learning, student credentials, competency-based education/reporting, and many others.

**CALENDAR EVENTS**

- August 1-3 CTE Summer Leadership Conference
- August 4 VBISD School Board Meeting
- August 12 VBISD Administrator Retreat (Sleepy Hollow Resort, South Haven)
- August 23 VBISD Opening Day
- August 24 Van Buren Tech PD Day & Time in Classrooms
- August 25 Mix & Mingle PD Day (*Support Staff do NOT report*)
- August 31 **First Student Day**



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## MEMO

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** LISE BLACK, EARLY CARE & EDUCATION

### **Great Start Collaborative (GSC) & Parent Coalition (PC) (5, 18)**



Van Buren received a request by WGVU Public Media for a meeting to discuss how their early childhood education team (two staff) might be able to support the GSC and Parent Coalition's work with young children and families. They have been heavily involved with Kent's GSC and are now reaching out to some additional counties. They have a host of services, including PBS Learning Media, which supports both teachers in the classroom and parents at home. The next step is that they will attend some of our upcoming meetings to listen and learn, with a goal for us to identifying where they might support the work we are doing. We are excited about the partnership possibilities they have to offer.

### **Great Start Readiness Program (GSRP) (preschool for at-risk children) (1, 5, 9, 19)**

After nine years at the same level, the GSRP grant has finally received a significant raise in our per student funding. We will be receiving the same per student allocation as the K-12 population. The challenge now is to fill the slots we have. While enrollment applications are steady, we remain below pre-pandemic numbers. Our entire office team joins together to review and process the hundreds of documents we receive to verify eligibility. The cap for family income has been lowered back down to 250% of federal poverty (\$66,250/family of 4), which means many of the families that apply are over income and do not qualify.

A second significant change is that there was a huge expansion in the number of child slots we could apply for. This equates to the possibility of almost 200 more students in Van Buren. The state is working on the guidelines on how to roll out this expansion. They are aware that our capacity and readiness is limited. We need to have space, staff, and applicants to make this huge leap.

At this point I have had conversations with our local Head Start partner and we will be expanding our blends. I am also in conversation with two private child care providers who are interested in seeing if a GSRP CBO (Community Based Organization) model would be feasible for them. It is expected that this expansion would take at least two-three years. It is also in question as to the long-term funding for this, but for now we are taking initial steps to benefit from this opportunity.

The chart on the next page shows the change in our request to MDE for slots.

<b>7/14/21 ENHANCEMENT OPPORTUNITY ASK</b>		
	Current Plan	Enhancement Ask
<b>LEA Sub Recipients</b>		
Bangor Public Schools	32	32
Covert Public Schools	16	16
Lawton Community Schools	32	32
<b>NUMBER OF STUDENTS</b>	<b>80</b>	<b>80</b>
<b>VBISD Sub Recipient</b>		
Bloomington Elem.	16	16
Decatur	16	16
Gobles	32	32
Hartford	48	48
Lawrence	16	16
Mattawan	16	32
Paw Paw	48	48
Pullman	16	16
South Haven-Lincoln	16	16
South Haven-Maple Grove	32	32
<b>NUMBER OF STUDENTS</b>	<b>256</b>	<b>272</b>
<b>Head Start Blends</b>		
TCCCD Decatur	13	16
TCCCD Mattawan	16	16
TCCCD Paw Paw	0	16
<b>NUMBER OF STUDENTS</b>	<b>29</b>	<b>48</b>
<b>TBD Non Blends</b>		
Full Day Students	0	48
Half Day Students	0	36
<b>NUMBER OF STUDENTS</b>	<b>0</b>	<b>84</b>
<b>TBD Blends</b>		
TCCCD Potential	0	54
Allegan Pullman (7/14 no call back)	0	16
<b>NUMBER OF STUDENTS</b>	<b>0</b>	<b>70</b>
<b>Total Children to Be Served</b>	<b>365</b>	<b>554</b>

### Early Care & Education (2, 10, 18)

The state recently offered up funding for regional early literacy hub grants. The funding is short term (approximately 16 months) and our region consists of seven counties. The outcome for us was that Berrien RESA took the lead and together the ISD/RESA early childhood administrators and Great Start Collaborative leaders wrote a collaborative request. The focus will be on three major early childhood literacy focused initiatives: Talking is Teaching; Essential Practices in Early Literacy Infant-Toddler/Pre-K; and WIDA Early Years.

There will be opportunities for various ISDs to provide leadership for this project. Target audiences for the work include educators, child care providers and families. The VBISD is in a strong position to do work around the WIDA Early Years content. The actual activities will be determined after the funding is secured and the group digs deeper into our needs.

Below is Van Buren’s data that was submitted as part of the application.

