

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 July 6, 2022, beginning at 4:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

Van Buren ISD is in compliance with the Michigan Department of Health and Human Services Epidemic Order under MCL 333.2221.

The public is invited to attend the Van Buren Intermediate School District Board of Education meetings. 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.

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. ORGANIZATIONAL MEETING

A. Approval of Election of Officers 2022-23 (**ROLL CALL VOTE**)

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MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: APPROVAL OF BOARD OF EDUCATION OFFICERS FOR 2022-2023

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

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

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 2022-2023 as follows:

President –	_____
Vice-President –	_____
Treasurer –	_____
Secretary –	_____
Trustee –	_____

B. Approval of Board of Education Meeting Dates 2022-23 (**ROLL CALL VOTE**)

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MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: **APPROVAL OF 2022-2023 BOARD OF EDUCATION MEETING DATES**

RESOLVED, that the Van Buren ISD Board of Education meeting dates for the 2022-2023 school year are approved as shown below:

July 6, 2022
August 3, 2022
September 7, 2022 or September 14, 2022
October 5, 2022
November 2, 2022
December 7, 2022
January 4, 2023 or January 11, 2023
February 1, 2023
March 1, 2023
April 12, 2023
May 3, 2023
June 7, 2023
July 5, 2023 - *tentative*

C. Approval of Designation of Legal Counsel and Services 2022-23 (**ROLL
CALL VOTE**)

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MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: **APPROVAL OF DESIGNATION OF LEGAL COUNSEL FOR DISTRICT
2022-2023**

RESOLVED, that the following law 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

D. Approval of Depositories of District Funds (**ROLL CALL VOTE**)

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MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSAON, SUPERINTENDENT
RE: APPROVAL OF DESIGNATION OF DEPOSITORIES FOR DISTRICT FUNDS

The School Code requires that the Board of Education identify financial institutions which are approved for deposit of districts funds.

It is recommended that the following resolution be passed:

RESOLVED, the following financial institutions are designated as depositories for VBISD funds for 2022-2023:

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

E. Approval of Authorized Signatures for Distribution of District Funds
(ROLL CALL VOTE)

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MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: APPROVAL OF AUTHORIZED SIGNATURES FOR DISTRIBUTION OF DISTRICT FUNDS

The School Code requires that the Board of Education designate the person authorized to sign checks for distribution of ISD funds and electronic transactions using the automatic clearing house (ACH) system as outlined in Board Policy 6144.01.

Recommend the following resolution be passed:

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

John Weiss

II. 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 **Wednesday, June 1, 2022**, in the Board of Education office and called to order at **4:06 PM**. Members Present: Sage, Weiss, Faul, Kent, and Middaugh.

Sage moved to approve the Consent Agenda for June 1, 2022, as follows: (*May 4, 2022 Minutes, Voucher Budget Summary, Imprest, and Payroll Summary*) Supported by Weiss. Roll call vote: Faul – yes, Kent – yes, Weiss – yes, Sage – yes, and Middaugh – yes. Motion carried.

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

Pre-Approval

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

Post Approval

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

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

Weiss made the motion to approve the following resolution:

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

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

Faul made the motion to approve the following resolution:

RESOLVED, the Board of Education approves the non-union staff member wage adjustments effective July 1, 2022, and other items as presented.

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

Kent made the motion to approve the following resolution:

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

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

Sage made the motion to approve the following resolution:

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

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

Weiss made the motion to approve the following resolution:

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

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

Faul made the motion to approve the following resolution:

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

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

Weiss made the motion to approve the following resolution:

RESOLVED that the Board of Education accepts the bid from Sport View Television LLC for the installation of the IP clocks and Paging for Van Buren Tech at a total cost of \$34,359.84.

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

Kent made the motion to approve the following resolution:

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

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

Faul made the motion to approve the following resolution:

RESOLVED that the Board of Education accept the bid from Presidio Network Solutions Group for the wireless locks for the Maple Creek Education Center at a total cost of \$24,082.15.

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

Sage made the motion to approve the following resolution:

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

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

Weiss made the motion to approve the following resolution:

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

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

Sage made the motion to approve the following resolution:

RESOLVED, that the Board of Education accept the bid from J. Allen and Company Inc. to pave and stripe an area totaling 8,000 square feet (50 x 160) located at the transportation bus parking lot at a cost of \$31,825.

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

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

Faul made the motion to approve the following resolution:

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

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

Weiss made the motion to approve the following resolution:

RESOLVED, that the Board of Education accept the resignation of Tonya Prewitt and retirement of Karen Berlin effective 6/30/2022.

Supported by Sage. Voice vote. Motion carried.

Kent made the motion to approve the following resolution:

RESOLVED, that the Board of Education approve the employment of Quinn Fuller, IT Support Specialist, start date of 06/06/22, and Callie Campbell, Regional Supervisor of Special Education, start date 08/04/22.

Supported by Weiss. Voice vote. Motion carried.

Sage made the motion to approve the following resolution:

RESOLVED, that the Van Buren Intermediate School District Board of Education approve the 2022 Summer Migrant Program Professional Personnel for employment as shown below:

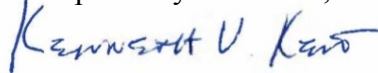
- Sarita Collins – Spanish 6-12, English 9-12
- Darci Bush Dumont-Phillips – Elementary Education K-5
- Steve Galvan – Social Studies 6-12 & History 6-12
- Cristina Garza Harlan – Early Childhood, Elementary Education K-5
- Luke Golas – English 6-12, Social Studies 6-12
- Jane Gonzalez – Reading Specialist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

Supported by Kent. Voice vote. Motion carried.

The Board rescheduled the 2022 Budget and Truth in Taxation Hearing for Wednesday, June 22, 2022, at 3:30 pm with a regular meeting to follow at 4:00 pm.

Meeting adjourned at **4:46 PM**.

Respectfully submitted,



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

The 2022-2023 **Budget and Truth in Taxation Hearing** of the Van Buren Intermediate School District Board of Education was held **in person** on **June 22, 2022**, in the Board of Education office and called to order at **3:40 PM**. The following members were present: Weiss, Sage, Faul, Kent, and Middaugh.

A presentation was made by Barb Matthews, Director of Finance and Operations on the 2022-2023 proposed budget and truth in taxation to the Board.

The Board then entered into the **Special Meeting** and called to order at **4:03 PM**. The following members were present: Faul, Kent, Weiss, Sage, and Middaugh.

Faul made the motion to approve the following resolution:

RESOLVED, that this be the Final Amendment to the General Appropriations for the 2021-22 fiscal year; a resolution to make appropriations to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Van Buren Intermediate School District,

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds except pursuant to appropriations made by the Board of Education. Changes in the amount appropriated by the Board shall require approval of the Board.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General, Special Education, Career Technical Education, and Food Service Funds of the Van Buren Intermediate School District for the 2021-22 school year are hereby appropriated in the amounts and for the purposes, as shown on the Detail Budget Projections in Attachments 1-4.

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

Weiss made the motion to approve the following resolution:

RESOLVED, this resolution shall be the general appropriations of the Van Buren Intermediate School District for the fiscal year 2022-23. A resolution to make appropriations, provide for the expenditure of the appropriations, and provide for the disposition of all income received by the Van Buren Intermediate School District.

BE IT FURTHER RESOLVED, that the total number of mills of ad valorem property taxes to be levied on all properties for the purpose of funding the General, Special Education, and Career Technical Education Funds of Van Buren Intermediate School District to be available for appropriations in the 2021-22 fiscal year, as indicated below, shall not exceed:

General Fund	0.1400 mills
Special Education	4.1969 mills
Vocational Education	<u>2.4763 mills</u>
TOTAL	6.8132 mills

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balances are estimated to be available for appropriations in the various funds of the Van Buren Intermediate School District (General, Special Education, Career Technical Education, Food Service, Student/School Activities, and Debt Service Funds) for the fiscal year 2022-23 are listed on the Detail Budget Projections and have been reviewed by the Board of Education.

BE IT FURTHER RESOLVED, that the total available to appropriate in each of the various funds of the Van Buren Intermediate School District are hereby appropriated in the amount as shown below and for the purposes as set forth on the Detail Budget Projections (Attachments 5-10).

	<u>Expenditures</u>
General Fund	\$ 15,986,977
Special Education	\$ 37,037,146
Vocational Education	\$ 15,684,811
Food Service Fund	\$ 93,236
Student/School Activities Fund	\$ 10,000
Debt Service Fund	\$ 1,277,860

BE IT FURTHER RESOLVED, that no Board member or employee of the school district shall expend any funds except pursuant to appropriations made by the Board of Education. Changes in amounts appropriated by the Board shall require approval of the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for the performance of their responsibilities within the amounts appropriated by the Board of Education.

These appropriations are to take effect on July 1, 2022.

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

Kent moved to approve the following resolution:

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

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

Faul moved to approve the following resolution:

RESOLVED, the VBISD Board of Education approves up to 14 additional days for Lissette Mira-Amaya to work with the summer migrant program as a Mental Health Clinician.

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

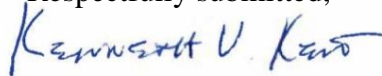
Weiss made the motion to approve the following resolution:

RESOLVED, that the Board of Education approve the employment of the staff as follows: Derrick Price, District Tech Coordinator, start date 06/20/22; Shelby Myrkle, School Nurse/Learning Center, start date 06/20/22; and James Behrens, Café Street Manager, start 06/27/2022.

Supported by Kent. Voice vote. Motion carried.

Meeting adjourned at **4:12 PM**.

