

Agenda of Regular Meeting

The Board of Trustees Van Buren ISD

A Regular meeting of the Board of Trustees of Van Buren ISD will be held March 9, 2022, beginning at 4:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

I. REGULAR MEETING

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

1. Minutes

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A **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **February 9, 2022**, in the Board of Education office and called to order at **4:00 PM**. Members Present: Sage, Weiss, Kent, Faul, and Middaugh. Members Absent: None.

Kent moved to approve the Consent Agenda for February 9, 2022, as follows: (*January 5, 2022 Minutes; Special Board Meeting Minutes of January 21, 2022, January 25, 2022, January 26, 2022*). Supported by Weiss. Roll call vote: Sage – yes, Weiss – yes, Kent – yes, Faul – yes, and Middaugh – yes. Motion carried. Let the minutes reflect that Board member Faul was not in attendance at January 5, 2022, January 21, 2022, and January 25, 2022 board meetings. Consequently, he did not vote to approve these minutes.

Sage moved to approve Superintendent/Board Travel as presented and shown in Attachment 1. Supported by Kent. Roll call vote: Faul – yes, Kent – yes, Weiss – yes, Sage – yes, and Middaugh – yes. Motion carried.

On January 17, 2022, Board members Weiss and Middaugh virtually attended the professional development and Great Job Awards. Board member Middaugh virtually participated in a MASB webinar on the State School Aid Act and the proposed State Budget in January 2022. Department updates were provided to the Board.

Sage made the motion to approve the following resolution:

RESOLVED, that the Board of Education approve adding John Weiss as an authorized signature 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.

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

Weiss made the motion to approve the following resolution:

RESOLVED that the Board of Education approve the name, “**Maple Creek Education Center**” for the self-contained program formerly known as the “Behavioral Education Center” effective September 2022.

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

Faul made the motion to approve the following resolution:

RESOLVED that the Board of Education hire an additional full-time School Social Worker.

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

Kent made the motion to approve the following resolution:

RESOLVED that the Board of Education approve an increase in annual salary for **Terry Lechenet** to \$77,000 and Randy **Hood** to \$60,000 beginning on February 7, 2022.

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

Sage made the motion to approve the following resolution:

RESOLVED, the Board of Education approves a \$1,000 bonus for Melissa Teepool, Preschool Director, a \$1,000 bonus for Pam Adams, Preschool Assistant, and a \$500 bonus for Jadyne Emery, VB Tech Work-Based Learning student employee, per the Michigan Department of Education Childcare Stabilization Grant.

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

Kent made the motion to approve the following resolution:

RESOLVED that the Board of Education approve Owens, Ames, and Kimball as the construction manager for the renovation of the Van Buren Tech Cosmetology Lab Construction Renovation Project, estimated to total \$1,333,241.

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

Weiss moved to approve the following resolution:

RESOLVED that the Board of Education employ the staff as follows:

<u>Professional Staff</u>	<u>Salary</u>	<u>Start Date</u>
Lawrence Jackson	\$64,030*	1/26/2022
Kathleen Van Alst	\$68,638*	02/07/2022
Melinda Wolf	\$68,638*	02/28/2022

Supported by Kent. Voice vote. Motion carried.

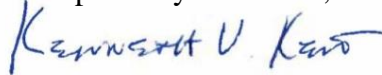
Faul moved to approve the following resolution:

RESOLVED that the Board of Education accept the resignations of Heather Visco effective 01/28/2022 and Andrew Adriance effective 1/19/2022.

Supported by Kent. Voice vote. Motion carried.

Meeting adjourned at **4:53 PM**.

Respectfully submitted,



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

CONFERENCE ATTENDANCE

Superintendent/Board of Education

February 2, 2022

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST
Kenneth Kent	February 25-27, 2022	MASB Winter Institute Virtual Conference/CBA Classes	\$630.00
John Weiss	February 25-27, 2022	MASB Winter Institute Virtual Conference/CBA Classes	\$270.00

Post Approval

			COST
Dave Manson	January 17-20, 2022	MAISA Mid-Winter Conference Amway Grand Plaza Grand Rapids, Michigan	\$775.96

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

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Van Buren Intermediate School District
February 2022

Imprest Fund Vouchers	\$ 502,911.77
Payroll Fund Vouchers	3,614,069.19
Purchasing Card Vouchers	51,494.99
EDUSTAFF ACH Payments	12,492.38
	\$ 4,180,968.33

Budget-to-Expenditure Comparison 21-22

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	13,384,937	8,286,426	5,098,511	79,159
Special Education	37,024,404	15,355,473	21,668,931	7,784,779
Vocational Education	12,780,600	6,005,892	6,774,708	1,981,983
Food Service	103,755	38,709	65,046	26,138
Capital Projects	0	225,689	N/A	(225,689)

Cash Flow Summary

	Ending Balance 12/31/2021	Cash Receipts	Cash Disbursements	Ending Balance 1/31/2022
General	751,250	685,068	896,700	539,618
Special Education	969,739	1,757,080	1,800,563	926,257
Vocational Education	5,027,191	666,507	653,693	5,040,005
Student Activity Fund	33,620	0	0	33,620
Food Service	66,648	391	963	66,076
Capital Projects	5,000,000	0	0	5,000,000
	11,848,448	3,109,046	3,351,919 *	11,605,575

* 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
February 2022

GENERAL	1,001,326.99
SPECIAL EDUCATION	1,974,709.47
VOCATIONAL EDUCATION	638,032.73
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 3,614,069.19

IMPREST VOUCHER SUMMARY
February 2022

<u>FUND NAME</u>	<u>CHECKS</u>	<u>PURCHASING CARDS</u>	<u>TRANSFERS/ INTEREST/FEES</u>	<u>TOTAL</u>
General Fund	113,619.05	20,862.36	(8,592.33)	125,889.08
Special Education	221,363.19	16,067.39	5,658.07	243,088.65
Vocational Education	122,199.90	14,565.24	3,054.97	139,820.11
Capital Projects	41,235.99	0.00	0.00	41,235.99
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00	0.00
Food Service Fund	4,372.93	0.00	0.00	4,372.93
TOTAL	502,791.06	51,494.99	120.71	554,406.76

CONFERENCE ATTENDANCE

Superintendent/Board of Education

March 9, 2022

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST

Post Approval

			COST
Kenneth Kent	February 25-27, 2022	MASB Winter Institute Virtual Conference/CBA Classes	\$630.00
John Weiss	February 25-27, 2022	MASB Winter Institute Virtual Conference/CBA Classes	\$450.00

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

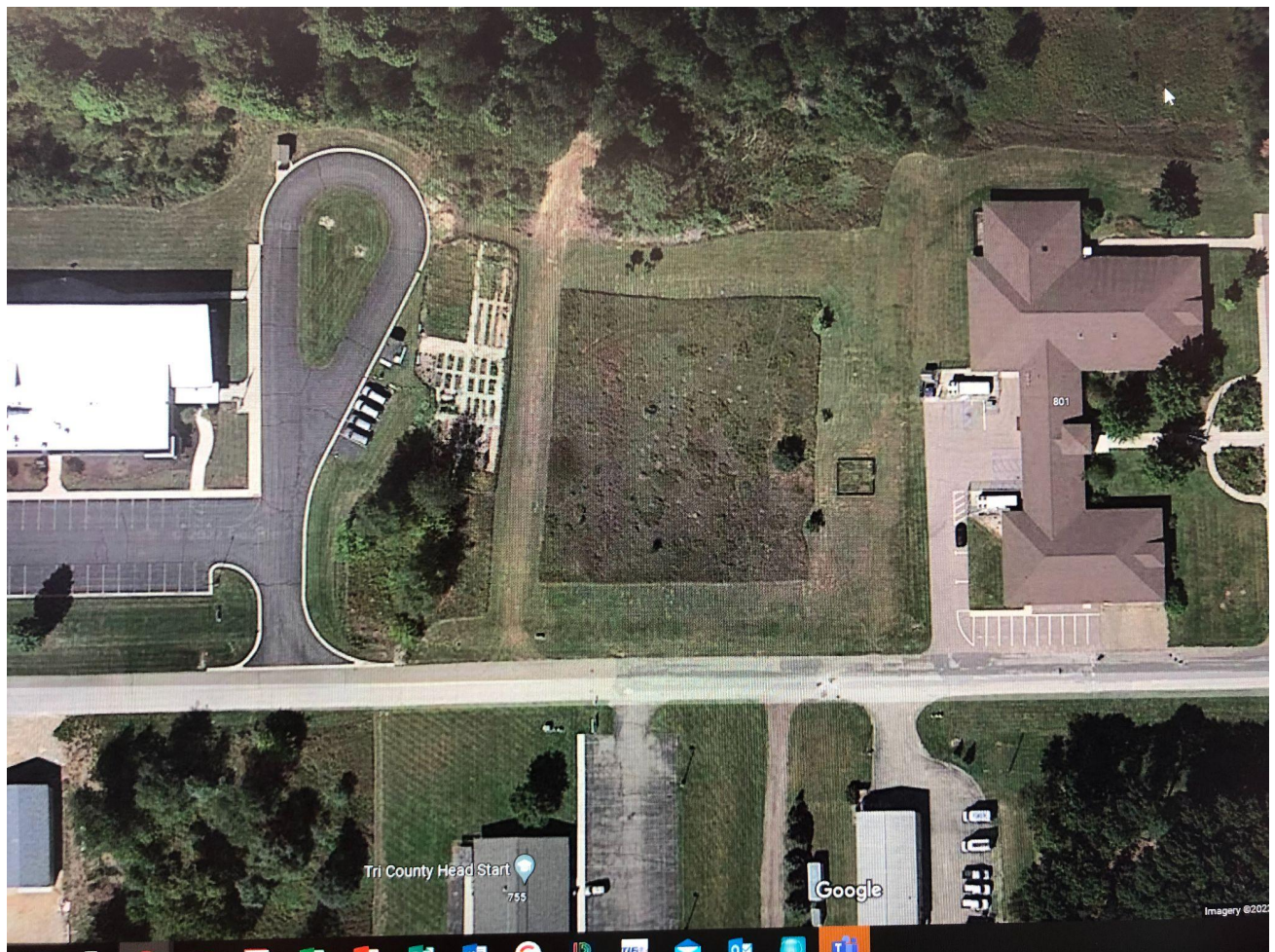
D. Public Comments
II. INFORMATIONAL ITEMS
A. Board Updates
B. Superintendent Update