<b>Kids Count -Risk Category</b>	<b>Michigan</b>	<b>Van Buren</b>
Total Population	--	---
Total Child Population (ages 0-17)	21.5%	---
Children (ages 0-5)	31.9%	31.4%
Hispanic (ages 0-17)	8.5%	19.4%
African American (ages 0-17)	18%	5.3%
American Indian (ages 0-17)	0.8%	0.8%
Asian/Pacific Islander (ages 0-17)	3.8%	0.9%
White (ages 0-17)	68.9%	73.6%
Children in Poverty (ages 0-17)	17.5%	23.4%
Birth to teens (ages 15-19)	15.7 <sup>^</sup>	24.1 <sup>^</sup>
Confirmed victims of CA/N (ages 0-17)	13 <sup>^</sup>	14.7 <sup>^</sup>
Children in out-of-home care (ages 0-17)	4.7 <sup>^</sup>	6.2 <sup>^</sup>
Living in high poverty areas (ages 0-17)	13.6%	0%
English not spoken at home (ages 5-17)	10.6%	12.5%

<b>2018-2019 M-STEP 3rd Grade Content: English (ELA) Percentage Proficient** by Category</b>	<b>Michigan</b>	<b>Van Buren ISD</b>
All Students	45.5%	45.1%
Economically Disadvantaged Students	31.3%	31.9%
English Learners	33.3%	21.5%
Race: White	52.8%	52.8%
Race: 2 or More	44%	44.4%
Race: Hispanic Any Race	34.1%	25.1%
Race: Black or African American	19.9%	21.4%
Race: Asian	64.6%	---

\*Calculation of % Children Ages 0-5: From Kid’s Count, % is calculated based on Children ages 0-5 divided by Total Child Population ages 0-17

\*\*Combined Students Scoring Proficient and Advanced

<sup>^</sup> Rate per 1000



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**MEMO**

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** HEATHER VISCO  
**RE:** HUMAN RESOURCES UPDATE

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**Human Resources Update (1,2,3,4,5,8,9,10,13,15,18)**

**COVID-19 update**

Nothing new to update!

**General update**

We continue to hire new employees throughout the district and have successfully onboarded an additional 10 employees for the new year and continue to reach out to more as we receive notifications of offers being made.

Additionally, for the new year we tested a new method for distributing employment contracts. Employment contracts for the 2021-2022 school year were sent electronically on July 1<sup>st</sup>. This allows us to easily track the status of the contracts. We will be doing this in the fall with PSM contracts as well. This has proven to be a more organized way for employees to obtain their employment contracts.

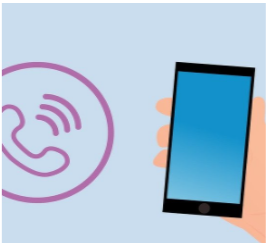





Human Resources will also be working on the Equal Employment Opportunity Commission's EEO-5 Data Collection and Report for 2020. Due to the pandemic last year, school districts were not required to complete the data collection. This report is a mandatory biennial collection that requires all public elementary and secondary schools to submit demographic workforce data.

Lastly, we wanted to share a snapshot of what our HR Central internal website looks like. Staff are able to navigate here via the staff portal and be able to access things like W-4's, FMLA information, how to add dependents to insurance etc. This allows us to be more transparent with our staff and be able to provide a higher level of internal customer service to our staff.

Figure 1- HR Central Home page

# HR CENTRAL

Welcome! We are so glad you're here!

 <p><b>CONTACTS</b></p> <p>Who to contact in the business office for specific questions</p>	 <p><b>FMLA</b></p> <p>Having surgery? Need to care for your parent? Find out more about FMLA and what steps you can take</p>	 <p><b>PAYROLL</b></p> <p>Click here to find payroll forms like direct deposit, W4's, &amp; more</p>
 <p><b>Suggestions?</b></p> <p>What would you like to see here? Send a suggestion to <a href="mailto:hr@vbsid.org">hr@vbsid.org</a></p>	 <p><b>BENEFITS</b></p> <p>Do you have a change in status and need to up date your benefits? Click here to find out more!</p>	 <p><b>Miscellaneous Stuff</b></p> <p>Need help with something else? Don't worry, we can help!</p>

# Benefits




 <p><b><u>I had a life change...now what?!</u></b></p> <p>Death? Marriage? Baby? Divorce? These are some life events that allow you to change your benefits. Click here to see what's next!</p>	 <p><b><u>MESSA Side-by-Side</u></b></p> <p>Here is an overview of what each health insurance plan covers</p>	 <p><b><u>Beneficiary</u></b></p> <p>I just want to change my beneficiary in case something happens to me</p>
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Figure 2- Benefits Page Tree



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## MEMO

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** BARBARA MATTHEWS  
**RE:** FINANCE & OPERATIONS DEPARTMENT UPDATE

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### **Special Education Maintenance of Effort (2,5,9,19)**

We, along with our local school districts, are currently working on providing the Michigan Department of Education with what we anticipate our allowable special education expenditures paid with state and local funds will be for the 2021-22 school year. This reporting is required to see if the ISD and our constituent districts as an aggregate are meeting Maintenance of Effort (MOE). To meet MOE, the ISD aggregate needs to budget and spend at least the same amount of local or state and local funds from year to year.