Respectfully submitted,



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

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

REVENUES	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	AMENDED BUDGET 2021-22	FINAL BUDGET 2021-22
<i>Local Sources</i>	\$813,440	\$1,104,581	\$883,605	\$983,370	\$1,056,026
<i>Non-Educational Entity Sources</i>	4,789	4,967	3,867	1,985	1,985
<i>State Sources</i>	5,118,261	6,075,509	6,673,894	7,092,596	7,593,113
<i>Federal Sources</i>	2,991,895	2,696,021	2,452,713	3,565,840	3,223,177
<i>Incoming Transfers and Other Transactions</i>	516,887	859,353	1,153,209	2,021,300	2,129,767
TOTAL REVENUES	9,445,272	10,740,431	11,167,288	13,665,091	14,004,068
EXPENDITURES					
<i>Instruction</i>					
<i>Basic Program</i>	1,026,108	1,271,293	1,584,614	1,771,125	1,760,847
<i>Added Needs</i>	1,117,080	1,089,505	1,054,733	1,163,534	1,246,922
<i>Adult Continuing Education</i>	70,597	57,461	46,960	80,887	91,581
<i>Supporting Services</i>					
<i>Pupil</i>	1,228,264	1,464,310	1,863,622	3,018,152	2,786,845
<i>Instructional Staff</i>	2,143,177	2,697,846	2,461,084	3,245,803	3,094,400
<i>General Administration</i>	458,900	462,305	595,393	604,135	620,200
<i>School Administration</i>	10,000	13,000	15,000	19,200	19,200
<i>Business</i>	964,585	1,035,450	1,117,721	1,097,372	1,140,841
<i>Operations and Maintenance</i>	623,407	644,216	627,982	826,406	881,595
<i>Transportation</i>	136,472	149,754	92,406	254,562	263,389
<i>Central</i>	1,787,339	2,233,578	2,288,173	2,738,147	2,799,198
<i>Community Services</i>	305,650	321,592	279,582	336,228	339,630
<i>Facilities Construction and Improvements</i>	35,376	26,778	5,874	154,000	50,000
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	0	10,968
<i>Interest</i>	0	0	0	0	588
<i>Outgoing Transfers and Other Transactions</i>	1,159,730	1,273,491	832,990	744,020	700,196
TOTAL EXPENDITURES	11,066,685	12,740,579	12,866,134	16,053,571	15,806,400
EXCESS OF REVENUES OVER EXPENDITURES	(1,621,413)	(2,000,148)	(1,698,846)	(2,388,480)	(1,802,332)
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	0	0	0	3,200	3,200
<i>Transfer In</i>	1,890,437	1,971,025	1,981,382	2,115,651	2,123,966
<i>Transfers out</i>	(207)	(120,363)	(50,549)	(90)	(90)
TOTAL OTHER FINANCING SOURCES (USES)	1,890,230	1,850,662	1,930,833	2,118,761	2,127,076
NET CHANGE IN FUND BALANCE	268,817	(149,486)	231,987	(269,719)	324,744
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	\$2,146,385	\$2,740,848

* 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	AMENDED BUDGET 2021-22	FINAL BUDGET 2021-22
<i>Local Sources</i>	\$15,131,194	\$15,232,511	\$19,530,523	\$19,763,552	\$19,938,252
<i>Non-Educational Entity Sources</i>	42,304	44,023	34,275	59,500	59,500
<i>State Sources</i>	10,041,375	10,009,961	10,075,818	10,724,713	11,525,567
<i>Federal Sources</i>	3,603,136	4,121,195	4,359,242	4,569,619	4,957,313
<i>Incoming Transfers and Other Transactions</i>	142,841	273,199	148,877	69,100	158,100
TOTAL REVENUES	28,960,850	29,680,889	34,148,735	35,186,484	36,638,732
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	8,719,342	8,597,060	8,730,291	9,178,988	9,473,471
<i>Supporting Services</i>					
<i>Pupil</i>	9,786,861	10,230,460	10,640,089	12,088,322	12,088,927
<i>Instructional Staff</i>	3,065,977	3,152,973	3,060,063	3,168,904	3,141,757
<i>Business</i>	23,928	50,590	21,673	32,717	34,287
<i>Operations and Maintenance</i>	924,575	946,797	1,047,891	1,356,459	1,240,366
<i>Transportation</i>	2,919,292	2,322,619	2,767,310	3,085,088	3,014,315
<i>Central</i>	206,179	224,935	229,411	421,655	690,724
<i>Community Services</i>	44,214	25,762	31,212	43,161	43,161
<i>Facilities Construction and Improvements</i>	283,311	1,475,956	1,639,700	582,000	226,000
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	102,483	150,145
<i>Interest</i>	0	0	0	15,300	17,853
<i>Outgoing Transfers and Other Transactions</i>	1,093,647	1,031,570	3,045,987	3,073,595	3,102,111
TOTAL EXPENDITURES	27,067,326	28,058,722	31,213,627	33,148,672	33,223,117
EXCESS OF REVENUES OVER EXPENDITURES	1,893,524	1,622,167	2,935,108	2,037,812	3,415,615
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	9,114	10,440	4,400	18,000	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	54,090	4,090
<i>Transfers out</i>	(991,937)	(1,088,825)	(1,105,161)	(2,509,801)	(2,521,616)
TOTAL OTHER FINANCING SOURCES (USES)	(910,462)	(946,196)	(513,319)	(2,437,711)	(2,499,526)
NET CHANGE IN FUND BALANCE	983,062	675,971	2,421,789	(399,899)	916,089
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	\$8,157,899	\$9,473,887

* 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	AMENDED BUDGET 2021-22	FINAL BUDGET 2021-22
<i>Local Sources</i>	\$10,171,480	\$10,578,213	\$10,410,306	\$10,980,514	\$10,971,564
<i>Non-Educational Entity Sources</i>	31,731	33,020	25,709	35,102	35,102
<i>State Sources</i>	2,977,659	3,014,427	1,429,238	1,350,334	1,563,915
<i>Federal Sources</i>	144,151	146,527	145,652	172,246	203,121
<i>Incoming Transfers and Other Transactions</i>	314,010	322,567	308,172	351,000	454,578
TOTAL REVENUES	13,639,031	14,094,754	12,319,077	12,889,196	13,228,280
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	5,781,003	5,754,198	6,173,079	7,488,225	7,132,382
<i>Supporting Services</i>					
<i>Pupil</i>	1,159,422	1,189,294	1,145,126	1,544,965	1,383,921
<i>Instructional Staff</i>	668,207	627,801	618,900	872,902	640,600
<i>School Administration</i>	560,901	592,239	589,782	635,024	642,079
<i>Business</i>	60,870	66,196	69,979	71,739	76,732
<i>Operations and Maintenance</i>	856,600	781,085	786,283	1,080,627	1,049,005
<i>Transportation</i>	7,492	4,518	1,888	18,884	18,994
<i>Central</i>	43,594	37,643	47,021	147,365	126,298
<i>Community Services</i>	31,310	34,807	8,629	45,690	3,855
<i>Facilities Construction and Improvements</i>	480,721	342,958	188,871	562,441	884,161
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	0	37,738
<i>Interest</i>	0	0	0	0	2,021
<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	12,467,862	11,997,786
EXCESS OF REVENUES OVER EXPENDITURES	2,251,524	3,064,335	2,688,853	421,334	1,230,494
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	3,579	0	6,085	13,000	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)	(1,096,102)	(1,046,102)
TOTAL OTHER FINANCING SOURCES (USES)	(1,017,574)	(2,805,651)	(2,651,845)	(1,083,102)	(1,033,102)
NET CHANGE IN FUND BALANCE	1,233,950	258,684	37,008	(661,768)	197,392
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	\$8,855,126	\$9,714,286

* Fund Balance Restated for Adoption of GASB Statement 84

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

<u>REVENUES</u>	<u>ACTUAL 2018-19</u>	<u>ACTUAL 2019-20</u>	<u>ACTUAL 2020-21</u>	<u>ORIGINAL BUDGET 2021-22</u>	<u>FINAL BUDGET 2021-22</u>
<i>Local Sources</i>	\$11,990	\$4,902	\$1,272	\$3,005	\$2,500
<i>State sources</i>	1,122	457	8,099	4,304	4,304
<i>Federal Sources</i>	<u>142,954</u>	<u>169,848</u>	<u>101,022</u>	<u>90,000</u>	<u>77,240</u>
TOTAL REVENUES	<u>156,066</u>	<u>175,207</u>	<u>110,393</u>	<u>97,309</u>	<u>84,044</u>
<u>EXPENDITURES</u>					
<i>Supporting Services</i>					
<i>Operations and Maintenance</i>	5,830	7,434	0	0	0
<i>Food Services</i>	<u>152,816</u>	<u>154,531</u>	<u>88,430</u>	<u>100,255</u>	<u>143,894</u>
TOTAL EXPENDITURES	<u>158,646</u>	<u>161,965</u>	<u>88,430</u>	<u>100,255</u>	<u>143,894</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>(2,580)</u>	<u>13,242</u>	<u>21,963</u>	<u>(2,946)</u>	<u>(59,850)</u>
OTHER FINANCING SOURCES (USES)					
<i>Transfer In</i>	0	0	0	0	0
<i>Transfers Out</i>	<u>(3,500)</u>	<u>(7,200)</u>	<u>(1,221)</u>	<u>(3,500)</u>	<u>0</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>(3,500)</u>	<u>(7,200)</u>	<u>(1,221)</u>	<u>(3,500)</u>	<u>0</u>
NET CHANGE IN FUND BALANCE	(6,080)	6,042	20,742	(6,446)	(59,850)
FUND BALANCE, JULY 1	<u>53,487</u>	<u>47,407</u>	<u>53,449</u>	<u>74,191</u>	<u>74,191</u>
FUND BALANCE, JUNE 30	<u>\$47,407</u>	<u>\$53,449</u>	<u>\$74,191</u>	<u>\$67,745</u>	<u>\$14,341</u>