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Date: March 9, 2022
To: Board of Education
From: David D. Manson, Superintendent
Subject: **Superintendent Update**

Garden Partnership: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

On March 2nd, I had the opportunity to meet with Chris Imler from MSU regarding the building of a Veteran's Garden in between the Community Based Transition Center (CTC) and the Van Buren Community Mental Health building on Hazen Street. While this project is still in the initial stages, it is likely that we will be establishing a relationship with this group to provide our CTC students additional learning opportunities including interacting with several community groups on a more regular basis.



Three Day Waiver (Forgiven Days): (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

At this point in the school year, VBISD programs have missed numerous days as a result of inclement weather, COVID and staff shortages. As a result, we are planning on seeking a 3 day waiver from the Department of Education that would provide the district with 9 forgiven days rather than the standard 6 days given to all districts. This is in alignment with many of our constituent districts in the county.

Program	Days Missed
Early Childhood (East)	12
Early Childhood (Central)	11
Early Childhood (West)	9
BGLC	8
CTC	7
Maple Creek (BEC)	7
Career Readiness	6
VB Tech	5


Crisis Management - Changes: (Community Relations, Staff Relations, Business & Finance)


VBISD’s Crisis Management department is constantly changing the kind of support that they provide to VBISD and our local districts. In the beginning of the year, our support was primarily focused on assisting schools through the pandemic. In recent months, much of our support has moved toward providing behavioral threat assessments. For example, only 3 threat assessments took place from the beginning of the school year through the Oxford incident on November 30th. Since that time, the Crisis Management department has handled 27 threat assessments with additional requests coming in on a daily basis. Our Crisis Management department plans to continue to adapt and evolve to meet the safety and security needs of our communities as we move forward.

C. Department Updates
1. Instructional Services

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Memorandum	
Date:	March 9, 2022
To:	VBISD Board of Education
From:	Cheryl-Marie A. Manson <i>Director of Instructional Services</i>
Subject:	Instructional Services Update





County Level

(Leadership, Professional Standards & Ethics, Decision Maker, Planner & Organizer, Faculty and Staff Personnel, and Student Achievement)

Adult Education

A comprehensive review of the current status has been conducted for Adult Education during the month of February. At this time, there are approximately 49 students in the database who are being served with only two of those individuals from Van Buren County. We have two locations currently serving adult learners: Kalamazoo Literacy Council, as well as VB Tech for EMT and welding. In order to grow the number of individuals who might benefit from the Adult Education program, we will be looking into creating a location within the county in collaboration with the Kalamazoo Literacy Council.

Project LEAN (Linking Education, Activity and Nutrition)

A comprehensive review of Project LEAN was also conducted during the month of February. The grant is written for six educators and currently we have only one. In terms of immediate actions, we will be working towards compliance with our action plan, revising our program summary, and also making budget amendments. In the near future, we will be working towards hiring nutrition educators in hopes of ‘bringing back’ this already established and successful program.

Literacy:

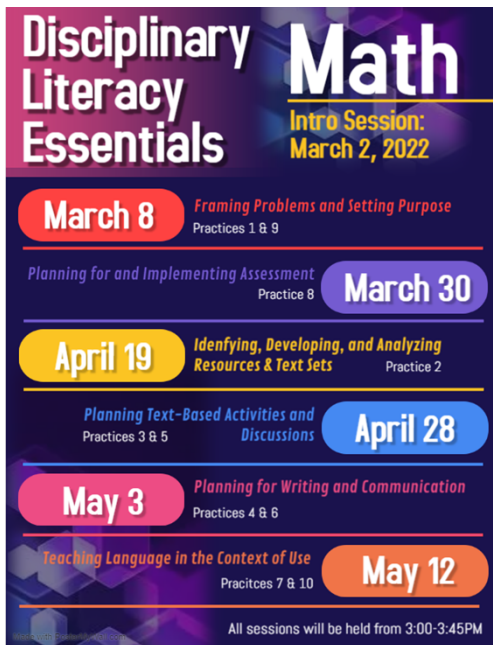
On February 23rd, during the VBISD Common PD Day, most of our coaches/consultants were out in local districts to facilitate and support learning around TRAILS and SIOP. Our department was very fortunate to have this time with amazing educators, administrators, and support staff as they strive to improve their craftsmanship.

Pictured below is Mental Health Clinician, Gina Valela, facilitating TRAILS learning alongside Covert Elementary Staff on February 23rd.



Van Buren County’s Early Literacy Network met for the third time on February 10th. Our agenda focused around the following topics:

- *Family and Community Engagement
- *Writing and how it connects to Reading
- *Review of Phonics Work that has already been launched countywide
- *Celebrations of
 - successful instructional practices in classrooms
 - connecting SEL to literacy
 - coaching and collaboration successes



Math:

A 7-session event which will provide an Orientation to the Disciplinary Literacy Essentials for Secondary Educators starts on March 8th. VBISD’s Math Consultant, Amanda Cook, will be co-facilitating with Kathy Berry (immediate past-president of Michigan Council of Teachers of Mathematics) and Kevin Dykema (President-Elect of National Council of Teachers of Mathematics).

MTSS

Schools are continuing to ensure school-level systems are in place to provide multi-tiers of instruction. Many schools continue to revisit their essential standards, discuss student data, and determine if appropriate interventions are provided. We continue to support districts throughout this process.

There have been many meaningful conversations that have helped continue to move schools forward.

We are several years into our MTSS implementation, and superintendents have asked for a continued focus on this initiative. We will soon begin planning the ways in which we will support our districts and continue to make MTSS a primary focus for all buildings next school year.

School Improvement

Districts will monitor chosen strategies to ensure that progress is being made towards their goal. In addition, schools will begin to discuss what other goals might be added for next school year’s plan.

Social Emotional Learning:

As part of our countywide professional learning, we facilitated a three hour TRAILS Social Emotional Learning training for both elementary and secondary teachers. We had the opportunity to provide teachers with a model TRAILS Lesson, presented by a peer, in addition to time to process how they can best utilize TRAILS in their own building and/or district.

Mental Health:

We continue to work with VBCMh and our local districts to coordinate the administration of this year's MiPHY. Additionally, VBCMh has recently hired a School-Community Liaison to serve as the Project Aware Co-Community Project Manager for Van Buren County. We are excited for this opportunity to expand collaborative networks around mental health in our county. Additionally, [Dr. Lia Gaggino](#) recently provided a Youth Safety Planning training for our county’s Social Workers, Clinicians, and Counselors who work to keep our youth experiencing Suicidal Ideation safe. The training was well received, with over 40 participants in attendance.



Building Level

(Leadership, Professional Standards & Ethics, Faculty and Staff Personnel, and Student Achievement)

Literacy:

The amount of one on one coaching has increased as the school year has progressed. Work that happens during individual coaching cycles varies across buildings. In addition to focusing around local district's MICIP Goals, we continue to use the following documents to guide us as we work with teachers and administrators:

- *[Essential Instructional Practices in Early Literacy: Grades K to 3](#)
- *[Essential Instructional Practices in Literacy: Grades: Grades 4 to 5](#)
- *[Essential Instructional Practices in Literacy: Prekindergarten](#)
- *[Essential Practices for Disciplinary Literacy Instruction in the Secondary Classroom: Grades 6 to 12](#)
- *[Essential Coaching Practices for Elementary Literacy](#)

The success around the implementation of [How to Plan Differentiated Reading Instruction](#) in a few districts has allowed others to see the power of this work. [How to Plan Differentiated Reading Instruction](#) supports small group and one to one differentiated instruction, and aligns beautifully with the MTSS Process. Coaching of local coaches, teachers, and paraprofessionals around the process, as well as ongoing professional learning, has been critical to its success.