MOE is required under the Individuals with Disabilities Act (IDEA) Part B which requires the school districts that use federal funding to supplement and not supplant state and local spending. By meeting MOE, we are able to receive our federal IDEA funding.

MOE reporting is broken down into two components. The first component is for MOE Eligibility and involves projecting what our allowable state and federal dollar spending will be. This usually occurs in June but was delayed this year. If we meet MOE Eligibility, then we will receive our IDEA funding for this year. The second component is MOE Compliance and is done in the spring. It looks at our actual prior year reported state and local spending. If MOE Compliance is not met, then the amount of shortfall is recaptured by the State.

As we are slated to receive additional funds of \$927,120 through the American Rescue Plan, a group of us have been meeting to discuss and plan the best ways to spend these funds. The goal is to maintain compliance with all statutory and regulatory requirements and use the funds for the excess costs of providing special education to children with disabilities in a manner that supplements and doesn't supplant our current state and local funding, so we can maintain our MOE Eligibility.



## MEMO

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DATE: AUGUST 4, 2021  
TO: BOARD UPDATES  
FROM: TONDA BOOTHBY  
RE: ESSA/ESL/TITLE III/MIGRANT EDUCATION

### **Migrant Education Program Opportunities**

*(Leadership, Plan/Organize, Supervise, Fiscal Management)*

Recruiters, Home Outreach staff, and I participated in Instructional Services for Out-of-School Youth (ISOSY) training on July 27. This training focused on helping Out-of-School Youth (OSY) with assessing personal assets and goal setting to help students achieve their dreams. These materials were designed for students who may not realize the assets that they possess because they may be without a car, skills in English, a solid academic background, family support, or knowledge of local resources. But staff using this component have found it to be so useful in building relationships and helping OSY, that they asked to share the materials with high school students who are in the migrant stream. We will be using these ISOSY materials including some of the English as Second language materials as we work with OSY clients. The Michigan Migrant Education Program is requiring that local migrant programs provide more programs and training to out-of-school youth as part of their summer and school year programs.

### **Project NOMAD Summer Migrant Program**

*(Leadership, Plan/Organize, Supervise, Fiscal Management, Community Relations)*

Our summer staff wrapped up the Summer Migrant Program today. Our enrollment increased to 240 students and the daily attendance reached 154. We are currently working with 30 students at their homes. The number of recruited migrant families or out-of-school youth is more than we recruited in 2020 at this point. But the number of migrant families in the Bloomingdale Grand Junction/Pullman/Gobles area has been approximately half of what it was in 2019.

We continued sharing bus drivers with the Special Education Programs, so we did not pursue field trips that would need more than one bus. The Sarrett Nature Center provided presentations for preschoolers at Cedar Street as well as students at Decatur. The Nature Center presentations were geared for different age groups and brought in some live animals. We focused on more fun activities during the last day.

Several migrant students who have individual educational plans enrolled in our summer school. While that is not a new situation for our program, we reached out to Dr. Katy Holverstat for more expertise. We were very fortunate to find support for students by meeting with her and Susan Reynolds at the Bert Goens Learning Center. While we have some support staff with specialized training from the Special Education Program, we found additional support from Special Education staff who were working for the Learning Center this summer. In one case, we “hired” a staff person from Special Education and in another case, we contracted for mental health services from Instructional Services so that we could provide special support to migrant students. The cooperation and flexibility of all staff have been greatly appreciated.



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## MEMO

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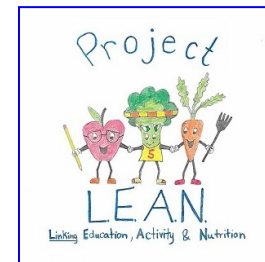
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**DATE: AUGUST 4, 2021**  
**TO: BOARD OF EDUCATION**  
**FROM: TOM RICHARDSON, BUSINESS DEVELOPMENT AND PARTNERSHIPS**  
**RE: AUGUST, 2021 - BOARD REPORT**

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### **Project LEAN Meets with the MFF State Leadership Team (1, 10, 11, 19)**

On July 26<sup>th</sup>, I had the opportunity to meet with Marci Scott, Ph.D., Vice President of Programs and Sarah Panken, Senior Director of Community Impact of the Michigan Fitness Foundation, to look at ways Project LEAN could work more closely with the Michigan Fitness Foundation's program management and leadership team to have a greater impact in southwest Michigan. Food access and adult programming will be a priority for the 2021-22 SNAP-Ed programming year. The State is currently working with Federal partners to change USDA programming guidelines so that more adults are eligible for SNAP-Ed programming in rural communities. These potential changes would allow us to do direct education SNAP-Ed programming with families and adults in 80% of the communities we serve that are not eligible for this type of programming under the current eligibility guidelines.