**GENERAL FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

REVENUES	ACTUAL <u>2018-19</u>	ACTUAL <u>2019-20</u>	ACTUAL <u>2020-21</u>	FINAL BUDGET <u>2021-22</u>	PROPOSED BUDGET <u>2022-23</u>
<i>Local Sources</i>	\$813,440	\$1,104,581	\$883,605	\$1,056,026	\$983,370
<i>Non-Educational Entity Sources</i>	4,789	4,967	3,867	1,985	1,985
<i>State Sources</i>	5,118,261	6,075,509	6,673,894	7,593,113	7,278,605
<i>Federal Sources</i>	2,991,895	2,696,021	2,452,713	3,223,177	3,083,616
<i>Incoming Transfers and Other Transactions</i>	516,887	859,353	1,153,209	2,129,767	2,021,300
TOTAL REVENUES	9,445,272	10,740,431	11,167,288	14,004,068	13,368,876
EXPENDITURES					
<i>Instruction</i>					
<i>Basic Program</i>	1,026,108	1,271,293	1,584,614	1,760,847	1,769,463
<i>Added Needs</i>	1,117,080	1,089,505	1,054,733	1,246,922	1,163,534
<i>Adult Continuing Education</i>	70,597	57,461	46,960	91,581	80,887
<i>Supporting Services</i>					
<i>Pupil</i>	1,228,264	1,464,310	1,863,622	2,786,845	3,145,828
<i>Instructional Staff</i>	2,143,177	2,697,846	2,461,084	3,094,400	3,053,139
<i>General Administration</i>	458,900	462,305	595,393	620,200	491,503
<i>School Administraton</i>	10,000	13,000	15,000	19,200	19,200
<i>Business</i>	964,585	1,035,450	1,117,721	1,140,841	1,193,723
<i>Operations and Maintenance</i>	623,407	644,216	627,982	881,595	843,673
<i>Transportation</i>	136,472	149,754	92,406	263,389	262,003
<i>Central</i>	1,787,339	2,233,578	2,288,173	2,799,198	2,598,149
<i>Community Services</i>	305,650	321,592	279,582	339,630	435,299
<i>Facilities Construction and Improvements</i>	35,376	26,778	5,874	50,000	175,000
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	10,968	10,968
<i>Interest</i>	0	0	0	588	588
<i>Outgoing Transfers and Other Transactions</i>	1,159,730	1,273,491	832,990	700,196	744,020
TOTAL EXPENDITURES	11,066,685	12,740,579	12,866,134	15,806,400	15,986,977
EXCESS OF REVENUES OVER EXPENDITURES	(1,621,413)	(2,000,148)	(1,698,846)	(1,802,332)	(2,618,101)
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	0	0	0	3,200	0
<i>Transfer In</i>	1,890,437	1,971,025	1,981,382	2,123,966	2,156,654
<i>Transfers out</i>	(207)	(120,363)	(50,549)	(90)	0
TOTAL OTHER FINANCING SOURCES (USES)	1,890,230	1,850,662	1,930,833	2,127,076	2,156,654
NET CHANGE IN FUND BALANCE	268,817	(149,486)	231,987	324,744	(461,447)
FUND BALANCE, JULY 1	2,057,525	2,333,603 *	2,184,117	2,416,104	2,740,848
FUND BALANCE, JUNE 30	\$2,326,342	\$2,184,117	\$2,416,104	\$2,740,848	\$2,279,401

* Fund Balance restated due to adoption of GASB Statement 84

**SPECIAL EDUCATION FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

REVENUES	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	PROPOSED BUDGET 2022-23
<i>Local Sources</i>	\$15,131,194	\$15,232,511	\$19,530,523	\$19,938,252	\$20,682,929
<i>Non-Educational Entity Sources</i>	42,304	44,023	34,275	59,500	59,500
<i>State Sources</i>	10,041,375	10,009,961	10,075,818	11,525,567	11,666,751
<i>Federal Sources</i>	3,603,136	4,121,195	4,359,242	4,957,313	5,342,231
<i>Incoming Transfers and Other Transactions</i>	142,841	273,199	148,877	158,100	138,100
TOTAL REVENUES	28,960,850	29,680,889	34,148,735	36,638,732	37,889,511
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	8,719,342	8,597,060	8,730,291	9,473,471	9,747,771
<i>Supporting Services</i>					
<i>Pupil</i>	9,786,861	10,230,460	10,640,089	12,088,927	12,683,576
<i>Instructional Staff</i>	3,065,977	3,152,973	3,060,063	3,141,757	3,265,180
<i>Business</i>	23,928	50,590	21,673	34,287	35,717
<i>Operations and Maintenance</i>	924,575	946,797	1,047,891	1,240,366	1,238,332
<i>Transportation</i>	2,919,292	2,322,619	2,767,310	3,014,315	2,883,753
<i>Central</i>	206,179	224,935	229,411	690,724	754,830
<i>Community Services</i>	44,214	25,762	31,212	43,161	32,475
<i>Facilities Construction and Improvements</i>	283,311	1,475,956	1,639,700	226,000	598,000
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	150,145	150,145
<i>Interest</i>	0	0	0	17,853	17,853
<i>Outgoing Transfers and Other Transactions</i>	1,093,647	1,031,570	3,045,987	3,102,111	3,070,000
TOTAL EXPENDITURES	27,067,326	28,058,722	31,213,627	33,223,117	34,477,632
EXCESS OF REVENUES OVER EXPENDITURES	1,893,524	1,622,167	2,935,108	3,415,615	3,411,879
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	9,114	10,440	4,400	18,000	0
<i>Proceeds from Long term Loan</i>	0	0	541,925	0	0
<i>Transfer In</i>	72,361	132,189	45,517	4,090	0
<i>Transfers out</i>	(991,937)	(1,088,825)	(1,105,161)	(2,521,616)	(2,559,514)
TOTAL OTHER FINANCING SOURCES (USES)	(910,462)	(946,196)	(513,319)	(2,499,526)	(2,559,514)
NET CHANGE IN FUND BALANCE	983,062	675,971	2,421,789	916,089	852,365
FUND BALANCE, JULY 1	4,475,586	5,460,038 *	6,136,009	8,557,798	9,473,887
FUND BALANCE, JUNE 30	\$5,458,648	\$6,136,009	\$8,557,798	\$9,473,887	\$10,326,252

* Fund Balance restated for adoption of GASB Statement 84

**CAREER TECHNICAL EDUCATION FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

REVENUES	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	PROPOSED BUDGET 2022-23
<i>Local Sources</i>	\$10,171,480	\$10,578,213	\$10,410,306	\$10,971,564	\$11,716,550
<i>Non-Educational Entity Sources</i>	31,731	33,020	25,709	35,102	35,102
<i>State Sources</i>	2,977,659	3,014,427	1,429,238	1,563,915	1,563,528
<i>Federal Sources</i>	144,151	146,527	145,652	203,121	167,316
<i>Incoming Transfers and Other Transactions</i>	314,010	322,567	308,172	454,578	455,000
TOTAL REVENUES	13,639,031	14,094,754	12,319,077	13,228,280	13,937,496
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	5,781,003	5,754,198	6,173,079	7,132,382	7,964,068
<i>Supporting Services</i>					
<i>Pupil</i>	1,159,422	1,189,294	1,145,126	1,383,921	1,559,945
<i>Instructional Staff</i>	668,207	627,801	618,900	640,600	617,494
<i>School Administration</i>	560,901	592,239	589,782	642,079	688,489
<i>Business</i>	60,870	66,196	69,979	76,732	76,083
<i>Operations and Maintenance</i>	856,600	781,085	786,283	1,049,005	1,039,106
<i>Transportation</i>	7,492	4,518	1,888	18,994	18,884
<i>Central</i>	43,594	37,643	47,021	126,298	241,733
<i>Community Services</i>	31,310	34,807	8,629	3,855	3,850
<i>Facilities Construction and Improvements</i>	480,721	342,958	188,871	884,161	2,560,400
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	37,738	37,738
<i>Interest</i>	0	0	0	2,021	2,021
<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	11,997,786	14,809,811
EXCESS OF REVENUES OVER EXPENDITURES	2,251,524	3,064,335	2,688,853	1,230,494	(872,315)
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	3,579	0	6,085	13,000	2,000
<i>Transfer In</i>	0	61,112	37,873	0	0
<i>Transfers out</i>	(1,021,153)	(2,866,763)	(2,695,803)	(1,046,102)	(875,000)
TOTAL OTHER FINANCING SOURCES (USES)	(1,017,574)	(2,805,651)	(2,651,845)	(1,033,102)	(873,000)
NET CHANGE IN FUND BALANCE	1,233,950	258,684	37,008	197,392	(1,745,315)
FUND BALANCE, JULY 1	7,979,626	9,221,202 *	9,479,886	9,516,894	9,714,286
FUND BALANCE, JUNE 30	\$9,213,576	\$9,479,886	\$9,516,894	\$9,714,286	\$7,968,971

* Fund Balance Restated for Adoption of GASB Statement 84

**FOOD SERVICE FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

<u>REVENUES</u>	ACTUAL <u>2018-19</u>	ACTUAL <u>2019-20</u>	ACTUAL <u>2020-21</u>	FINAL BUDGET <u>2021-22</u>	PROPOSED BUDGET <u>2022-23</u>
<i>Local Sources</i>	\$11,990	\$4,902	\$1,272	\$2,500	\$0
<i>State sources</i>	1,122	457	8,099	4,304	4,304
<i>Federal Sources</i>	<u>142,954</u>	<u>169,848</u>	<u>101,022</u>	<u>77,240</u>	<u>77,240</u>
TOTAL REVENUES	<u>156,066</u>	<u>175,207</u>	<u>110,393</u>	<u>84,044</u>	<u>81,544</u>
EXPENDITURES					
<i>Supporting Services</i>					
<i>Operations and Maintenance</i>	5,830	7,434	0	0	0
<i>Food Services</i>	<u>152,816</u>	<u>154,531</u>	<u>88,430</u>	<u>143,894</u>	<u>93,236</u>
TOTAL EXPENDITURES	<u>158,646</u>	<u>161,965</u>	<u>88,430</u>	<u>143,894</u>	<u>93,236</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>(2,580)</u>	<u>13,242</u>	<u>21,963</u>	<u>(59,850)</u>	<u>(11,692)</u>
OTHER FINANCING SOURCES (USES)					
<i>Transfer In</i>	0	0	0	0	0
<i>Transfers Out</i>	<u>(3,500)</u>	<u>(7,200)</u>	<u>(1,221)</u>	<u>0</u>	<u>0</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>(3,500)</u>	<u>(7,200)</u>	<u>(1,221)</u>	<u>0</u>	<u>0</u>
NET CHANGE IN FUND BALANCE	(6,080)	6,042	20,742	(59,850)	(11,692)
FUND BALANCE, JULY 1	<u>53,487</u>	<u>47,407</u>	<u>53,449</u>	<u>74,191</u>	<u>14,341</u>
FUND BALANCE, JUNE 30	<u>\$47,407</u>	<u>\$53,449</u>	<u>\$74,191</u>	<u>\$14,341</u>	<u>\$2,649</u>