Math:

The following data comes from a 1st grade teacher that requested math support right after attending Mix & Mingle sessions in August. Her request said, "I don't know what I need. I just know I can teach math better than I did last year." We met regularly in the fall, but now I just stop in when she has a question or wants to explore an idea.. This teacher's class met 112.7% of the projected growth on their Winter NWEA Test!

2	37-47-57	168-171-174	43-53-62	169	10	12	4.5	2	Yes †	0.34	63
Summary for: Mathematics											
Percentage of Students who Met or Exceeded their Projected RIT Score										65.2%	
Percent of Projected Growth Met										112.7%	
Count of Students with Growth Projection Available and Valid Beginning and Ending Term Scores										23	
Count of Students who Met or Exceeded their Projected RIT										15	
Median Conditional Growth Percentile										57	



Queen Ten visited some Preschool and Kindergarten classes on their 100th day of school. She loves everything about the number ten: finding it, saying ten letter words, counting up and down within ten, counting by tens, and finding pairs that make ten.

Social Emotional Learning (SEL):

We are excited to see more and more of our buildings implement the TRAILS Social Emotional Learning Curriculum. We currently have 15 buildings throughout the county implementing TRAILS SEL lessons in classrooms for all students. This is an exciting time as we strive to meet the current needs of our students.

Mental Health:

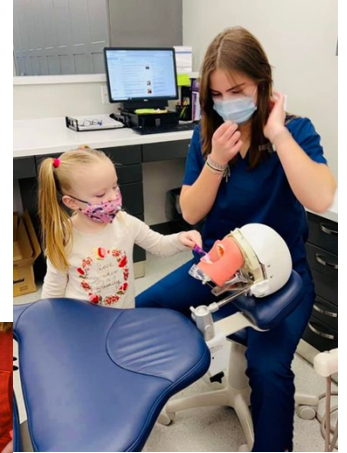
Upon return from Winter Break, four of our Mental Health Clinicians have launched running small groups with students. This work has begun across buildings in two different districts, and spans from the elementary level to the high school level.

MEMO

DATE: MARCH 2, 2022
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION UPDATE

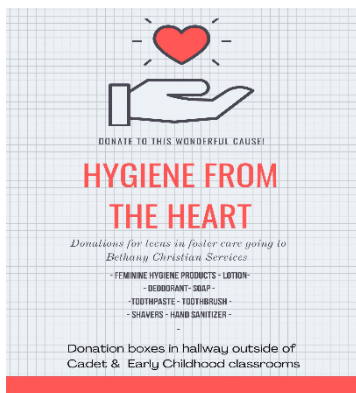
NATIONAL CHILDREN'S DENTAL HEALTH MONTH (1,4,6,7,8,15,17,18,20)

The American Dental Association recognizes February as National Children's Dental Health Month. The month-long, national health observance, brings together thousands of dedicated professionals, healthcare providers, and educators to promote the benefits of good oral health to children, their caregivers, teachers and many others. This year, the Van Buren Tech Dental Occupations program welcomed the preschool students to a Play & Learn about various received some



FCCLA HYGIENE FROM THE HEART PROJECT (1,4,6,7,8,15,17,18,20)

As part of their Future Career & Community Leaders of America (FCCLA) community service project, students from the Cadet Teacher Academy and Early Childhood Careers and Education programs have been collecting donations for teens in foster care throughout the month of February. Appropriately named "Hygiene From the Heart," this project was created to not only bring awareness of the needs of teens in foster care but to also collect donations to distribute directly to them as a partner with Bethany Christian Services. Donation boxes have been placed outside of the ECCE & classrooms at Van Buren Tech for people to donate. What a wonderful cause.



“Hygiene From the Heart,” this project was created to not only bring awareness of the needs of teens in foster care but to also collect donations to distribute directly to them as a partner with Bethany Christian Services. Donation boxes have been placed outside of the ECCE & classrooms at Van Buren Tech for people to donate. What a wonderful cause! Thank you to all involved!

ROBERT G. ANDERSON SNAP-ON TOOL SCHOLARSHIPS (1,4,5,11,15,17,18,20)

In December, 2021, six Van Buren Tech students from the Automotive BES and EEP programs were each awarded a \$500 Snap-On Tool Scholarship at the annual Kalamazoo Antique Auto Restorers Club business meeting at Travelers Restaurant in Portage, Michigan. As part of the annual scholarships Snap-On provides scholarship winners with the opportunity to purchase tools for 50% off, increasing the value of their awards to \$1,000. Below, our 2021-22 winners display their purchases that will give them a great head start on their careers as Certified Automotive Technicians. Congratulations on a job well done! From left to right, top row: Jose F.H. - Decatur; Jackson M. - Mattawan; Wyatt Maggert - Marcellus. Bottom row: Grant Fulcher - Paw Paw; Parker Duncan - Mattawan; and Abdias Valdes - Watervliet.



NATIONAL TECHNICAL HONOR SOCIETY INDUCTION CEREMONIES (1,4,6,7,8,15,17,18,20)

Throughout the month of Technical Honors Society inductees were recognized and inducted ceremonies that were protocols amidst of new inductees of our qualify for of a 3.0 Grade their CTE their local school job!



February, Van Buren Tech held its annual National induction ceremonies. Whereas in years past, all new during one large ceremony, this year's new inductees were by their 2nd year member peers via four smaller coordinated by district to intentionally promote safety the ongoing pandemic. This year's group included over 100 students from nearly all participating school districts. In order to NTHS, students must possess a minimum Point Average, demonstrate excellence in program, and be highly recommended by district. Congratulations students. Great



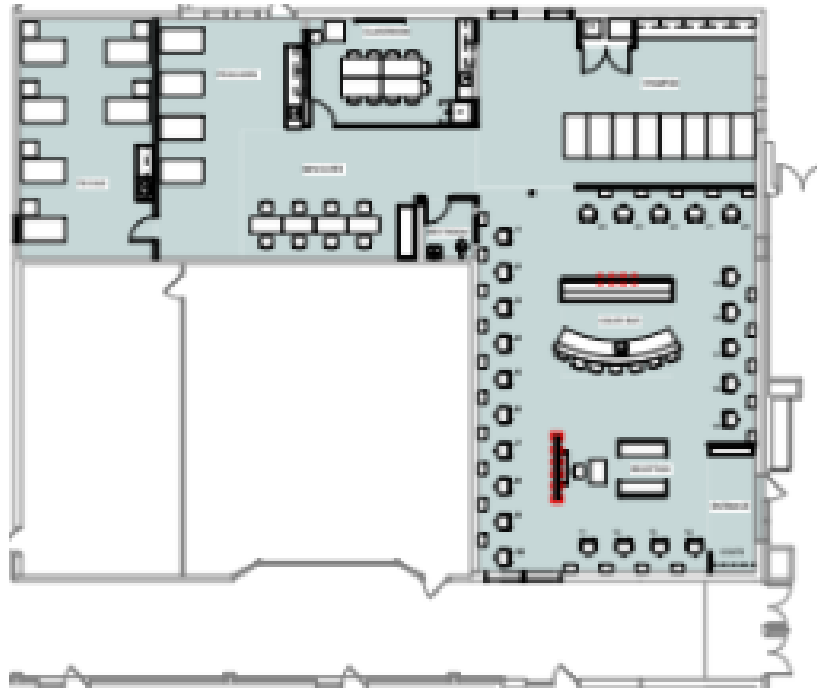
CTE AWARENESS MONTH (1, 4, 5, 10, 18, 20)



February is National CTE Awareness Month. Van Buren Tech spent the month celebrating and helping share information to create awareness about CTE. We also had a social media blast on Facebook and Twitter, highlighting each of our programs and also some interesting fun facts about CTE! **DID YOU KNOW:** Students who were enrolled in a CTE program earned higher wages than non-CTE peers at each level of educational attainment! **DID YOU KNOW:** Students who are enrolled in a high school CTE program also have a high school graduation rate of 95%, which is higher than Michigan's average high school graduation rate of 82%! Learn more about CTE at MIACTE.

COSMETOLOGY LAB RENOVATION (1,4,5,7,9,10,16,18,19) - **CHECK FACEBOOK**

As we have discussed in previous meetings, the Van Buren Tech Cosmetology program will soon be undergoing a “facelift” to update the program’s facilities to promote industry safety protocols and to provide a more realistic industry experience for students and clients. Original discussions and design plans began prior to the pandemic and recent planning meetings have solidified the design below as the end product. The project is expected to start in December, 2022 and be completed by June, 2023. We are extremely excited and grateful for your support. Below is a rendering of the new floor plan, which includes a more open salon space, as well as designated rooms for other services such as manicures, pedicures, and facials.



CAREER EDUCATION CONFERENCE (1,2,3,8,10,11,15)




On Monday, January 31st and Tuesday, February 1st, eleven members of the Van Buren Tech administrative team and staff attended the annual Michigan Career Education Conference at the Amway Grand Hotel in Grand Rapids, Michigan. Two of Van Buren Tech's instructors, Sheri Johnsen (Cadet Teacher) and Josh Bridges (Engineering & Architecture) were speakers in breakout sessions.