### **LEO Approves Regional Adult Education Funding for 2021-22 (1, 4, 10, 12, 18, 20)**

On July 1, I received notification from the Department of Labor and Economic Opportunity (LEO) that we will once again receive the Workforce Innovation and Opportunity Act (WIOA) funding to support our regional adult education programming for the 2021-22 programming year. The WIOA funding of \$115,426 will continue to support our regional Adult Basic Education and English as a Second Language initiatives. This year programming focus will be on building sustainable programming capacity in the Bangor and Covert communities for the 2021-22 programming year.

### **Project LEAN Monthly Update (1,2,4,5,8,10,18,20)**

The Project LEAN nutrition team continues to provide regional SNAP-Ed programming through the summer. Please see Project LEAN program highlights below.

#### **Project LEAN SNAP-Ed Programming (Quick Stats):**

Van Buren Intermediate School District

## Project LEAN

SNAP-Ed Monthly Highlights – June, 2021

6 - Community partners conduct the Go NAPPSAC Assessment

122 – SNAP-Ed partner classrooms participated in the Greenhouse Window Project

### **PSE Stories of Success**

- ❖ Covert Book Bag PSE Project
- ❖ Field Day at Bangor Public Schools
- ❖ Field Day at Bert Goens Learning Center
- ❖ Field Day at Lawton Elementary
- ❖ Field Day at Redwood Elementary
- ❖ Lawton Elementary School Summer Garden

### **Project LEAN Quick Stats:**

**SNAP-Ed Classrooms:** 174 SNAP-Ed Classrooms Engaged

**SNAP-Ed Participants Engaged:** 957 Participants

**SNAP-ED Programming Sites:** 35 Sites

**Head Start Sites:** 6 Sites

**Community Meetings:** 4 Meetings

**School Based/Parent Meetings:** 4 meetings

### **Project LEAN's Programming "Quotes" and "Testimonials" of the Month**

- ❖ **FIELD DAY WAS AMAZING!!!! MY CLASS LOVED EVERY MINUTE!** - 1st Grade Teacher
- ❖ Wow Thank you so much. We had a blast!!!! Very organized, pleasant, helpful staff. Kids needed it so badly and learned stuff too! - School Staff Member
- ❖ "I am so glad you touched on pictographs today, we learned about bar graphs last week and did not get a chance to get to pictographs. Thank you!" - Teacher
- ❖ "D, thank you for teaching our kids. They loved the classes and were bummed out when it was your last day. I hope we can continue our partnership. We have a fair coming up and would love for your program to be part of it." – Site Coordinator
- ❖ Gale and Crew, THANK YOU!!!! Today was amazing! What a perfect day with weather, parent helpers, and excited kids!! I will post pictures on Facebook and certainly BRAG about Project LEAN!! look forward to next year!! Thanks again!! – Principal
- ❖ "Your program has been exceptional!!! We love it as well as the students." - Summer

program manager

- ❖ “Project LEAN is going very well! I have actually been on site when project LEAN is there or shortly after. I see and hear many good things from campers, such as it was fun...Staff have mentioned how they’re able to keep the camper’s attention. Things really seem to be doing GREAT!” – Program Coordinator
- ❖ “You have done an amazing job and the kids really love having you here. I look forward to having you back during the next school year.” - Principal for the summer school program
- ❖ “This class is absolutely amazing, thank you for providing it to us!” - Head Start
- ❖ “You are so needed in the schools; we are very lucky to have you every year! Thank you. - Elementary Principal
- ❖ The students at Douglas and New Village loved doing the petri dish experiment! This was the result of what they chose to swab and investigate. Students have been making comments about how they never realized how many germs are on surfaces we touch and they said they want to practice good hygiene more than ever! - Educator
- ❖ Most of the students had never tried blackberries, cantaloupe, turkey sausage, or snap peas! They were really nervous at first and didn’t want to try anything but after a few kids started to taste each food everyone else joined in and LOVED mostly everything on the plate! I heard a lot of “Not bad” and “Wait a second, this is actually good!” comments from all of the students. They are excited each week to see what I bring next! - Educator



### **Garden Time!**

Students investigate roots, stems, and leaves of vegetables plants before they plant our own seeds

Students plant their own seeds and show off plants they will be planting in their own home gardens this summer.



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# MEMO

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAMIAN KOOB  
**RE:** TECHNOLOGY SERVICES UPDATE

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**Shared Services Update (Leadership, Communication Skills, Professional Preparation, Community Relations)**

The Technology Services team has been busy this past month preparing the networking equipment, PCs, and servers for our hosted and partnered Districts. We are preparing for the various scenarios that will be coming our way with this new school year and the challenges it may present us. Our District Site Coordinators: Ian Haight, Dan Grimm, Ryan Cox, Dawn Green-Everett, and Lukas Enciso have been working with the Administrators in each District to ensure that the technology needs are being evaluated and discussed for these different scenarios. We feel that this preparation has been going on for some time and our biggest hurdles will come from training and connectivity, as they did last school year. We are looking for new solutions daily to assist with these new challenges. The Technology Services staff has been working very hard this summer and I could not be more proud of them. Thank you again for allowing me to assemble this great team. ☺