**DEBT SERVICE FUND
 DETAIL BUDGET PROJECTION
 FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

REVENUES	ACTUAL 2018-19	ACTUAL 2019-20	ACTUAL 2020-21	FINAL BUDGET 2021-22	PROPOSED BUDGET 2022-23
<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	1,225,000	1,240,000
<i>Interest</i>	0	0	0	25,000	45,300
TOTAL EXPENDITURES	0	0	0	1,250,000	1,285,300
EXCESS OF REVENUES OVER EXPENDITURES	0	0	0	(1,250,000)	(1,285,300)
OTHER FINANCING SOURCES (USES)					
<i>Transfer In</i>	0	0	0	1,272,650	1,277,860
<i>Transfers out</i>	0	0	0	0	0
TOTAL OTHER FINANCING SOURCES (USES)	0	0	0	1,272,650	1,277,860
NET CHANGE IN FUND BALANCE	0	0	0	22,650	(7,440)
FUND BALANCE, JULY 1	0	0	0	0	22,650
FUND BALANCE, JUNE 30	\$0	\$0	\$0	\$22,650	\$15,210

**STUDENT/SCHOOL ACTIVITIES FUND
 DETAIL BUDGET PROJECTION
 FOR THE FISCAL YEAR ENDING JUNE 30, 2023**

<u>REVENUES</u>	<u>ACTUAL 2018-19</u>	<u>ACTUAL 2019-20</u>	<u>ACTUAL 2020-21</u>	<u>FINAL BUDGET 2021-22</u>	<u>PROPOSED BUDGET 2022-23</u>
<i>Local Sources</i>	N/A	\$ 10,256	\$ 1,371	\$ 8,000	\$ 8,000
<i>Other Transfers and Other Transactions</i>	N/A	N/A	N/A	0	0
TOTAL REVENUES	<u>0</u>	<u>10,256</u>	<u>1,371</u>	<u>8,000</u>	<u>8,000</u>
<u>EXPENDITURES</u>					
<i>Pupil Activities</i>	N/A	N/A	N/A	10,000	10,000
<i>Community Services</i>	N/A	13,480	2,534	0	0
<i>Other Transfers and Other Transactions</i>	N/A	N/A	N/A	0	0
TOTAL EXPENDITURES	<u>0</u>	<u>13,480</u>	<u>2,534</u>	<u>10,000</u>	<u>10,000</u>
EXCESS OF REVENUES OVER EXPENDITURES	0	(3,224)	(1,163)	(2,000)	(2,000)
FUND BALANCE, JULY 1	<u>0</u>	<u>36,287</u>	<u>33,063 *</u>	<u>31,900</u>	<u>29,900</u>
FUND BALANCE, JUNE 30	<u>0</u>	<u>\$ 33,063</u>	<u>\$ 31,900</u>	<u>\$ 29,900</u>	<u>\$ 27,900</u>

* Fund Balance Restated for Adoption of GASB Statement 84

Van Buren Intermediate School District
June 2022

Imprest Fund Vouchers	\$ 1,845,126.68
Payroll Fund Vouchers	3,887,334.37
Purchasing Card Vouchers	74,303.03
EDUSTAFF ACH Payments	6,519.87
	\$ 5,813,283.95

Budget-to-Expenditure Comparison 21-22

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	15,806,400	12,950,372	2,856,028	2,197,428
Special Education	35,744,733	27,844,458	7,900,275	6,410,911
Vocational Education	13,043,888	10,823,491	2,220,397	1,676,902
Food Service	143,894	88,266	55,628	49,632
Capital Projects	0	525,538	N/A	(525,538)

Cash Flow Summary

	Ending Balance 4/30/2022	Cash Receipts	Cash Disbursements	Ending Balance 5/31/2022
General	1,958,549	2,821,077	2,415,129	2,364,496
Special Education	5,370,945	3,292,210	4,494,409	4,168,746
Vocational Education	7,777,841	1,510,900	1,470,386	7,818,354
Student Activity Fund	33,476	0	301	33,175
Food Service	55,399	782	4,519	51,663
Capital Projects	4,858,778	0	148,603	4,710,175
	20,054,987	7,624,969	8,533,347 *	19,146,609

* 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
June 2022

GENERAL	958,959.26
SPECIAL EDUCATION	2,188,468.42
VOCATIONAL EDUCATION	739,906.69
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 3,887,334.37

IMPREST VOUCHER SUMMARY

June 2022

<u>FUND NAME</u>	<u>CHECKS</u>	<u>PURCHASING CARDS</u>	<u>TRANSFERS/ INTEREST/FEES</u>
General Fund	217,982.56	25,643.56	(82,984.10)
Special Education	1,214,128.79	19,544.75	80,867.54
Vocational Education	246,481.24	28,584.87	2,116.56
Capital Projects	161,374.19	0.00	0.00
Health Consortium	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00
Food Service Fund	7,539.90	529.85	0.00
TOTAL	<u>1,847,506.68</u>	<u>74,303.03</u>	<u>(0.00)</u>

TOTAL

160,642.02

1,314,541.08

277,182.67

161,374.19

0.00

0.00

8,069.75

1,921,809.71

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

39



VBISD

Respect • Integrity • Compassion • Excellence

Date: July 6, 2022
To: Board of Education
From: David D. Manson, Superintendent
Subject: **Superintendent Update**

Emergency Management Services for 2022-2023: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

VBISD's Emergency Management Department has started to revamp its services as their leadership switches over from Gary Brown to Bob Kirk. We are excited to offer our constituent districts the list of services outlined [here](#). While there are many similarities in the services we are offering, here are a few key differences:

- A shift away from COVID/pandemic support
- Incorporating truancy services into the department
- A focus on performing behavioral threat assessments and collaborating with our MHCs on the provision of services after the completion of these assessments
- A renewed focus on that training of emergency operations plans
- The development of countywide processes and procedures from prevention to response

Opening Day - August 22nd (Reengage, Reimagine, Reconnect): (Staff Relations, Instructional Leadership)

On August 22nd, VBISD will host our traditional opening day event. This event will take place at the Conference Center, but be projected to a few other sites in the organization. Our tentative agenda will feature an in person presentation by Scott Burrows (<https://scottburrows.com/>) and will be customized to meet our needs. A tentative agenda is outlined below:

7:45a-8:15a - Arrival
8:15a-8:30a - Superintendent Message
8:30a-10a - Scott Burrows
10-10:15a - Break
10:15-11a - Annual Awards

Back to School Bonanza - August 4th: (Community Relations, Staff Relations, Business & Finance)

BACK TO SCHOOL BONANZA

250 SOUTH ST. LAWRENCE, MI

AUG 4, 2022
4-6PM

FREE BACKPACKS & SCHOOL SUPPLIES TO VAN BUREN COUNTY STUDENTS



- STUDENT MUST BE PRESENT
- PRESCHOOL-12TH GRADE ONLY
- VAN BUREN COUNTY STUDENTS ONLY



THANK YOU
 **entergy**
FOR SPONSORING THIS EVENT!

C. Department Updates
1. Finance

42


MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS
RE: FINANCE & OPERATIONS DEPARTMENT UPDATE

Updates (2, 4, 5, 8, 9, 10,11,15,19)

- Our auditors came on-site the week of June 20th to begin preliminary field work for the 2021-22 annual audit. This year the IDEA Special Education grants will be the focus of their single audit (federal awards' audit) testing. They will return in mid-September to complete the audit which is due to the State by November 1st.
- The Michigan Department of Education, Office of Special Education (MDE OSE) is performing an off-site targeted Program Fiscal Review. We were selected for this review because we are a subrecipient of federal IDEA grants and MDE OSE is required to monitor their subrecipients. The review will be of our 2020-21 Special Education Actual Cost Report, SE-4096; the Transportation Expenditure Report, SE-4094; and the 2021-22 IDEA Flowthrough grant.
- The annual School Infrastructure Database reports were completed and submitted. The data currently submitted includes information on incidents of student bullying, students who are victims of violent criminal offenses, and instances of administration of opioid antagonists and epinephrine auto-injectors to students. We reported 6 incidents of student bullying which is a 100% increase in incidents from 2020-21.
- We completed our first six months using PowerSchool's eFinance Plus software. We are still attending trainings and learning the software. Our latest topics revolved around the budgeting module and closing the current fiscal year and opening the new fiscal year for both financial accounting and payroll. During the training on the latter topic we learned that we had to close out the financial accounting year and open the 2022-23 fiscal year in order to process our July 1st payroll. There are several steps that have to occur in this process and once completed all the new payroll data has to be entered. So, with less than a week's notice after the training, the Business Office staff pulled together and made this happen. Bravo to the department staff!
- The Business Office will be at full staffing starting July 10th. We have hired a person to fill the Accounting Specialist position that has been vacant for a few months.

Memorandum	
Date:	July 6, 2022
To:	VBISD Board of Education
From:	Cheryl-Marie A. Manson <i>Director of Instructional Services</i>
Subject:	Instructional Services Monthly Update



	<p>State Level</p> <p><i>(Leadership, Level of Professional Awareness, Resourcefulness, Creativity and Innovativeness, Planner & Organizer)</i></p>
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Literacy:

The fourth, and final, statewide quarterly literacy coaches meeting was held on May 11th. The agenda included the following:

- *Work on refining the group’s Mission and Vision Statements
- *A presentation by Dr. Nell Duke entitled “Effective Instruction and Equity are Inseparable”
- *Time to reflect and review as coaches around Chapters 7 and 8 from Dr. Gholdy Muhammad’s book, [Cultivating Genius: An Equity Framework for Culturally and Historically Responsive Literacy](#)
- *The introduction of a project around Writing and Vetting Resources, which will be shared at the August Advanced Coaching Institute

Learning at quarterly meetings is shared out with Early Literacy Network Members and administrators as appropriate.

School Improvement:

Scaling up Social Emotional Learning at the district level, though complex, is an important and critical effort that can amplify the success of continuous improvement process.