Sheri Johnsen (Cadet Teacher Academy Instructor) spoke in a breakout session about how to integrate activities into your curriculum to bring recognition to your CTE programs. Her workshop helped other educators identify techniques to make their FCS program essential to their administration and community. Sheri shared her personal experiences she had in developing relationships with her students and how she prepared them for a successful career! Josh spoke in a breakout session about formative assessment. Participants learned the theory behind assessment, especially formative assessment, and why it can gauge students' understanding of the topic to guide teaching. Overall, it was a wonderful event. The two days were filled with outstanding keynote speakers that addressed topics such as growing student's social capital and relationship building; In addition, there were a wide variety of breakout sessions related to CTE best practices and several excellent exhibitors that showcased many new products available to teachers and students. Attendees have already begun planning how to best disseminate important information to VB Tech staff via professional development work sessions. Thanks to all in attendance!

Memorandum

Date:	March 9, 2022	
To:	VBISD Board of Education	
From:	Angie Gutiérrez <i>Administrator of Whole Child Services</i>	
Subject:	Whole Child Services Update	

ESL/Migrant Teacher Spotlight: (Faculty and Staff Personnel/Professional Preparation)

This month in the newsletter, “The Round Up” I highlighted one of our EL Consultants, Laura Kronk. Laura goes above and beyond to meet the needs of our EL and Migrant Students. This month the Instructional Services department provided SIOB (Sheltered Instruction Observation Protocol) county-wide professional development to elementary and secondary teachers. Laura was one of the trainers along with Nikki Elder, Kattie Northrup, and myself. We provided staff with strategies that are essential for English learners, but help engage all learners.

ENGLISH LEARNERS SPOTLIGHT

EL Consultant Spotlight

Laura Kronk has worked at Van Buren ISD for sixteen years. Laura earned her undergraduate degree at Michigan State University and her master's degree at Cornerstone University in TESOL. She works with our English Learners as well as Migrant students. In the past, she also co-taught an EL Newcomer class for secondary students in our county. Laura currently serves the districts of Lawrence, Lawton, and Mattawan. Laura has been a SIOB (Sheltered Instruction Observation Protocol) trainer for eleven years. She has led several SIOB Training Sessions over the years as well as best practices for English Learners for teachers across the county and state. Laura is very passionate about her work and the families she serves in our county. Recently, Laura was very instrumental in coordinating an after-school program in Mattawan for English Learners. Thank you, Laura, for the support you provide to students, families, and staff.



SIOB Training Resources

All resources referenced in the recent county-wide professional development day are located in this [Google Folder](#) for your future reference.



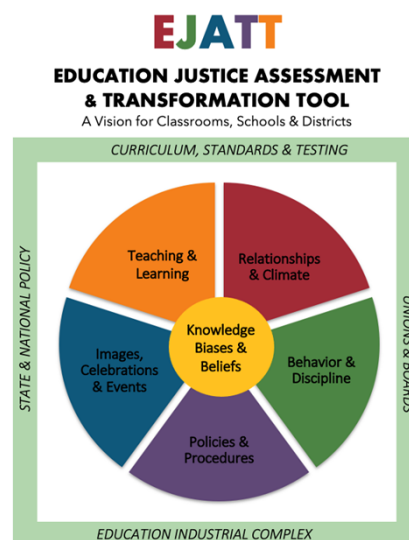
Cultural Understanding Committee Professional Development

Opportunity: *(Planner and Organizer)*

On February 22, 2022 fourteen members from the CUC met with Autumn Campbell from [Justice Leaders Collaborative](#) to hear a presentation about the possibility of a partnership to provide professional development to staff from the Van Buren ISD. Justice Leaders Collaborative is based out of Dexter, Michigan. Autumn, one of their co-founders and facilitators, was a teacher for over twenty years in Michigan. Essentially, a cohort of 15-35 participants would engage in a course together, CORE foundation: An Introduction to Social Justice. This course helps participants:

- Come to understand their own social identities, biases, and prejudices
- Increase their knowledge about the histories and present realities of various social identity groups
- Increase their awareness of social justice concepts such as “implicit bias” and “micro aggressions”
- Practice the skills of interrupting prejudice; and learn how to become more effective allies

This course is sixteen hours of professional development that takes place over four half days or eight days (2 hours each day). During this course we will also be introduced to a tool that could assist us in developing a long-term plan and best practices to serve all of our students. This is one organization that we are considering and we are still in the process of evaluating this option for interested staff members at the Van Buren ISD.



MEMO

DATE: MARCH 9, 2022
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES BOARD REPORT

PowerSchool Services Update (Leadership, Communication Skills, Professional Preparation, Planner and Organizer)

Lisa Thorne and Kim DeBoom (our PowerSchool gurus) held a PowerScheduler Training for eight districts that we host and support (Bangor, Paw Paw, Decatur, Hartford, KRESA, Hastings, Galesburg and Martin) and one district transitioning to PowerSchool's hosted solution (Climax-Scotts) February 23rd-25th, 2022. There were 30 participants who attended this training event where district staff learned/reviewed building schedules, adding student requests, and the process of loading students to create a schedule.

Lisa and Kim also held their monthly PowerSchool User Group (PSUG) on February 16th, with 30+ attendees from the multiple districts/counties we support. At these meetings, they covered state reporting updates, upcoming trainings and a few topics that districts face and wanted to discuss. Lisa also records these for staff that were not able to attend. Our PSUG listserv is becoming more active with questions and answers from around several counties dealing with the same issues. We thank the Board for your continued support with our PowerSchool support personnel.

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

I mentioned at a previous Board meeting that one of our neighboring ISD's reached out to me to see if we would be interested in supporting their network/server infrastructure as they were looking to move away from their current provider. That ISD was Heritage Southwest ISD, where former Hartford superintendent Andy Hubbard is now the superintendent. Mr. Hubbard invited myself and Michael Wolfe, our Network/Server Specialist, to HSISD for a visit and walk-through of their buildings and current infrastructure. After the visit, I prepared a proposal for Mr. Hubbard, which included some new equipment purchases that HSISD would need to procure before we could assist them...which he was happy to do and purchased right away. Mr. Hubbard accepted the proposal and we will be partnering with HSISD starting July 1, 2022 to support their infrastructure. We are going to utilize the MiSEN (Michigan State Education Network) to remotely assist this partnership, as the MiSEN was set up to connect all ISD's/RESA's within the State for such occasions. This will be a great partnership and I look forward to assisting HSISD in their efforts to support their locals. Thank you to the Board and Mr. Manson for your continued support in our efforts to assist Districts (large and small) who reach out. Thank you!

MEMO

DATE: MARCH 9, 2022
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE



We can do this.
VBISD Special Education Department

Difference vs. Disability Leadership, Level of Professional Awareness, Professional Standards & Ethics, Policy Implementer, Student Achievement

On Friday, February 25, 2022, the VBISD Special Education Department hosted a presentation to share specific issues and strategies that are most effective in separating difference from disability when working with culturally and linguistically diverse students.

This presentation was Part I of II. Part II will be provided on May 20, 2022. Both presentations are part of our Department Provided Professional Development series that is aligned with the Department's equity goals.

Difference vs. Disability was provided by Dr. Susan Koceski and Suzanne Toohey from Oakland County Schools. Dr. Koceski obtained her doctoral degree from Wayne State University and is a former school psychologist for over 20 years. Her current position involves local and state level leadership in assessment, specific learning disabilities, reading intervention, crisis response, multi-tiered systems of support, English learners, and more.

Suzanne Toohey earned a Master's degree in Bilingual/Multicultural Education from Northern Arizona University and has taught multilingual learners for 17 years. Suzanne is the Supervisor of Instruction and Pedagogy for Oakland Schools Intermediate School District.

As a closure activity, Susan and Suzanne asked the group to gauge how they felt about English Learners before the presentation and how they felt after the presentation. Click [here](#) to see how our staff responded.



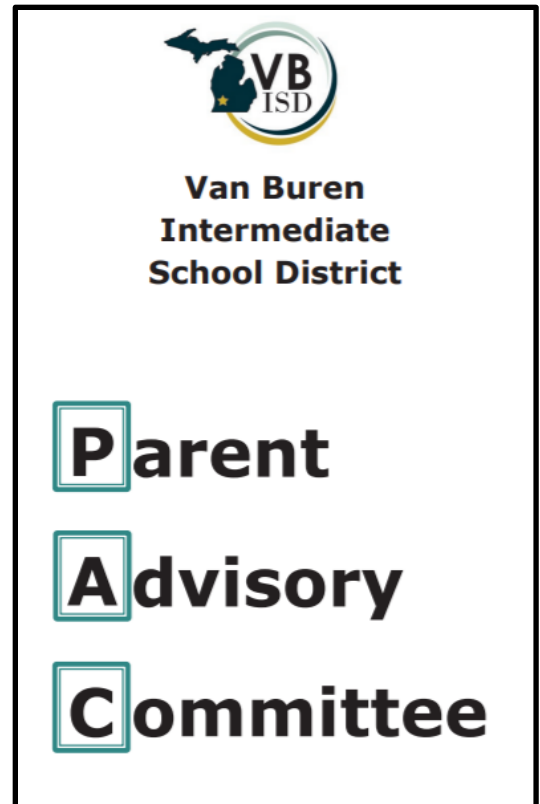
Oakland Schools

PAC Excellence in Education Awards Coming Soon *Leadership, Level of Professional Awareness, Planner & Organizer, Faculty & Staff Personnel, School Plant & Facilities, Student Personnel, Community Relations*

Each year the Special Education Parent Advisory Committee (PAC) of Van Buren County honors outstanding persons in Van Buren County who contribute to the education and success of students with disabilities.