**Van Buren County Internet Connectivity Conversations (Leadership, Communication Skills, Professional Preparation, Community Relations)**

I had the pleasure of talking to a group of folks from the South Haven area regarding Internet connectivity to families and businesses in the rural areas of South Haven on July 23<sup>rd</sup>. The discussion revolved around the hurdles that I have experienced, as well as the quality of the data that was collected from families during the beginning of the pandemic. This group is looking to conduct a very thorough study to have on hand when the next Federal grants are released to help our cause and connect every home with a high-speed broadband connection. I'm honored that they asked me for my experiences and look forward to see what this group will do in the near future.



IV. ACTION ITEMS

A. Approval of Reclassification of Position (**Voice Vote**)

65

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## MEMO

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH, DIRECTOR OF CAREER & EDUCATION  
**RE:** **APPROVAL OF RECLASSIFICATION OF POSITION**

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**BACKGROUND:**

At the June, 2021 meeting of the VBISD Board of Education, the board approved the posting of a Van Buren Tech VBIEA Marketing Specialist position. After further discussion and careful consideration of the responsibilities associated with this position, it is believed that the position does not align with VBIEA membership criteria.

**RECOMMENDATION**

***RESOLVED*** that the Board of Education approve the posting for a Van Buren Tech Marketing Specialist position as a non-union position.



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## MEMO

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID D. MANSON, SUPERINTENDENT  
**RE:** **APPROVAL OF STAFF RESIGNATIONS**

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### **BACKGROUND**

Attached is the letter of resignation for Jackson Callahan, Technology Support Specialist.

### **RECOMMENDATION**

**RESOLVED** that the Board of Education accept the resignation of Jackson Callahan effective August 3, 2021.

Attachment

C. Approval of Employment of Staff (**Voice Vote**)

69

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**MEMO**

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**DATE:** AUGUST 4, 2021

**TO:** BOARD OF EDUCATION

**FROM:** DAVE MANSON, SUPERINTENDENT

**RE:** **APPROVAL OF EMPLOYMENT FOR NEW STAFF**

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**BACKGROUND:**

Due to resignations of staff and new positions, several jobs opened up. Following is a list of new staff, their position, salary and start date. Copies of resumes and Interview Candidate Selection Forms are attached.

**RECOMMENDATION:**

<b><u>Instructional Services PSMs</u></b>	<b><u>Salary*</u></b>	<b><u>Start Date</u></b>
Kelly Touchtone ( <i>Mental Health Clinician</i> )	\$54,873	8/23/2021
KaSandra Gonzalez ( <i>Mental Health Clinician</i> )	\$54,873	8/23/2021
<b><u>Special Education PSM's</u></b>	<b><u>Salary*</u></b>	<b><u>Start Date</u></b>
Aubrie Helmus ( <i>SLP</i> )	\$45,154	8/23/2021
<b><u>Administration</u></b>	<b><u>Salary</u></b>	<b><u>Start Date</u></b>
Laura Thornburg ( <i>Regional Supervisor</i> )	\$74,000	8/1/2021

*\*All salaries are based on the 2019-2021 salary schedule.*

**RESOLVED** that the Board of Education employ the staff listed above.

Attachments

D. Approval of Salary Adjustment for Amanda Chiotti (**Roll Call Vote**)

71

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## MEMO

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVE MANSON, SUPERINTENDENT  
**RE:** **APPROVAL OF EMPLOYMENT OF REGIONAL SUPERVISOR & SUPERVISOR SALARY ADJUSTMENT**

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**BACKGROUND:**

The employment of the Regional Special Education Supervisor for Lawrence and Lawton has necessitated a review of current administrator salaries. It has been determined that a salary adjustment is needed for Amanda Chiotti, the Regional Supervisor of Special Education for Covert Public Schools and the BEC Assistant Principal.

**RECOMMENDATION:**

***RESOLVED*** that the Board of Education approves the salary adjustment of Amanda **Chiotti** from \$73,950 to \$75,500 beginning on August 1, 2021.



# MEMO

**Date:** August 4, 2021

**To:** VBISD Board of Education

**From:** Tonda Boothby, Administrator for Migrant Education

**Subject:** **Approval of Payment for Bus Staff Stipend**

On June 2, 2021, the VBISD Board of Education approved stipends for teachers and teacher assistants working in the summer migrant program. A stipend should have also been approved for transportation staff at that time. As a result, the following resolution is recommended for the consideration of the Board.

***RESOLVED***, the VBISD Board of Education approves a \$250 stipend for individuals providing transportation for the 2021 VBISD summer migrant program.