As Social Emotional Learning is being implemented, district teams need to use the planning process to identify how they will monitor implementation and select what evidence needs to be

collected to measure impact. The District Rubric, the adult self-assessments, and baseline survey information will also help the district team determine how to adjust their professional development and capacity-building efforts.

The Michigan Department of Education Social Emotional Learning Team has been supporting a Social Emotional Learning community of practice with 19 school districts. The district works with the hexagon tool, and their assessment of their district’s need, fit, and capacity helps answer questions about how they might assess the effectiveness of their implementation efforts.


As the MICIP guidance for monitor and adjust recommends, teams also need to consider scale and reach. The hexagon tool can help determine in which buildings they might monitor pilot efforts. Equally important, it can help teams adjust their efforts when they take a principled approach to listen to student, family, teacher, and community voices to improve the implementation of Social Emotional Learning.

Social Emotional Learning:

We continue to work with U of M TRAILS as part of the 31p grant to implement TRAILS in our local buildings. Two VBISD Mental Health Clinicians, along with 20 other clinicians throughout the state, recently joined the TRAILS Tier 2 cohort to become coaches for TRAILS Tier 2 groups.

Mental Health:

The Project Aware State Team recently hosted a Project Aware event in Lansing, at which the three sites came together to review Project Aware goals and plan out events for the next three years. This two day event was focused on collaboration between the sites, while providing guidance from MDE & MDHHS. The next three years of the grant will focus on increased training opportunities around mental health and bridging gaps within mental health care in our community.

	<p style="text-align: center;">County Level <i>(Leadership, Professional Standards & Ethics, Decision Maker, Planner & Organizer, Faculty and Staff Personnel, and Student Achievement)</i></p>
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Adult Ed:

We are currently in the process of collaborating with VBISD’s Tech Department in order to organize personal devices and instructional materials so that both current and future Adult ESL Students can access learning more easily when not at an in-person session.

Once budgets are released for the 2022-2023 grant year, a plan for Adult ESL Programming will be finalized and submitted for approval, in anticipation of Fall 2022 starts at Bangor and Covert.

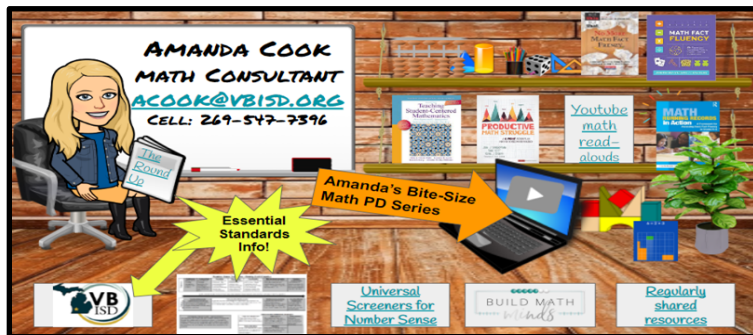
Additionally, we have begun attending regional meetings focused on Adult ESL and JOBS Programming led by Kalamazoo Literacy Council.

Literacy:

In May, our first high school students in Van Buren County completed the [College-Level Examination Program® \(CLEP\) Test](#) at the Van Buren ISD Testing Site. Tests were taken in Biology, History, and Spanish Language. Thirteen students tested well enough to be eligible to receive anywhere from 4-16 credits at the college in which they will be enrolling! It's so exciting to be a part of this head start that students are getting as they begin their post-secondary education.

Math:

The [video series](#) now includes a collection of interviews from teachers, interventionists, and coaches around the county encouraging others to use math manipulatives during instruction. They share ways to organize and manage these tools as well as how math manipulatives help students learn.



MTSS:

We are excited to host another year of MTSS training and coaching. We will be meeting with district leadership teams next year for two full days of learning and networking around continual implementation of MTSS. The training will be held for both elementary and secondary teams. In addition, we will provide building level coaching to increase sustainability.

School Improvement:

Schools have completed end-of-year testing and are finalizing monitoring of programs that have been implemented this year. As the year has progressed, schools have spent time analyzing and discussing academic, perception, and behavior data. Conversations are now focused around growth and achievement of students throughout the year.

Social Emotional Learning:

We held the last Social Work Collaborative of the year, bringing social workers from all tiers together to discuss needs and to align our MTSS structures for student wellbeing.

We have worked to identify our ten 31p buildings who will be working to implement TRAILS next year and are developing a coaching plan with these districts.

Mental Health:

Each of our Mental Health Clinicians recently attended two trainings that impact the work they do: Implicit Bias Training that was hosted by VBISD in conjunction with AAESA, and Suicide Prevention Training with TRAILS. Both training sessions were well received and led to great discussion amongst the team.

We are excited to announce that for the first time ever, our Migrant Education Program is offering Mental Health services through one of our Mental Health Clinicians. In addition to these services, staff were also trained in the foundations of Social Emotional Learning and strategies they could deploy in the classroom to support student SEL.



Math:


Amanda's work in districts has centered much around using math manipulatives, raising the rigor and participation in problem solving, effectively collecting and using formative assessment data, and bringing awareness to the [most misunderstood math standards](#).

One strategy many teachers have chosen to utilize is presenting their curriculum's story problems as numberless. Numberless word problems encourage students to pause, think, and discuss before solving. When students are clear about all of the vocabulary in the story and have decided which operation(s) will be used to solve, they are given a set of numbers. They might repeat the same story next with larger, more difficult numbers.

Example from 2nd grade:

Terrell put ___ stamps in his book on Monday. On Tuesday, he put in ___ stamps.

a. How many stamps did Terrell put in his book on Monday and Tuesday?
b. If Terrell's book holds 90 stamps, how many more stamps does he need to fill his book?



Social Emotional Learning (SEL):

We have been working closely with our buildings who have been implementing TRAILS this year to plan for next year and to provide additional support as necessary. We have received great feedback from buildings in regards to the lessons, and will use this information to continue to scale up efforts for next year.

Mental Health:

Each of our clinicians is working with students on their caseloads to develop a Summer Plan for their students. Each plan acknowledges accomplishments made within treatment, and proactively identifies internal supports and coping skills, along with external supports, that students can access if needed throughout the summer. Pictured here is one of our Project Lean Educators using a social emotional learning strategy to help students calm and center themselves for learning.



MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE



Key Dates *Leadership, Level of Professional Awareness, Communication Skills, Planner & Organizer, Community Relations*

- June 20 to August 4: Summer School for Students with SXI, BGLC
- July 18 to August 4: Summer School for Student in the BGLC Resource Rooms
- August 7 to 10: Michigan Association of Administrators of Special Education
- August 15 to September 15: Hispanic Heritage Month
- August 17: School Discipline Symposium
- August 22: First Day Back for Staff
- August 29: First Day Back for Students
- See also [VBISD SE 2022-2023 Calendar](#)

START - SMART: End of Year Peer to Peer Program Highlights *Leadership, Level of Professional Awareness, Supervisor, Community Relations, Student Achievement*

For nearly 20 years, the VBISD has been participating with the [Statewide Autism Resources & Training \(START\) Project](#). This State sponsored project aims to provide schools, community partners, and families with support for people with autism to “successfully move into adulthood as independent individuals with many choices and opportunities.”

To accomplish this, regional teams are committed to providing evidence-based training, technical assistance, coaching, and resources to make systems-level changes to improve educational programming. The regional team led by the VBISD Special Education Department is called Southwest Michigan Autism Resource Team (SMART), and includes the following counties: Allegan, Berrien, Cass, St. Joseph and Van Buren.

One of the programs each SMART team provides is called [Peer to Peer](#). Peer to Peer invites peers without disabilities to increase their understanding and acceptance of people with disabilities through education and opportunities for students to work with students with disabilities. Typically, peer volunteers pair with a student with a disability during a variety of activities to model

START - SMART: End of Year Peer to Peer Program Highlights
(continued)



typical academic and social behavior. This results in improved outcomes for all students and it fosters a healthy and positive school community.

Recently the SMART Peer to Peer Community of Practice team gathered to review the results of the project and Jennifer Korinek, VBISD Bridge Consultant, put together a short video to celebrate the successes in our region. See [2021-2022 SMART Peer to Peer CoP Celebration Video](#). This video includes people from South Haven High School, Lawton High School and Hartford Middle School.

Ancillary Service Review Leadership, Level of Professional Awareness, Decision Maker, Planner & Organizer, Faculty & Staff Personnel, Student Achievement

Every spring, each ancillary department works together to examine the current level of service and to make requests for adjustments and increases to ensure fair and balanced distribution of services across the county. Requests and recommendations from special education supervisors and member district administrators are also included in the decision making process.

This school year was unique in that mid-year increases for speech and language services and school social work services occurred to address immediate needs; therefore, additional increases are not needed for those departments. At this time, the only increase requested of the Board is for two additional days per week of occupational therapy services for the 2022-2023 school year to ensure alignment with our allocation formula for member districts.

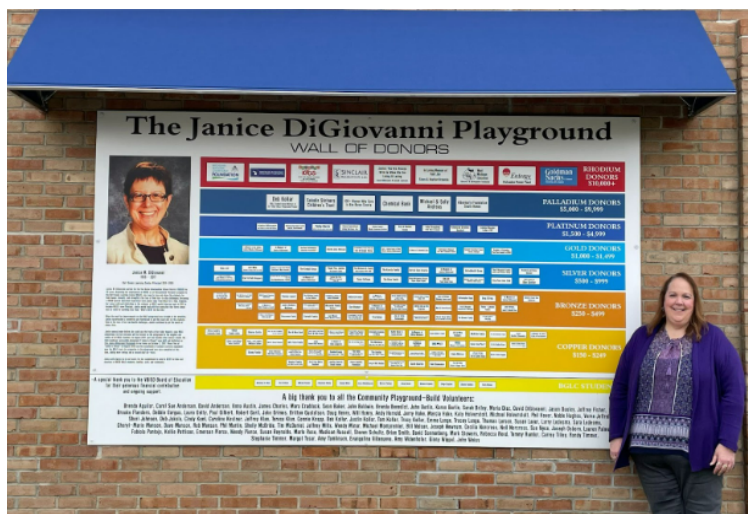
Wall of Donors School Plant & Facilities, Community Relations

Now that it's warmer out, all are invited to see the Wall of Donors, which was installed this past January. This memorial honors DiGiovanni's dream of a new playground and those that contributed to make the dream possible.