Award categories include:

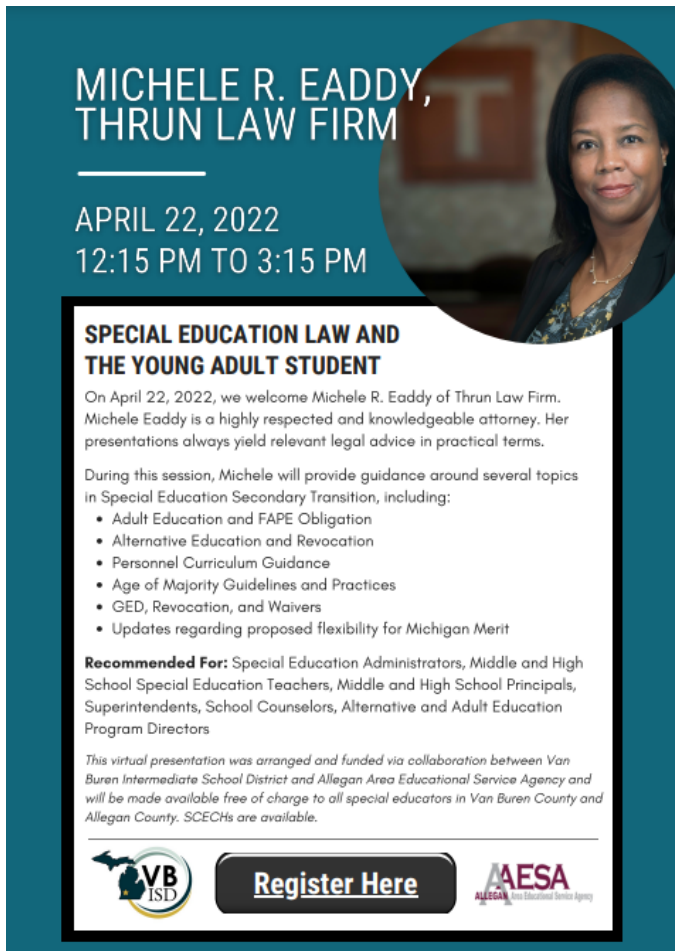
- Administrator - a person who has demonstrated outstanding leadership in the education of children with disabilities within Van Buren Intermediate School District.
- General Education Teacher - A teacher in general education who has gone above and beyond what is normally expected by providing educational opportunities for children with disabilities in his/her general education classroom.
- Special Education Teacher (ISD Program) - A teacher who has gone above and beyond what is normally expected by providing educational opportunities for children with disabilities in his/her classroom in an ISD program with successful measurable student achievement.
- Special Education Teacher (Local School District) - A teacher who has gone above and beyond what is normally expected by providing educational opportunities for children with disabilities in his/her classroom in a local school district setting in a general or special education classroom. (This would include team teaching situations).
- Ancillary Staff Person - A person who has gone above and beyond in their supportive role for children with disabilities receiving general or special education (e.g., social worker, OT, PT, speech pathologist, school psychologist, teacher consultant, school nurse).
- Support Staff Person - A person who has gone above and beyond in a paraprofessional/supportive role for children with disabilities in a local school district or ISD program, including those involved in transporting students on the buses and secretarial personnel working within special education.
- School District Team - A group of individuals who have gone above and beyond what is normally expected by providing educational opportunities for children with disabilities in a local school district or in an ISD program setting.
- Volunteer - A person who has given of his/her time voluntarily to better the lives of children with disabilities in a school setting through work on school committees, school sponsored activities or in the classrooms. This also includes community persons/businesses/civic organizations that have given of their time or resources to serve the special needs population.



Nominations are being accepted through the end of March and the award ceremony is being planned for the evening of April 28, 2022.

“Hot” Legal Topics Leadership, Level of Professional Awareness, Professional Standards & Ethics, Decision Maker, Planner & Organizer, Policy Implementer, Faculty & Staff Personnel, Community Relations, Student Achievement

Protecting the rights of students eligible for special education takes careful attention to detail found in rules, policies, guidelines, and case law. This school year, two “hot” legal topics were identified. While they are unrelated, they are equally complex.



**MICHELE R. EADDY,
THRUN LAW FIRM**

APRIL 22, 2022
12:15 PM TO 3:15 PM

**SPECIAL EDUCATION LAW AND
THE YOUNG ADULT STUDENT**



On April 22, 2022, we welcome Michele R. Eaddy of Thrun Law Firm. Michele Eaddy is a highly respected and knowledgeable attorney. Her presentations always yield relevant legal advice in practical terms.

During this session, Michele will provide guidance around several topics in Special Education Secondary Transition, including:

- Adult Education and FAPE Obligation
- Alternative Education and Revocation
- Personnel Curriculum Guidance
- Age of Majority Guidelines and Practices
- GED, Revocation, and Waivers
- Updates regarding proposed flexibility for Michigan Merit

Recommended For: Special Education Administrators, Middle and High School Special Education Teachers, Middle and High School Principals, Superintendents, School Counselors, Alternative and Adult Education Program Directors

This virtual presentation was arranged and funded via collaboration between Van Buren Intermediate School District and Allegan Area Educational Service Agency and will be made available free of charge to all special educators in Van Buren County and Allegan County. SCECHs are available.

 [Register Here](#) 

The first topic is related to the rights of young adult students with disabilities. To provide guidance related to young adult students with disabilities, the VBISD, in collaboration with Allegan Area Educational Service Agency, is hosting an afternoon with Michele R. Eaddy from Thrun Law Firm to provide a three-hour presentation on Friday, April 22, 2022.

Specific content will include the following:

- Adult Education and FAPE Obligation
- Alternative Education and Revocation
- Personal Curriculum Guidance
- Age of Majority Guidelines
- GED, Revocation, and Waivers
- Proposed flexibility for Michigan Merit

The other topic needing training is the process called the Manifestation Determination Review. In short, when a student with a disability is removed from school for over 10 school days, the school district may be obligated to conduct this review, which examines the circumstances of the event and determines (1) whether the district implemented the student’s IEP and (2) whether the conduct resulting in the removal is a manifestation of the student’s disability.

This typically involves an extensive review of records and information collected from a variety of school staff and outside agency providers, if involved, and the outcome of the review has a direct impact on the district’s ability to suspend or expel the student.

To address this complex process, Jennifer Starlin, also from Thrun Law Firm, has agreed to provide the training. This training is being scheduled for this summer, and the date and time will be determined based on a survey to VBISD and local administrators.

MEMO

DATE: MARCH 9, 2022
TO: BOARD OF EDUCATION
FROM: LISE BLACK, EARLY CARE & EDUCATION
SUBJ: EARLY CARE & EDUCATION UPDATE

GSRP (Great Start Readiness Program - preschool for at-risk children) (5, 8, 20)

The county-wide GSRP classrooms are excited to have received a grant to implement FIRST Lego League Discover in all of our classrooms. This program is the preschool-1st grade component of the robotics program used in several of our area high schools. We received a day of FIRST Lego training and equipment (a.k.a. nifty Duplo sets) to use with the students. Teachers are excited and the feedback from the first lessons has been very positive. The program includes a family engagement component and the sessions end with a celebration that will include families. We have agreed to implement for two years minimum and have applied to an additional funding source through MDE to cover the costs of the updated materials for next year. Special thanks to our board members that dropped by the training day.



One of our FIRST trainers Faith works with staff to explain the lesson plans.

You're never too old to have fun with Duplos!



In early February, Nikki Elder from Instructional Services provided a training to the GSRP teachers on supporting English Language Learners. She shared information on current research and best practices in how we support students and their families in our work. The good news is that preschoolers learn a new language very quickly. The even better news is that our staff can implement simple practices that make this learning even stronger. Next year we will be systematically collecting data to better understand our impact on individual children's growth. Below is a chart that shows the percentage of English Language Learners in each classroom.