F. Approval of Purchase of 2022 Truck for Maintenance Department (**Roll  
Call Vote**)

75

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## MEMO

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** BARB MATTHEWS  
DIRECTOR OF FINANCE AND OPERATIONS  
**RE:** APPROVAL OF ONE MODEL YEAR 2022 CREW CAB TRUCK

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It was brought to my attention that our Van Buren Tech was in need of a truck for their agricultural program. The agricultural program will take the 2007 truck from the transportation department and the transportation department will receive the 2017 truck from the maintenance department. The maintenance department will be given the newer vehicle, with a new snow plow, due to usage. As a result, the Van Buren ISD recently solicited competitive bids for one (1) model year 2021 or 2022 crew cab truck. Four bids were received by Randy Olds, Maintenance Supervisor, on July 14, 2021.

After review of specifications, it is my recommendation that the Board accept the bid from Seelye Ford (Kalamazoo).

<b>COMPANY</b>	<b>TOTAL PRICE</b>
Seelye Ford(Kalamazoo)	\$42,694.00
Tapper Ford (Paw Paw)	\$43,450.00
Berger Chevrolet, Inc. (Grand Rapids) <i>*Did not submit addendum</i>	\$43,682.00
Dorrance Ford (Galesburg)	\$46,576.22

**RESOLVED**, that the Board of Education approve the purchase of one (1) model year 2022 crew cab truck with snow plow from Seelye Ford (Kalamazoo) at a cost of \$42,694.00.



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## MEMO

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAMIAN KOOB, DIRECTOR OF TECHNOLOGY SERVICES  
**RE:** **APPROVAL OF PURCHASE OF SERVER HARDWARE**

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### **BACKGROUND**

Our current server infrastructure is nearing an end-of-life cycle, which requires us to start the refresh rotation of our server environment. The current server infrastructure was installed in December 2015, with a typical life span of five to seven years. We have three main servers that we are looking at replacing, starting with replacing one server a year over the next three years. This replacement cycle will allow us to keep running as efficient and streamline as possible with our twenty-three PowerSchool hosted Districts and nine locally server hosted Districts.

We are able to utilize the REMC State bid contract to purchase this solution. This state-wide bidding process results in lower purchasing prices on many hardware and software solutions by aggregating statewide demand, saving time for districts by not having to administer individual bids through the RFP process.

I am recommending the purchase of the HPE ProLiant DL380 Server configuration from CDWG as a part of our server infrastructure refresh cycle. This solution will be used by the entire ISD, as well as local Districts we provide server hosting and support for.

### **RECOMMENDATION**

**RESOLVED** that the Board of Education approve the purchase of the HPE ProLiant DL380 Server configuration from CDWG at a total price not to exceed \$36,700.00.

# QUOTE CONFIRMATION



DEAR MICHAEL WOLFE,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MFJH361	6/18/2021	HPE SERVER UPDATED	0956102	<b>\$35,721.00</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">HPE ProLiant DL380 Gen10 SMB Networking Choice - rack-mountable - Xeon Gold</a> Mfg. Part#: P24849-B21 Contract: Oakland Schools - AEPA Technology Catalog (018-A)	1	6001687	\$4,525.00	\$4,525.00
<a href="#">HPE Pointnext Tech Care Essential Service - extended service agreement - 3</a> Mfg. Part#: HS7Y7E Electronic distribution - NO MEDIA Contract: Oakland Schools - AEPA Technology Catalog (018-A)	1	6491689	\$2,600.00	\$2,600.00
<a href="#">Intel Xeon Gold 6248R / 3 GHz processor</a> Mfg. Part#: P24473-B21 Contract: Oakland Schools - AEPA Technology Catalog (018-A)	1	6001680	\$3,700.00	\$3,700.00
<a href="#">HPE - power supply - hot-plug - 800 Watt - 908 VA</a> Mfg. Part#: 865414-B21 Contract: MARKET	1	6585411	\$150.00	\$150.00
<a href="#">HPE Smart Array P408I-A SR Gen10 - storage controller (RAID) - SATA 6Gb/s /</a> Mfg. Part#: 804331-B21 Contract: Oakland Schools - AEPA Technology Catalog (018-A)	1	6424388	\$450.00	\$450.00
<a href="#">HPE 96W Smart Storage - battery - Li-Ion</a> Mfg. Part#: P01366-B21 Contract: Oakland Schools - AEPA Technology Catalog (018-A)	1	6424262	\$95.00	\$95.00
<a href="#">HPE Integrated Lights-Out Advanced - license + 1 Year 24x7 Support - 1 lice</a> Mfg. Part#: E6U59ABE UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: Oakland Schools - AEPA Technology Catalog (018-A)	1	3427386	\$225.00	\$225.00
<a href="#">HPE SmartMemory - DDR4 - module - 64 GB - DIMM 288-pin - 2933 MHz / PC4-234</a> Mfg. Part#: P00930-B21 Contract: Oakland Schools - AEPA Technology Catalog (018-A)	24	6424457	\$999.00	\$23,976.00