A big thank you goes out to Deb Kollar, School Social Worker at the Bert Goens Learning Center, for donating much of her time and personal resources to make the playground and this memorial happen.

Spring Showers Brought Flowers & Celebrations Leadership, Communication Skills, Planner & Organizer, Supervisor, School Plant & Facilities, Community Relations

The Special Education Department is thankful to the Board for their



participation and support of our spring celebrations. Below and on the following page are photos showcasing a variety of celebrations that occurred over the last few months.



Goens Center

Bert Learning

Groundbreaking Ceremony on April 28, 2022



Winners on April 28, 2022

PAC Award



Beautiful Plants and Flowers at the
2022 Annual Plant Sale
Courtesy of Sally Boothby & the Students at the Bert Goens Learning Center



2022 Graduates: Tony and Matthew from the Bert Goens Learning Center
and Mark from the Behavioral Education Center

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: HUMAN RESOURCES UPDATE

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

New Applicant Tracking System Update:

We had the official kick-off meeting with our Unified Talent consultant for our new applicant tracking system on Monday, May 23rd. We have completed all of our training and system configurations and will have our final meeting July 6th. Our plan is to transition from our current applicant tracking system to the new applicant tracking system around the November timeframe in order to have a smooth transition. On page 2 is a screen shot of the new candidate portal we have configured and tested.

Our main goal is to provide the best candidate and new hire experience possible as well as improve efficiency for those involved in the hiring process. The great news is, this is just the beginning of exciting things to come for our candidates, new hires and employees!

We need the applicant tracking system in place first and then we will begin to move onto the next phase, which is getting our new hire paperwork and onboarding process more systematic. This is where we will begin to see the most value as well as be able to provide an even better candidate and new hire experience! More updates will be coming in the future.

Username Password

[Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)



Van Buren Intermediate School District

Providing Educational Services for a Better Tomorrow

Job Listings

FAQ

Welcome

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Please make note of your username and password for use on future applications.

Need help? [Click here for applicant chat support](#) or call the following number for support 1-877-974-7437

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[View Job Listings](#)

[I forgot my Username or Password](#)

Job Listings

Search

Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date ▾	Type	Location
TEST - DO NOT APPLY Non-Certified Template	05/02/2022	Administrative Support/Clerical	<input type="button" value="Apply"/>
TEST - DO NOT APPLY Internal Template	05/02/2022	Professional Support Services	<input type="button" value="Apply"/>

1

490 South Paw Paw Street
Lawrence, MI 49064
Phone - 269-674-8091
Email - hr@vbisd.org

[Help](#)

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Vector Solutions Training Update:

We have transitioned our new hire and yearly required training from Global Compliance Network (GCN) to Vector Solutions (Safe Schools), which is a free solution. I have configured everything and the training is currently being utilized! Vector Solutions also has a library full of optional courses in all areas for those interested as well. This system has a lot of great capability and is extremely user friendly.

Course	Effective Date	Due Date	Expire Date	Course Status	Complete Date	
 Cyberbullying (Full Course)	Jul 1st, 2022	Sep 30th, 2022	Jun 30th, 2023	Not Started	--	  
 Cybersecurity Overview (Full Course)	Jul 1st, 2022	Sep 30th, 2022	Jun 30th, 2023	Not Started	--	  
 Hazard Communication: Right to Understand (GHS) (Full Course)	Jul 1st, 2022	Sep 30th, 2022	Jun 30th, 2023	Not Started	--	  
 Michigan and Federal Laws Overview (Full Course)	Jul 1st, 2022	Sep 30th, 2022	Jun 30th, 2023	Not Started	--	  
 Technology Acceptable Use Policy	Jul 1st, 2022	Sep 30th, 2022	Sep 30th, 2023	Not Started	--	  

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

CAREER CAMP

Van Buren Tech held its annual Career Camp from Monday, June 13 - Friday, June 17th. Overall, there were 11 camps this year, and with this being the first “full” camp experience since the pandemic started, each camp was full within weeks of opening the enrollment window. Thus, over 225 students in grades 6-9 participated in camp this year. Throughout the week, students took part in a lot of hands-on projects, went on a field trip, and were able to showcase their skills and projects to parents and loved ones at the Career Camp Open House, which took place on Thursday, June 16th from 5:30-7:30 p.m. This year’s camps were as follows: Babysitter Bootcamp, Crime Scene Investigation (CSI), Cyber-Tech Robo Netics, Future Engineers, Graphic Design, #MyBusiness, Need for Speed, Rescue Camp, Salon Extravaganza, Taste the Future, and Woodworking Wonders!



MIDDLE COLLEGE BOOTCAMP

The Van Buren Middle College program hosted its newest cohort of students for their annual College Success Boot Camp the week of June 17th. The boot camp is a college readiness course designed to help students bridge the gap between high school and college. Over the next three years, this group of students from around Van Buren County will have the opportunity to earn up to an Associate's Degree for FREE while still in high school! Welcome aboard!



SENIOR AWARDS CEREMONIES

Each year, staff from Van Buren Tech attend Senior Awards Ceremonies at local districts around the three counties that send students to Van Buren Tech. In many instances, VB Tech staff are there to give an award to a deserving senior for Outstanding Student of the Year in a specific CTE program; other times, VB Tech staff are there to simply support our students, meet parents, and network with local school district personnel.

This is a great way for VB Tech to show support for our students outside of VBISD and to make our presence felt throughout the districts and communities that we serve. We are extremely thankful for the partnering districts that invite us to be a part of these wonderful events!



BPA NATIONAL LEADERSHIP CONFERENCE

On Wednesday, May 4th through Sunday, May 8th, over six thousand high schools, middle school, and college students from nineteen states and Puerto Rico participated in the Annual Business Professionals of America National Leadership Conference in Dallas Texas. Seven students from Van Buren Tech, VBISD worked their way through regional and state competitions, placing in the top 3 of their respective events, earning them an invitation to participate in the National competition. Of the seven who qualified for the event, five attended. During the five-day event, there were a variety of activities, including sixty individual and team competitions, a dozen open events, a dozen professional development sessions, industry certification tests, full general sessions, assemblies and campaign rallies for the election of national officers, and many fun extracurricular activities, including a Friday morning tour of AT&T Stadium and a Texas Hoedown Friday night with live bulls, mechanical bulls, armadillo races, a carnival, line dancing, and dinner. The following are the Van Buren Tech students who participated including their awards and certifications earned:

Nathan Brewer, Senior, Watervliet Public Schools

4th Place in C Plus Plus Programming

Daniel Danes, Senior, Bloomingdale Public Schools

8th Place in C Sharp Programming

Madryn Hegelmann, Junior, Bloomingdale High School

9th Place in Server Administration Using Microsoft

Devin Poux, Senior, Mattawan High School

15th Place in Server Administration Using Microsoft, Certiport IT Specialist - Networking Certification.

Christian Vargas, Senior, Covert High School

17th Place in Network Administration Using Cisco

MITES

Six students from Van Buren Tech's Engineering & Architectural Design (EAD) program qualified to participate in the first Michigan Industrial Technology Education Society (MITES) LIVE competition held in Lansing from May 11, 2022, through May 14, 2022. Historically a project-based event, MITES has not featured an in-person event until this year. The six students participating were as follows: Tyler Southworth - Paw Paw; Tyler Sullivan - Mattawan; Joseph Griffin - Mattawan; Tyler Houston - Paw Paw, Drew Harrison - Mattawan; and Abigail Russell - South Haven. Based on their performance, the following 4 individuals placed 1st in their respective categories. State Representative, Beth Griffin, stopped by to visit and provided lunch and treats for the students. Ms. Griffin also toured the convention and checked out the work of VB Tech's 40 students that had work on display at the competition.

Tyler Southworth - Architectural Design

Tyler Sullivan - Orthographic Drawings

Joseph Griffin- CAD 3D solid Model

Tyler Houston - CAD 3D Assembly



BOARDWALK REPAIR



Over the past several weeks, students from the Onsite Construction Trades program at Van Buren Tech have been assisting with the VBISD Boardwalk repairs. Students have primarily been responsible for disassembling the old deck boards that have become



weathered over time and replacing them with new deck boards. Overall, the project looks great and we are very excited to see the Habitat Trail restored to its original state so that VBISD students and staff can take advantage of the wonderful resource!



Memorandum	
Date:	July 6, 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 will highlight one of our Migrant Consultants, Theresa Gleason. Theresa goes above and beyond to meet the needs of our Migrant Students.



Migrant Consult Spotlight

Theresa Gleason has worked at the Van Buren ISD for seventeen years. Theresa earned her undergraduate degree at Calvin University in Elementary Education. She later attended Cornerstone University where she earned a Master's Degree in TESOL (Teachers of English to Students of Other Languages.) Theresa has worked with Migrant students at Bloomingdale

Public Schools for the entirety of her seventeen years at the ISD. She has helped students and families with everything from finding adequate housing, to medical and immigration issues, to continuing their education. She has taken students, parents, and colleagues on numerous trips to visit colleges, and attend events such as Dia de la Mujer and Hispanic College Day. One of those trips even took the group all the way to Spain. Over the years, she has improved her ability to utilize technology and automate systems to track student progress, expedite form submissions, and import state test scores. She has used these technology skills to facilitate processes within her local district and her department at the ISD. The thing that she values most about working at the ISD is the opportunity to form connections with the families. Theresa says, "It is very rewarding to know all the siblings within a family and follow them throughout the years."