2021-2022 VBISD Countywide GSRP - English Language Learners			
Site (License Name)	Lead Teacher	# Student	Percent
Bangor Apple Tree	Briana Shafer	4	27%
Bangor Apple Tree	Karen Shafer	9	56%
Bloomingtondale GSRP	Tina King	2	13%
Covert GSRP	Larry Dobberstein	9	56%
Decatur Preschoool	Sarah Greenway	3	19%
Gobles GSRP	Carolyn Brownell	1	7%
Gobles GSRP	Ursula Armourillo	1	8%
Hartford GSRP	Julie Furlan	4	22%
Hartford GSRP	Carrie Rondo	5	31%
Hartford GSRP	Marisol Noyola	7	44%
Lawrence GSRP	Rhonda Sheehan	4	25%
Lawton Little Learners	Michelle Semelbauer	0	0%
Lawton Little Learners	Kimberly Emmert	2	13%
Mattawan GSRP	Jacquie Reynolds-Hayward	0	0%
Paw Paw GSRP	Destiny Dullock	0	0%
Paw Paw GSRP	Lesley Bryant	1	9%
Paw Paw GSRP	Brandie Langevin	2	20%
Pullman GSRP	Lindsey Hallgren	7	44%
South Haven GSRP Lincoln	Angela Burd	1	6%
South Haven GSRP Maple Grove	Sondra Sutton	0	0%
South Haven GSRP Maple Grove	Elaine Schultz	7	41%

2.10.22

Family Links Home Visiting (Parents as Teachers) (5, 18)

The team has committed to working together to move us to the Blue Ribbon status for our Parents as Teachers affiliation. The supervisor Jayne Bartz will be the lead on making this happen. It is an in-depth process and the goal will be to have it completed by the end of the '22-'23 school year.

Great Start Collaborative (GSC) (5, 18)

The Talking is Teaching campaign is being supported by our current MDE Trusted Advisor Grant (ends November 2022). This past month we established our first “site” out in the county. Below is the press release, along with a couple of pictures from the opening. As we work through the second half of the grant, we will be deciding if it is feasible to add one or two more sites.

PRESS RELEASE

The Van Buren Great Start Collaborative is supporting early childhood literacy by installing a Talking is Teaching reading area at the Hartford Wash-N-Dri Laundromat. The goal of Talking is Teaching is to encourage families to Talk, Read, & Sing more with their babies and children every day in order to build vocabulary. A larger vocabulary in turn builds reading skills as children enter school. With grant funds from the Michigan Department of Education, a comfortable reading area and books have been installed for children and parents to share while waiting for laundry to be washed. The official opening of the Talking is Teaching reading area will be February 10th, 2022 from 4pm to 8pm. This coincides with the free laundry project being provided by area organizations led by Van Buren Department of Health and Human Services (DHHS) and United Christian Services.



MEMO

DATE: MARCH 9, 2022
TO: BOARD OF EDUCATION
FROM: TONDA BOOTHBY
RE: ESSA/ESL/TITLE III/MIGRANT EDUCATION

Science Olympiad at WMU

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

Our schools participating in Science Olympiad in Region 13 will be joining those from Region 10 at their tournament at Western Michigan University on Saturday, March 19. We have nine middle schools and eleven high schools competing in our region which is more than the number of schools competing in Region 10. Decatur, Hartford, Mattawan, Paw Paw and South Haven all have teams in the competition and some also have alternate teams.

While our Science Olympiad coaches prefer to compete on a school day, the caveats for doing this event with Region 10 are twofold: all of the students can be on campus at the same time, and the majority of the events are prepared and supervised by staff and students from Western. Both of those factors have convinced our coaches and students to give up a Saturday for Science Olympiad. Region 10 hosted a coaches' informational meeting on campus on Monday evening, March 7, which Bill Semrau and I attended. The schedule of events and maps for their locations will be available at the Board meeting. The "build" events are generally open to the public and are fun to watch. I am looking forward to seeing Ping Pong Parachute and Storm the Castle this year because they have never been on the schedule while Bill and I have been organizing Science Olympiad. We anticipate that volunteers from the Air Zoo will also return this year to help with flying events. It will be so great to see students and what they made in person this year. Last year, everything was done online which was very challenging for so many coaches who have never loaded a test in a computer and districts with intermittent internet service. Some restrictions may still be in place regarding masking, but that's a small issue for an event that showcases what students are challenged to do in science, technology, engineering, and math.

Summer Program Planning

(Plan/Organize, Supervise)

Angie Gutierrez and I participated in a planning meeting for the Summer Migrant Program which Dave Manson had organized. Because our summer program decreased so much over the past two years in terms of number of students and families recruited and the impact of staffing and transportation issues, Dave hosted an "in person" meeting with the Michigan Migrant Program Consultant, Michelle Ervin, and Migrant Recruitment Trainer, Bruce Lack, with Angie, Terry Lechnet, Robert Smith, Dr. Katy Holverstott and me to discuss recruitment and the summer program. We also discussed the addition of a home-school liaison to the school year program which will help our program keep in touch with migrant families during the time they

are here in our county as well as when they may be at their homebase district or traveling to Michigan. With the changes in protocols and restrictions regarding COVID, we anticipate having a more “normal” summer this year although staffing for transportation and location are still issues.

The summer migrant program will be part of my report for several months as we prepare for this year. The Michigan Migrant Program is implementing new curriculum for the summer, and we will have new recruiters to train because many of our parttime recruiters are graduating from college. New communication applications for cell phones will help all of our team communicate more quickly with our recruitment and home outreach teams. The VBISD has been the largest migrant program in Michigan for many years, and Michigan Migrant Program wants to help us increase our numbers this year because that helps the entire state.

WIDA Assessments

(Leadership, Plan/Organize, Supervise)

Michigan districts are still completing WIDA assessments. The numerous technical problems that plagued venues at the beginning of the assessment window have been resolved so that online assessments are working smoothly now. COVID has still been a factor for many assessment plans when students test positive for COVID and have to isolate at home for several days, but those situations are far less this year. The assessment window for WIDA ends on March 25, not March 23, as I reported earlier.

Growers' Conference

(Leadership, Plan/Organize, Supervise, Community Relations)

As part of my role with the Migrant Education Program, I have participated in meetings of the Southwest Michigan Migrant Resource Council for several years. This is a regional collaboration of agencies, organizations and community members who network to provide services and supports to migrant and seasonal farmworkers. While there are numerous Migrant Resource Councils in Michigan, ours in the Southwest is the largest and is probably the most active because agriculture plays such a major role in the economy of our area. The council sponsors an annual conference for growers and processors. Isaac Lopez, consultant for Michigan Labor and Economic Opportunity and I are this year's organizers of the Grower's Conference which will be held on Thursday, March 10, at the VBISD Conference Center. This same event was held the day before the shut down due to COVID, and now it is one of first to return to the Conference Center. The theme for this year is “Time to Renew & Gear Up for 2022.” The agenda is attached for the event.

2022 SWMMRC

Grower Conference

Thursday, March 10, 2022

Van Buren ISD Conference Center

490 S Paw Paw St. Lawrence, MI

269-674-8091 8:00-3:30



Time to Renew & Gear Up for 2022

8:00—8:30 Registration & Breakfast Tacos, Coffee, Water

8:25—8:35 Welcoming Remarks—Isaac Lopez, LEO & Tonda Boothby, VBISD Migrant Ed.Co-Chairs

8:35—9:00 COVID Updates & Van Buren-Cass Health Dept. Services, Jennifer Zordan

9:05—9:30 Keeping Everyone Healthy and Safe, Audra Fuentes, Michigan DHHS and

9:35-10:00 Intercare Health Services, Tammy Schrock, Intercare Outreach Program

10:00-10:10 Break

10:10-10:35 National & State Concerns for Farmers, Craig Anderson, Farm Bureau

10:40-11:05 Updates on U.S. Wage & Hour Requirements, Jacob Swiers

11:10-11:35 Updates on Michigan Wage & Hour Requirements, Jennifer Fields, LEO

11:35-12:10 Lunch catered by Acapulco Restaurant

12:15-12:40 Connecting with Workers, Gerry Aranda, Mich. Labor & Economic Opportunities

12:45—1:10 Licensing Migrant Housing 2022 Issues , Mary White, MDARD

1:15—1:40 Agricultural Forecast for 2022, Cheyenne Sloan, MSU Cooperative Extension

1:45—1:55 Break

2:00—2:25 Financial Tips for Out-of-State Workers, Maria Diaz, Huntington Bank, Paw Paw

2:30—2:55 Advocates for Michigan Produce — TBA

3:00—3:15 No Habla Ingles? Tonda Boothby, VBISD Migrant Education Program

3:15—3:30 Evaluation, Wrap up and Door Prizes, Isaac and Tonda

Thank you for participating in the 2022 Growers' Conference. Please complete the program evaluation and make suggestions/requests for next year's conference.

MEMO

DATE: MARCH 9, 2022
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS
RE: FINANCE & OPERATIONS DEPARTMENT UPDATE

Budget Amendment (5, 10, 19)

The budgets for the General, Special Education, Career Technical Education and Debt Service Funds were reviewed and adjusted this past month. A summary of the significant changes in various sections of the budgets is provided. The amended budgets are presented in this Board packet under the action items.

Summary of Significant Changes made to 2021-22 Budgets

The proposed changes to the 2021-22 budgets are predominately a result of new or increased funding sources which resulted in the hiring of new staff and program expansion. In addition, a budget was created for a Debt Service Fund. This fund will record the receipt of tax funds from the Special Education Fund and the principal and interest payments related to the 2021 Building and Site Bonds.