<b>PURCHASER BILLING INFO</b>	78	<b>SUBTOTAL</b>	\$35,721.00
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<b>Billing Address:</b> VAN BUREN INTERMEDIATE SCHOOL DIST ACCOUNTS PAYABLE 490 1/2 S PAW PAW ST LAWRENCE, MI 49064-9328 <b>Phone:</b> (269) 674-8001 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$35,721.00</b>
<b>DELIVER TO</b>	<b>Please remit payments to:</b>	
<b>Shipping Address:</b> VAN BUREN ISD TECHNOLOGY 633 BLACKMAN ST LAWRENCE, MI 49064-9603 <b>Shipping Method:</b> DROP SHIP-GROUND	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION

	<b>Elizabeth Glans</b>		(877) 695-5833		elizgla@cdw.com
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LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
<b>\$35,721.00</b>	<b>\$966.25/Month</b>	<b>\$35,721.00</b>	<b>\$1,113.42/Month</b>

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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## MEMO

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH, DIRECTOR OF CAREER & EDUCATION  
**RE:** **APPROVAL OF LAW ENFORCEMENT FIRING RANGE SIMULATOR**

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### **BACKGROUND:**

The Law Enforcement program at Van Buren Tech has been looking for a way to simulate firearm training for many years. In recent years, firing range simulators have been utilized more frequently in CTE programs around the State to assist in teaching this essential skill. As a result, Van Buren Tech recently solicited bids for a firing range simulator and received the following bid:

- 1) FAAC Incorporated (MILO Training Systems) - \$22,295

### **RECOMMENDATION**

***RESOLVED*** that the Board of Education approve the purchase of the MILO Training Systems simulator from FAAC Incorporated at a cost of \$22,295.



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## MEMO

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH, DIRECTOR OF CAREER & EDUCATION  
**RE:** **APPROVAL TO AMEND CONTRACT**

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### **BACKGROUND**

When originally designing the Main Street Hallway project, VBISD planned to utilize existing Van Buren Tech classroom/lab space in the new corridor for a bistro/cafe and a school store. Because the bistro/cafe and school store were slated to occupy existing VB Tech rooms, the design and construction costs associated with those spaces were not included in the Main Street Hallway project. Now that we have finished up the hallway and are ready to move on to the bistro/cafe & store space, we would prefer to continue working with Tower Pinkster and Owens, Ames, & Kimball due to their familiarity with the design and construction of the project.

In order for this to occur, we will combine the Bert Goens Learning Center Project with the Café/Bistro and School Store Remodel Project at Van Buren Tech under the current agreement between Owen Ames Kimball and VBISD.

**RESOLVED**, the Board of Education approve to amend the existing contract between Owen Ames Kimball and VBISD for the Bert Goens Learning Center Project to reflect the addition of the Café/Bistro and School Store Remodel Project at Van Buren Tech.

**FIRST AMENDMENT TO AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AS ADVISOR (C132-2009) for the Bert Goens Learning Center Project**

**THIS FIRST AMENDMENT TO THE AGREEMENT BETWEEN OWNER AND CONSTRUCTION MANAGER AS ADVISOR (C132-2009)** (the “First Amendment”) is made and entered into as of August 4, 2021 [date board approved] (“Effective Date”), is attached to and made part of the Agreement Between Owner and Construction Manager as Advisor (C132-2009) modified date July 27, 2021 (the “Agreement”) by and between **Van Buren Intermediate School District**, a Michigan general powers school district, whose address is 490 S Paw Paw St, Lawrence, MI 49064 and **OWEN-AMES-KIMBALL CO.**, a Michigan corporation, whose address is 300 Ionia NW, Grand Rapids MI 49503 (“Construction Manager”).

**RECITALS**

WHEREAS, the School District and the Construction Manager entered into the Agreement for certain services and Projects more fully described therein; and

WHEREAS, the School District and the Construction Manager desire to amend the Agreement and have reached agreement on the various terms of this First Amendment as more particularly described herein.

NOW, THEREFORE in consideration of the mutual promises herein contained the Parties hereto agree as follows:

**A. THE FOLLOWING PARAGRAPHS WITHIN THE AGREEMENT ARE HEREBY AMENDED AND RESTATED IN THEIR ENTIRETY AS FOLLOWS, AS IF THE SAME HAD BEEN ORIGINALLY INCORPORATED THEREIN:**

Page 1 – Project Description “for the following Project:”

Add: Van Buren Intermediate School District (VBISD) Bistro and School Store Remodel

Page 2 - The Architect for this added project: Tower Pinkster Titus Associates, 242 E Kalamazoo Ave, Unit 200, Kalamazoo MI 49007

Page 2 – Physical Address – VBISD Technology Center – Mainstreet, 250 South Street, Lawrence MI 49064

Page 2- Add under section 1.1.2 (2<sup>nd</sup> project description includes the build out of a bistro and school store that is currently a “white box” located within the VBISD Mainstreet Building).

This First Amendment may be executed in counterparts, and when this First Amendment has been executed by all parties, each counterpart shall constitute an original, notwithstanding that fewer than all of the parties' signatures appear on any one counterpart.