Cultural Understanding Committee Update: (Planner & Organizer and

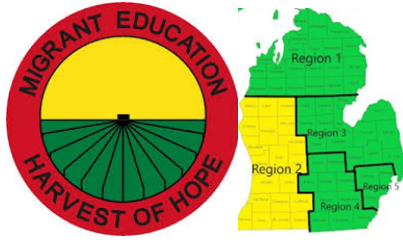
Leadership)

Each month the Cultural Understanding Committee meets each month and we talk about issues that surround diversity, equity, and inclusion. Our last two meetings were on April 27, 2022 and May 26th. Here are some of the highlights from those meetings:

- Justice Leaders Collaborative Core Foundations PD update/ Outcenter Pride Event Information
- Reminder about May 6th Training: Understanding and Addressing Implicit Bias in Educational Decisions, 1pm-3pm
- Our committee read the article, *Framing Equity Conversations more Equitably*
- The article entailed looking at being more intentional about the language we use. A lot of these terms reinforce harmful stereotypes. How can we frame these terms more equitably?
- Examples: Achievement Gap - replace with Opportunity Gap
Disadvantaged Students - replaced with “systematically under-resourced” and “students with non-tested advantages.”
- Activity surrounding Biases/Stereotypes
- Ended our last meeting and shared our celebrations from the 21-22 school year and our goals for next school year.

We also have spoken to Autumn Campbell and times for the Core Foundations Course for next will take place from 3:30-5:30 on the following dates:

- September 13th and 27th
- October 4th and 18th
- November 1st, 15th, and 29th
- December 6th.



Migrant Update : (*Faculty and staff Personnel, Supervisor, Decision Maker, And Evaluator*)



I. Migrant Summer School Update:

Many of our new recruiters completed new recruiter training with Bruce Lack on May 10th and 11th. There was also annual training for our staff on May 17th, 18th, and 19th. We also had an in-person training with Bruce Lack on June 8th. We are piloting a new recruiter tool, “Connectteams” and we received training and practice using this new application. We hope this tool will help us with documentation and make our recruiting efforts more efficient.



connecteam



II. Migrant Summer School Update

- **We moved everything from Lawrence to Covert Public Schools on June 16th.**
- **We had 12 staff members, 8 volunteers, and two 26ft U-hauls.**
- **A lot of organization from lead teachers and our lead recruiter went into this successful day!**



- **Teacher PD took place on June 20th-23rd. The focus was on Project Smart, our new statewide math curriculum for our Migrant Students. This training was led by myself and Alma Robles**

- We also had Social, Emotion, Learning training from Heidi Olivares, SIOP (English Learner Strategies) from Laura Kronk, and Writers Workshop from Tonda Boothby.
- Students started on June 27th and we have 73 Pre-K- 12th enrolled and we anticipate many more next week as many families are arriving for the blueberry season.



Licensing a New Preschool Site
(Leadership, Plan/Organize, Supervise)

Our Summer Migrant Program preschool staff have been very pleased to move into the “new” preschool classrooms at Covert Elementary School. The classrooms are among the newest rooms at the elementary school, and they have been leased by the VBISD Special Education Preschool Program. Because our migrant preschoolers do not attend a special education program, we have to meet licensing requirements for a child care center that are not required of special education. We moved quickly to meet the preschool licensing requirements at Covert Public Schools for three classrooms licensed for preschoolers with the option of adding a fourth classroom if needed. While Covert has a licensed classroom, our Summer Migrant Program had to meet all requirements for a new license including a new lead assessment conducted for our program which we did early in June. Unfortunately, the lead assessment specialist was in Belize when Covert staff completed the corrections needed to pass re-inspection. However, the supervisor of that specialist examined the corrections at Covert and gave the school a passing

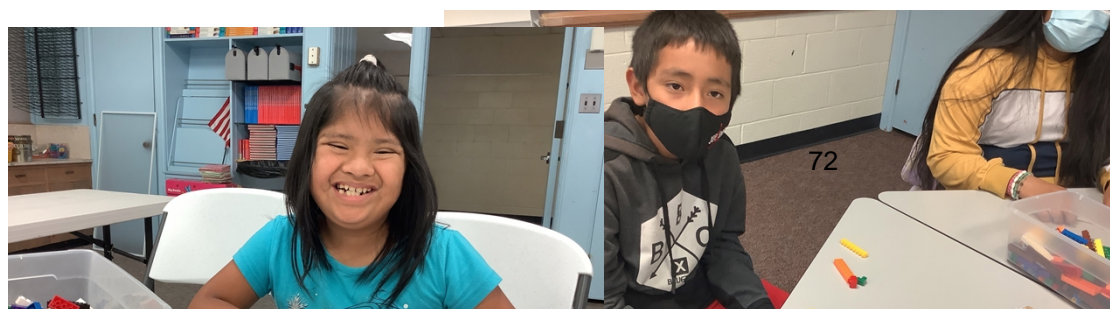
grade. Normally, the playground inspection done for the school can be used to meet licensing requirements. However, searching previous inspection reports did not yield any inspection of the preschool playground, so we contracted a certified playground inspector to do that. During the interim, preschool staff organized items in the barn and disposed of items that were no longer usable. They also prepared instructional and assessment materials for preschoolers while the consultant reviewed our licensing materials before allowing us to have preschoolers in the building.

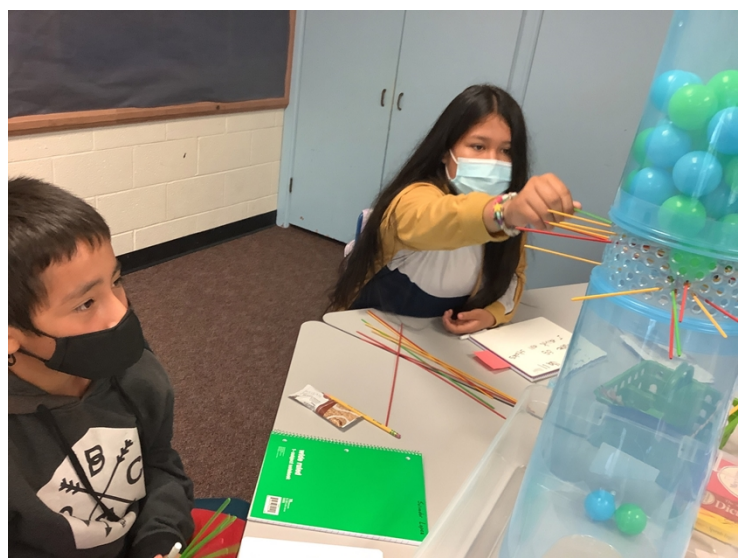
Welcome / Bienvenidos to Michigan

This is the second year that the VBISD Migrant Program joined Michigan Works, Labor and Economic Opportunity, the Van Buren Youth Fair and several other organizations to sponsor “Welcome to Michigan” also known as “Bienvenidos a Michigan” for migrant families in Southwest Michigan. Agencies were able to connect with migrant families and provided information on employment, education services, and family resources. Participants were able to pick up food after interacting with representatives of various agencies. A free hot dog meal was prepared by representatives from our Migrant Education Program. The event was held on Saturday, July 2 from 10-5 at the Van Buren County Fairgrounds.



This year we will restart the STEM program. Franky Martinez is the teacher and AJ Flounders is assisting him this summer. The program will push into classes and provide project based learning activities for all K-12 students. The program will coordinate with Project SMART to provide STEM activities for each unit. The program will provide lessons which will be between 45 minutes - 1 hour. We hope to have a lot of ahh-ha moments this summer!





omprehensive N

Relations, Planner & Organizer)

In May Dave Manson and I met with all the Superintendents from the English Learner consortium that we support with ESL teachers. The districts currently in our Title Three (EI) consortium are Covert, Decatur, Gobles, Lawrence, Lawton, Mattawan, and Paw Paw. We have been meeting with them to discuss the results of the CNA, provide recommendations for increasing services, and shared an example of a LAP (Language Assistance Program) we would like to see implemented within our consortium. We also discussed looking at bringing on an EI Coach that could provide services not only for school districts in our consortium, but all of Van Buren County in the future. Our meeting with Kelly Alvarez, our state EI Consultant on May 26th to review the recommendations we are making for our program was very successful and we

feel more confident that we are heading in the right direction in providing services to our English Learners.

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES BOARD REPORT

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

We are in full swing of onboarding our new partners (Gobles Public Schools, Hartford Public Schools, and Heritage Southwest ISD) to our systems and data center. The transition of Gobles and Heritage has gone relatively well from their previous partner...with the expected outages while we copy over data. Michael Wolfe and Matt Rzonca have done a wonderful job getting these districts ready for this transition. They have been working off hours to make sure the disruptions are minimal and strive for a smooth transition.

Derrick Price, our new District Site Coordinator for Hartford, has hit the ground running and has made great strides in just a couple weeks. He has already identified many areas that we can help improve technology at Hartford and has a plan in place that he has been communicating to their Superintendent. We are actively looking for an IT Support Specialist for Hartford to assist Derrick and are going through the interview process with a few candidates. We hope to bring our selection to the Board next month for approval. ☺

Help Desk Work Order Summary for the 20-21 School Year (Leadership, Professional Awareness, Communication Skills, Professional Preparation)

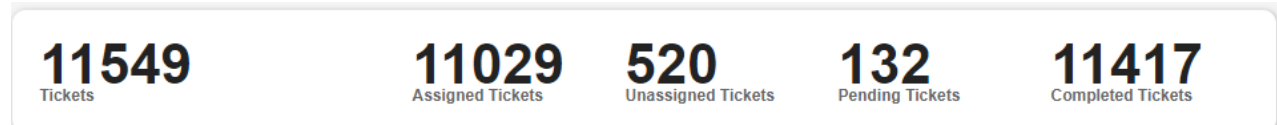
The VBISD Technology Services department had a very productive year with service orders this past school year (2021-2022) and wanted to highlight some of the numbers for you. We fielded a total of 11,549 tickets from July 1, 2021 to June 29, 2022. Last school year we fielded a total of 9,055. The increase is due to the addition of Bangor Public Schools, Gobles Public Schools, and the increased PowerSchool Student Information Systems districts and PowerSchool Special Programs support. We've also added an 'Ordering' and 'Onboarding/Offboarding' category to the work order system.