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

Type	Description	Net increase (decrease)
	GENERAL FUND	
State Sources	Increase in Early Literacy Teacher Coaches Grant	\$93,909
	Increase in Mental Health and Support Services Grant	\$422,678
	Increase for TRAILS Program Grant	\$96,428
	Increase in GSRP Program Grant	\$535,128
	Increase in Section 81 Intermediate District Funding	\$59,000
Federal Sources	Increase for federal revenue earned in 2020-21 but not recognized until 2021-22	\$257,335
Incoming Transfers and Other Transactions	Increase for Technology Services to Local Schools	\$97,746
	Increase in Instructional & Mental Health Services to Local Schools	\$796,400
	Increase for Transportation Services to Local School	\$102,000
Instruction-Basic Needs	Increase in GSRP Programming	\$298,000
Support Services-Pupil	Increase in Staffing for Mental Health and Support Services	\$988,000
Support Services-Instructional Staff	Increase for Instructional Improvement Coaches, TRAILS Program and Hiring of Administrator for the Whole Child Services	\$497,000
Support Services-General Administration	Increase due to change in Superintendent	\$138,000
Support Services-Transportation	Increase for providing transportation services to Lawrence Public Schools	\$102,000
Support Services-Central	Increase Related to Staffing Changes	\$405,000
	SPECIAL EDUCATION FUND	

State Sources	Increase in State Aid Special Education Funding	\$474,600
Federal Sources	Decrease in Anticipated Use of Federal Grants	\$(526,000)
Instruction Added Needs	Decrease in Projected Use of Federal Funds	\$(1,200,000)
Supporting Services-Transportation	Increase for purchase of 10 Passenger Vans	\$116,853
Supporting Services-Central	Increase in Technology Costs for Staffing and Contracted Services	\$162,000
Facilities Construction and Improvements	Decrease Due to Reclassification of BGLC Building Project to Capital Projects Fund	\$(1,950,000)
Transfers Out	Property tax revenue assigned to Debt Service Fund	\$1,272,650
	CAREER TECHNICAL EDUCATION FUND	
Instruction Added Needs	Increase for tuition, supplies and equipment	\$151,206
Supporting Services Pupil	Increase for new staff position	\$112,600

III. ACTION ITEMS

A. Approval of District-Wide Professional Development Advisory
Committee (**Roll Call Vote**)

52

MEMO

DATE: MARCH 9, 2022
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL OF DISTRICT-WIDE PROFESSIONAL DEVELOPMENT
ADVISORY COMMITTEE AND DISTRICT-PROVIDED PROFESSIONAL
DEVELOPMENT REPORTED AS INSTRUCTIONAL TIME**

BACKGROUND:

Per Section 101(10) of the State School Aid Act, MCL 388.1701(10), a district may count up to 38 hours of qualifying professional development time for teachers as hours of pupil instruction if all the requirements are satisfied which includes a district-wide professional development advisory committee appointed by the Board of Education.

The VBISD is seeking up to 29 hours for the 2022-2023 school year. All assurances have been met. See the [VBISD Plan for District Provided Professional Development \(DPDD\) Reported as Instructional Time](#) for details.

RECOMMENDATION:

RESOLVED that the Board of Education appoint a District-Wide Professional Development Advisory Committee and approve up to 29 hours of professional development to count as hours of pupil instruction for the 2022-2023 school year.

VBISD Plan for District Provided Professional Development (DPDD) Reported as Instructional Time **DRAFT**

The VBISD will use up to 29 hours during the 2022-2023 school year. Below are assurances detailing how the VBISD will meet all requirements per Section 101(1) of the State School Aid Act, MCL 388.1701(10).

Assurances

- I. The district-wide professional development advisory committee is composed of the VBISD District Improvement Team, which includes representatives from all departments, across all grades, subject matter, specializations, nonteaching staff, parents and administrators, as well as input from the Professional Staff Union. See below for membership details.

Name	Department
Abby Devisser	Early Childhood Special Education
Angie Gutierrez	EL/Migrant
Dave Manson	Superintendent
Geanice Miller	Instructional Services
Heidi Olivares	Instructional Services
Jennifer Bloomfield	Instructional Services
Katy Holverstott	Special Education
Lise Black	Early Childhood
Lynn Buchkowski	Special Education
Melanie Giddings	Special Education
Monica Mansfield	Special Education
Robert Smith	Career & Technical Education
Susan Reynolds	Special Education

Tonda Boothby	EL/Migrant
Damian Koob	Technology
Terry Lechenet	Transportation
Nancy VanHoeven	Professional Staff Union President
Karla Vandenberg	Professional Staff Union Vice-President
Graig Stacy	Support Staff Union President

II. The professional development hours will be used to offset instructional time for pupils whose teachers participate in the professional development.

III. The professional development is aligned with the district improvement plan and goal which specifies that by June 2024, VBISD will improve the well-being and belonging, focusing on equity, by 25% as evidenced by community, student and staff perception data.



IV. The professional development is linked to the criteria for staff evaluation, including the 5D+ framework for teachers, the Charlotte Danielson models for nonteaching professional staff, and the evaluation rubric for support staff.

V. The professional development has been approved by MDE to be counted for state continuing education clock hours (SCECH).

VI. Less than combined 10 hours of professional development will take place before the first scheduled day of school for the school year and after the last scheduled day of school for that school year.

VII. No more than 10 hours of professional development will take place in a single month.

VIII. At least 75% of teachers scheduled to participate in the professional development will be in attendance.

IX. Each day counted as a professional development day used in this manner will exceed 5 hours.

X. All online professional development used in this manner has been approved by the VBISD.

B. Approval of Additional Days for Crisis Management/Chief Safety Officer (**Roll Call Vote**)

56

Date: March 9, 2022

To: VBISD Board of Education

From: David D. Manson, Superintendent

Subject: Approval of Additional Days for Crisis Management/Chief Safety Officer

Throughout the school year, Gary Brown has provided an increased level of service to our local districts. The majority of this time has been related to the ongoing pandemic as well as an increase in threat assessments since the Oxford tragedy. As a result, I am requesting that the school board grant Gary an additional 5 days to cover the extra hours necessary to respond to these events.

RESOLVED, the VBISD Board of Education approves 5 additional days for Gary Brown for the 2021-22 school year.

C. Approval of Amendments to 2021-22 General Appropriations (**Roll Call
Vote**)

58

MEMO

DATE: MARCH 9, 2022
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS, DIRECTOR OF FINANCE AND OPERATIONS
RE: **APPROVAL OF AMENDMENT TO GENERAL APPROPRIATIONS
2021-22**

The revisions to the 2021-22 VBISD budgets for the General, Special Education, Career Technical Education and Debt Service Funds are attached for your review. The budget revisions are necessary due to changes that have occurred from the original budget approved last June. The following summary provides the total projected revenues, expenses and other financing sources and uses for the 2021-22 fiscal year for each of the funds.

	REVENUE (Including Other Financing Sources)	EXPENSES (Including Other Financing Uses)
General Fund	\$15,783,942	\$16,053,661
Special Education Fund	\$35,258,574	\$35,658,473
Career Technical Education Fund	\$12,902,196	\$13,563,964
Debt service Fund	\$1,272,650	\$1,250,000

Recommend the following resolution be passed:

RESOLVED, that the general appropriations for the General, Special Education, Career Technical Education and Debt Service Funds of the Van Buren Intermediate School District for the 2021-22 school year are amended as shown on the following attachments.

**GENERAL FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2022**

REVENUES	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	ORIGINAL BUDGET 2021-22	PROPOSED BUDGET 2021-22
<i>Local Sources</i>	813,440	1,104,581	883,605	889,943	983,370
<i>Non-Educational Entity Sources</i>	4,789	4,967	3,867	3,867	1,985
<i>State Sources</i>	5,118,261	6,075,509	6,673,894	5,822,854	7,092,596
<i>Federal Sources</i>	2,991,895	2,696,021	2,452,713	3,384,655	3,565,840
<i>Incoming Transfers and Other Transactions</i>	516,887	859,353	1,153,209	1,023,154	2,021,300
TOTAL REVENUES	9,445,272	10,740,431	11,167,288	11,124,473	13,665,091
EXPENDITURES					
<i>Instruction</i>					
<i>Basic Program</i>	1,026,108	1,271,293	1,584,614	1,468,409	1,771,125
<i>Added Needs</i>	1,117,080	1,089,505	1,054,733	1,244,115	1,163,534
<i>Adult Continuing Education</i>	70,597	57,461	46,960	80,887	80,887
<i>Supporting Services</i>					
<i>Pupil</i>	1,228,264	1,464,310	1,863,622	2,088,715	3,018,152
<i>Instructional Staff</i>	2,143,177	2,697,846	2,461,084	2,722,807	3,245,803
<i>General Administration</i>	458,900	462,305	595,393	460,968	604,135
<i>School Administraton</i>	10,000	13,000	15,000	15,000	19,200
<i>Business</i>	964,585	1,035,450	1,117,721	1,085,496	1,097,372
<i>Operations and Maintenance</i>	623,407	644,216	627,982	685,351	826,406
<i>Transportation</i>	136,472	149,754	92,406	155,742	254,562
<i>Central</i>	1,787,339	2,233,578	2,288,173	2,293,747	2,738,147
<i>Community Services</i>	305,650	321,592	279,582	307,000	336,228
<i>Facilities Construction and Improvements</i>	35,376	26,778	5,874	154,000	154,000
<i>Outgoing Transfers and Other Transactions</i>	1,159,730	1,273,491	832,990	622,700	744,020
TOTAL EXPENDITURES	11,066,685	12,740,579	12,866,134	13,384,937	16,053,571
EXCESS OF REVENUES OVER EXPENDITURES	(1,621,413)	(2,000,148)	(1,698,846)	(2,260,464)	(2,388,480)
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	0	0	0	0	3,200
<i>Transfer In</i>	1,890,437	1,971,025	1,981,382	2,028,946	2,115,651
<i>Transfers out</i>	(207)	(120,363)	(50,549)	0	(90)
TOTAL OTHER FINANCING SOURCES (USES)	1,890,230	1,850,662	1,930,833	2,028,946	2,118,761
NET CHANGE IN FUND BALANCE	268,817	(149,486)	231,987	(231,518)	(269,719)
FUND BALANCE, JULY 1	2,057,525	2,333,603 *	2,184,117	2,416,104	2,416,104
FUND BALANCE, JUNE 30	2,326,342	2,184,117	2,416,104	2,184,586	2,146,385