All existing terms remain in effect.

**B. THE AGREEMENT IS HEREBY RATIFIED AND REAFFIRMED, AND SHALL CONTINUE IN FULL FORCE AND EFFECT IN ACCORDANCE WITH THE PROVISIONS THEREOF EXCEPT AS MODIFIED BY THIS FIRST AMENDMENT. IN THE EVENT OF A CONFLICT BETWEEN THIS FIRST AMENDMENT AND THE AGREEMENT, THIS FIRST AMENDMENT SHALL CONTROL.**

The parties have caused this First Amendment to Standard Form of Agreement Between Owner and Construction Manager as Advisor to be executed as of the Effective Date.

**SCHOOL DISTRICT:**

**CONSTRUCTION MANAGER:**

BY: \_\_\_\_\_

BY: *Tom Stan*

TITLE: \_\_\_\_\_

TITLE: *Director of Kalamazoo Operations*

DATE: \_\_\_\_\_

DATE: *July 29, 2021*

J. Approval of Great Start Readiness Program (GSRP) Pay Scale for 2021-2022 **(Roll Call Vote)**

87

## MEMO

**Date:** August 4, 2021  
**To:** Board of Education  
**From:** Lise Black, Early Care and Education Administrator  
**Subject:** **APPROVAL OF GREAT START READINESS PROGRAM (GSRP) PAY SCALE FOR 2021-2022**

For years, GSRP funding has lagged behind K-12 per pupil funding; however, the recent passage of the School Aid Fund has aligned these figures at \$8,700 per pupil. This equates to a 20% per pupil increase or approximately an additional \$375,000 for VBISD. Due to this increase in funding, we are recommending the attached pay scale for adoption.

***RESOLVED***, the VBISD Board of Education approves the attached GSRP pay scale for the 2021-2022 school year.

**2021-2022 Proposed VBISD Proposed GSRP Payscale**

GSRP Lead Teachers								
182 Days	CP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
<b>Compliance Plan</b>	\$ 34,500							
<b>BA</b>	n/a	\$36,515	\$38,165	\$39,815	\$41,465	\$43,115	\$44,765	\$46,415
<b>MA</b>	n/a	\$38,165	\$39,815	\$41,465	\$43,115	\$44,765	\$46,415	\$48,065

GSRP Associate Teachers								
182 Paid Days (176 Work/6 Paid Holiday)	CP	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
<b>Compliance Plan</b>	\$ 12.29							
<b>CDA</b>	n/a	\$13.50	\$13.85	\$14.20	\$14.55	\$14.90	\$15.25	\$15.60
<b>AA</b>	n/a	\$14.00	\$14.35	\$14.70	\$15.05	\$15.40	\$15.75	\$16.10

K. Approval of Purchase of Furniture for Special Education Department  
**(Roll Call Vote)**

90

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**MEMO**

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**DATE:** AUGUST 4, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** KATY HOLVERSTOTT  
**RE: APPROVAL OF FURNITURE FOR THE SPECIAL EDUCATION DEPARTMENT AT THE JOHN H. DOMINGUEZ SPECIAL SERVICES CENTER**

The Special Education Department solicited competitive bids for the purchase of furniture as a part of the renovation at the John H. Dominguez Special Services Center to improve the environment for children and families accessing the Early Childhood Special Education Program.

Two bids were received and opened on August 3, 2021. After reviewing the proposals, it is recommended that the VBISD accept the bid from John DeNeef Corporation located in Allegan.

The reasons for this recommendation are two-fold. First, John DeNeef Corporation constructs office furniture (vs. purchases standard items) to suit the needs of the space using high quality materials (e.g., double sided lamination). Second, while the bid from Michigan Office Environments was less, it did not include all needed items, including the specialty furniture for children.

<b>COMPANY</b>	<b>TOTAL PRICE</b>
Michigan Office Environments	\$40,481.43
<b>John DeNeef Corporation</b>	<b>\$43,966.00</b>

**RESOLVED**, that the Board of Education accepts the bid from John DeNeef Corporation to purchase needed furniture for the Special Services Center at a cost of \$43,966.

V. CLOSED SESSION (**Roll Call Vote**)

For the purpose of discussing negotiations and attorney/client privilege communications

VI. ADDITIONAL ACTION ITEMS

A. Approval of VBCEA VBIEA Contract 2021-2022 (**Roll Call Vote**)

92

**Date:** August 4 ,2021

**To:** VBISD Board of Education

**From:** David D. Manson, Superintendent

**Subject:** Approval of VBCEA/VBIEA Agreement 2021-2022

Attached is the tentative agreement between the Van Buren County Education Association/Van Buren Intermediate Educational Association (VBCEA/VBIEA) and the Van Buren Intermediate School District that is dated July 19, 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 one year agreement with the VBCEA/VBIEA for the period of September 1, 2021 through August 31, 2022.

## VII. 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.