* Fund Balance restated due to adoption of GASB Statement 84

**SPECIAL EDUCATION FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2022**

REVENUES	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	ORIGINAL BUDGET 2021-22	PROPOSED BUDGET 2021-22
<i>Local Sources</i>	15,131,194	15,232,511	19,530,523	19,882,823	19,763,552
<i>Non-Educational Entity Sources</i>	42,304	44,023	34,275	34,275	59,500
<i>State Sources</i>	10,041,375	10,009,961	10,075,818	10,223,223	10,724,713
<i>Federal Sources</i>	3,603,136	4,121,195	4,359,242	5,095,661	4,569,619
<i>Incoming Transfers and Other Transactions</i>	142,841	273,199	148,877	63,100	69,100
TOTAL REVENUES	28,960,850	29,680,889	34,148,735	35,299,082	35,186,484
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	8,719,342	8,597,060	8,730,291	10,397,360	9,178,988
<i>Supporting Services</i>					
<i>Pupil</i>	9,786,861	10,230,460	10,640,089	12,009,556	12,088,322
<i>Instructional Staff</i>	3,065,977	3,152,973	3,060,063	3,294,460	3,168,904
<i>Business</i>	23,928	50,590	21,673	32,717	32,717
<i>Operations and Maintenance</i>	924,575	946,797	1,047,891	1,269,301	1,356,459
<i>Transportation</i>	2,919,292	2,322,619	2,767,310	2,878,202	3,085,088
<i>Central</i>	206,179	224,935	229,411	262,468	421,655
<i>Community Services</i>	44,214	25,762	31,212	32,111	43,161
<i>Facilities Construction and Improvements</i>	283,311	1,475,956	1,639,700	2,532,000	582,000
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	102,483	102,483
<i>Interest</i>	0	0	0	15,300	15,300
<i>Outgoing Transfers and Other Transactions</i>	1,093,647	1,031,570	3,045,987	3,048,000	3,073,595
TOTAL EXPENDITURES	27,067,326	28,058,722	31,213,627	35,873,958	33,148,672
EXCESS OF REVENUES OVER EXPENDITURES	1,893,524	1,622,167	2,935,108	(574,876)	2,037,812
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	9,114	10,440	4,400	4,000	18,000
<i>Proceeds from Long term Loan</i>	0	0	541,925	0	0
<i>Transfer In</i>	72,361	132,189	45,517	54,000	54,090
<i>Transfers out</i>	(991,937)	(1,088,825)	(1,105,161)	(1,150,446)	(2,509,801)
TOTAL OTHER FINANCING SOURCES (USES)	(910,462)	(946,196)	(513,319)	(1,092,446)	(2,437,711)
NET CHANGE IN FUND BALANCE	983,062	675,971	2,421,789	(1,667,322)	(399,899)
FUND BALANCE, JULY 1	4,475,586	5,460,038 *	6,136,009	8,557,798	8,557,798
FUND BALANCE, JUNE 30	5,458,648	6,136,009	8,557,798	6,890,476	8,157,899

* Fund Balance restated for adoption of GASB Statement 84

**CAREER TECHNICAL EDUCATION FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2022**

REVENUES	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	ORIGINAL BUDGET 2021-22	PROPOSED BUDGET 2021-22
<i>Local Sources</i>	10,171,480	10,578,213	10,410,306	10,947,314	10,980,514
<i>Non-Educational Entity Sources</i>	31,731	33,020	25,709	25,709	35,102
<i>State Sources</i>	2,977,659	3,014,427	1,429,238	1,392,989	1,350,334
<i>Federal Sources</i>	144,151	146,527	145,652	138,788	172,246
<i>Incoming Transfers and Other Transactions</i>	314,010	322,567	308,172	351,000	351,000
TOTAL REVENUES	13,639,031	14,094,754	12,319,077	12,855,800	12,889,196
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	5,781,003	5,754,198	6,173,079	7,271,728	7,488,225
<i>Supporting Services</i>					
<i>Pupil</i>	1,159,422	1,189,294	1,145,126	1,381,888	1,544,965
<i>Instructional Staff</i>	668,207	627,801	618,900	811,809	872,902
<i>School Administration</i>	560,901	592,239	589,782	610,579	635,024
<i>Business</i>	60,870	66,196	69,979	67,939	71,739
<i>Operations and Maintenance</i>	856,600	781,085	786,283	1,002,883	1,080,627
<i>Transportation</i>	7,492	4,518	1,888	18,884	18,884
<i>Central</i>	43,594	37,643	47,021	59,450	147,365
<i>Community Services</i>	31,310	34,807	8,629	45,690	45,690
<i>Facilities Construction and Improvements</i>	480,721	342,958	188,871	580,750	562,441
<i>Outgoing Transfers and Other Transactions</i>	1,737,387	1,599,680	666	0	0
TOTAL EXPENDITURES	11,387,507	11,030,419	9,630,224	11,851,600	12,467,862
EXCESS OF REVENUES OVER EXPENDITURES	2,251,524	3,064,335	2,688,853	1,004,200	421,334
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	3,579	0	6,085	1,000	13,000
<i>Transfer In</i>	0	61,112	37,873	0	0
<i>Transfers out</i>	(1,021,153)	(2,866,763)	(2,695,803)	(929,000)	(1,096,102)
TOTAL OTHER FINANCING SOURCES (USES)	(1,017,574)	(2,805,651)	(2,651,845)	(928,000)	(1,083,102)
NET CHANGE IN FUND BALANCE	1,233,950	258,684	37,008	76,200	(661,768)
FUND BALANCE, JULY 1	7,979,626	9,221,202 *	9,479,886	9,516,894	9,516,894
FUND BALANCE, JUNE 30	9,213,576	9,479,886	9,516,894	9,593,094	8,855,126

* Fund Balance Restated for Adoption of GASB Statement 84

**DEBT SERVICE FUND
 DETAIL BUDGET PROJECTION
 FOR THE FISCAL YEAR ENDING JUNE 30, 2022**

REVENUES	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	ORIGINAL BUDGET 2021-22	PROPOSED BUDGET 2021-22
<i>Local Sources</i>	0	0	0	0	0
<i>State Sources</i>	0	0	0	0	0
<i>Incoming Transfers and Other Transactions</i>	0	0	0	0	0
TOTAL REVENUES	0	0	0	0	0
EXPENDITURES					
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	0	1,225,000
<i>Interest</i>	0	0	0	0	25,000
TOTAL EXPENDITURES	0	0	0	0	1,250,000
EXCESS OF REVENUES OVER EXPENDITURES	0	0	0	0	(1,250,000)
OTHER FINANCING SOURCES (USES)					
<i>Transfer In</i>	0	0	0	0	1,272,650
<i>Transfers out</i>	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES (USES)	0	0	0	0	1,272,650
NET CHANGE IN FUND BALANCE	0	0	0	0	22,650
FUND BALANCE, JULY 1	0	0	0	0	0
FUND BALANCE, JUNE 30	0	0	0	0	22,650

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

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MEMO

DATE: MARCH 9, 2022
TO: BOARD OF EDUCATION
FROM: DAVE MANSON, SUPERINTENDENT
RE: **APPROVAL OF EMPLOYMENT FOR NEW STAFF**

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.

RECOMMENDATION:

	<u>Salary*</u>	<u>Start Date</u>
Severiano Sandoval (<i>IT Support Specialist</i>)	\$35,000	2/28/2022
Joshua Hamelink (<i>IT Support Specialist</i>)	\$31,000	3/07/2022
Annalisa Davenport (<i>CTC Teacher</i>)	\$57,870	2/14/2022
Britani Olds (<i>Human Resources Administrator</i>)	\$84,000	3/14/2022

**All salaries are based on the 2021-2022 salary schedule.*

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

MEMO

DATE: MARCH 9, 2022
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON
RE: APPROVAL OF STAFF RESIGNATIONS/RETIREMENTS

BACKGROUND

Gary Brown, Crisis Management/Chief Safety Officer will be retiring at the end of the school year.

RECOMMENDATION

RESOLVED that the Board of Education accept the resignation of Gary Brown effective June 30, 2022.

Attachment

IV. 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.