We offer three ways to submit a ticket to the help desk:

1. Email the Help Desk: helpdesk@vbid.org

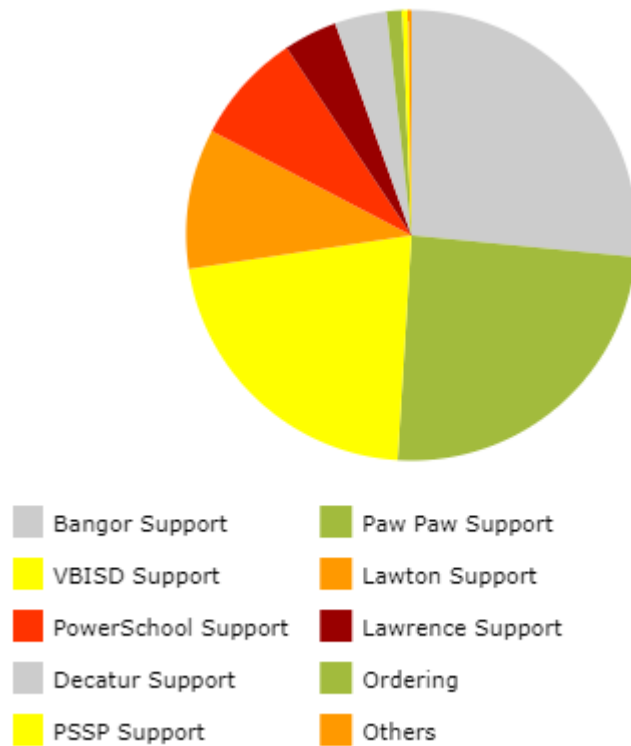
2. Call the Help Desk hotline: 269-539-5181
3. Submit a ticket to our online portal

Below is a graphical reference to the number and types of calls that we receive:



Pending tickets are mostly orders that we are waiting on delivery and onboarding/offboarding of staff for certain future dates.

Tickets by Category



Thank you to the Board and Mr. Manson for allowing me to build such a great team that is able to help our staff and students! 😊

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: LISE BLACK, EARLY CARE & EDUCATION

GSRP (Great Start Readiness Program - preschool for at-risk children)
5 Resourcefulness, creativity, and Innovativeness; 10 Planner and Manager

GSRP's primary focus at this time of the year is recruitment and enrollment along with the planning for our 2022-2023 staff professional development. Applications are coming in and we have awarded two rounds of "accepted" students. Their acceptance is predicated on the final legislated approval of the School Aid Act. We are going to begin more targeted outreach to recruit families. The recent kindergarten round-ups did give us more applicants than last spring, but they were still lower turnout than pre-pandemic levels. One option we are looking into is a mass mailing service to specific zip codes. This is more expensive than our traditional routes of newspaper advertising, fliers, and banners, but would reach far more families.

For the countywide GSRP professional development work we have specific grant funds to pay for a certified High Scope trainer to present. We have worked with one specific trainer for a couple of years and have been able to secure her for our new staff foundational training (5 days total). Additionally, she will implement a one-day training for all GSRP staff. This will focus on math and problem solving in the High Scope classroom. This ties in with Michigan's [Essential Instructional Practices in Early Mathematics](#) and our continued LEGO League Discovery work.

Great Start Collaborative (GSC) (5, 18)
15 Faculty and Staff Personnel; 18 Community Relations

Angela Dickerson has been contracted as our Great Start Parent Liaison since 2016. Prior to that she was involved in other roles beginning with the inception of Van Buren's GSC. She recently secured a full time job with a local school district and will be stepping down at the end of July. This will be a big transition for us: her top quality work, ability to provide leadership on special projects, strong connections with families, and professionalism have been critical to the success of our GSC. She will be missed! She is helping Sherry Bennett, GSC Coordinator, put together an updated role description and scope of work to use as we seek a replacement.

Our Parent Coalition has a variety of summer events which began back in May. We have posted them on our [ISD website page](#), promote them on Facebook and shared fliers throughout the community. These activities give Van Buren families with young children the opportunity to have no or low-cost experiences that build social connections (a protective factor for strong families) and learning experiences (a school readiness builder). The Parent Liaison also put together a comprehensive list of other [summer fun ideas](#) for families and children of all ages.

IV. ACTION ITEMS

A. Approval of Cosmetology Lab Renovation Project Changes (**ROLL
CALL VOTE**)

81

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CAREER & EDUCATION
RE: APPROVAL OF UPDATED COSMETOLOGY LAB CONSTRUCTION RENOVATION PROJECT

BACKGROUND:

On February 9, 2022, the VBISD Board of Education approved a resolution that estimated a total cost of \$1,333,241 for the renovation of the cosmetology lab. Since that time, a more recent cost estimate for the project is \$1,501,248 as outlined in the attachment.

RECOMMENDATION

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 \$1,501,248.



Van Buren ISD
 Cosmetology
 SD Budget v.4
 6/10/2022

Work Item	Total
Division 2 - Demolition	\$46,025
Division 3 - Concrete	\$10,250
Division 4 - Masonry	\$8,560
Division 5 - Metals	\$26,000
Division 6 - Carpentry	\$74,500
Division 7 - Thermal and Moisture Protection	\$28,000
Division 8 - Doors and Hardware	\$56,325
Division 9 - Metal Stud/ Drywall	\$48,490
Division 9 - Flooring	\$52,395
Division 9 - Painting	\$8,613
Division 10 - Specialties	\$13,700
Division 21 - Fire Protection	\$6,300
Division 23 - Mechanical	\$321,600
Division 26- Electrical	\$147,000
<hr/>	
Construction Total	\$ 847,758
Cost Escalation 3.0%	\$ 25,433
General Conditions	203,560
Construction Contingency 10.0%	107,675
CM Fee 5.0%	59,221
A&E 8.25%	102,601
Owner Supplied Equipment	150,000
Abatement	5,000
<hr/> Project Total	<hr/> \$ 1,501,248



Van Buren ISD
 Cosmetology
 SD Budget v.4
 6/10/2022

Description	Quantity	Unit	Unit Cost	Subtotal	Subtotal
Division 2 - Demolition					
Masonry Walls	1,600	sf	5.00	8,000	
Saw cut flooring	1,050	lf	4.00	4,200	
Slab Removal	1,250	sf	5.00	6,250	
Remove bathroom partition	1	ea	200.00	200	
Ceiling demo - Tile	4,200	sf	2.00	8,400	
Flooring Demo - Tile	4,200	sf	3.00	12,600	
Locker Removal	25	lf	5.00	125	
Casework demo	205	lf	10.00	2,050	
Door demo	12	ea	200.00	2,400	
Demo Windows	3	ea	600.00	1,800	
					Division 2 - Demolition 46,025
Division 3 - Concrete					
Footing	2	cy	500.00	1,000	
Slab repair/ infill	1,250	sf	7.00	8,750	
Excavate	1	ls	500.00	500	
					Division 3 - Concrete 10,250
Division 4 - Masonry					
New Interior CMU Walls 8"	120	sf	18.00	2,160	
Infill block wall	170	sf	20.00	3,400	
Shoring	1	ls	3,000.00	3,000	
					Division 4 - Masonry 8,560
Division 5 - Metals					
Column - 6X6 tube	1	ea	1,000.00	1,000	
Beams	1	ton	5,000.00	5,000	
Reinforce structure - AHU	1	ea	20,000.00	20,000	
					Division 5 - Metals 26,000
Division 6 - Carpentry					
Misc. Wood Blocking - Fire Rated	1	ls	2,000.00	2,000	
Temp Enclosure	1	ls	3,500.00	3,500	
3form panel	2	ea	1,500.00	3,000	
Wood Shelving	2	ea	2,500.00	5,000	



Van Buren ISD
 Cosmetology
 SD Budget v.4
 6/10/2022

Description	Quantity	Unit	Unit Cost	Subtotal	Subtotal
Reclaimed Wood Paneling	100	sf	50.00	5,000	
Casework	70	lf	600.00	42,000	
Color bar	16	lf	500.00	8,000	
Install owner supplied equipment	1	allow	6,000.00	6,000	
				Division 6 - Carpentry	74,500
Division 7 - Thermal and Moisture Protection					
Caulking	1	allow	1,500.00	1,500	
Fire Proofing perimeter walls	1	allow	6,500.00	6,500	
Roof flashing	1	allow	20,000.00	20,000	
				Division 7 - Thermal and Moisture Protection	28,000
Division 8 - Doors and Hardware					
New Door/ Frame/ Hardware	5	ea	3,600.00	18,000	
Interior Window - fire rated	90	sf	350.00	31,500	
Replace existing window along Main Street - fire rated. 26" X 54"	10	sf	350.00	3,465	
Replace doors with windows	48	sf	70.00	3,360	
				Division 8 - Doors and Hardware	56,325
Division 9 - Metal Stud/ Drywall					
Acoustical Ceiling	4,200	sf	6.50	27,300	
Drywall Ceiling	175	sf	10.00	1,750	
Bulkhead	80	sf	15.00	1,200	
Drywall Partitions	1,320	sf	8.00	10,560	
Wall patching	1	ls	2,500.00	2,500	
Fur Walls	1,036	sf	5.00	5,180	
				Division 9 - Metal Stud/ Drywall	48,490



Van Buren ISD
 Cosmetology
 SD Budget v.4
 6/10/2022

Description	Quantity	Unit	Unit Cost	Subtotal	Subtotal
Division 9 - Flooring					
Floor Prep	4,200	sf	1.00	4,200	
LVT	4,200	sf	11.00	46,200	
4" vinyl base	665	lf	3.00	1,995	
					Division 9 - Flooring 52,395
Division 9 - Painting					
Bulkhead	135	sf	1.00	135	
Drywall Ceiling	165	sf	1.20	198	
Painted Walls	7,400	sf	0.95	7,030	
Paint HM Frames	4	ea	100.00	400	
Vinyl wall covering	0	sf	9.00	0	
Detailed Painting	1	ls	850.00	850	
					Division 9 - Painting 8,613
Division 10 - Specialties					
Grab Bars (set of 3)	1	ea	300.00	300	
Toilet Paper Disp.	1	ea	60.00	60	
Mirrors	1	ea	90.00	90	
Soap	1	ea	50.00	50	
Marker Board 4X4	1	ls	600.00	600	
Tack Board	1	ls	600.00	600	
Mirrors	24	ea	500.00	12,000	
					Division 10 - Specialties 13,700
Division 21 - Fire Protection					
Fire Protection	4,200	sf	1.50	6,300	
					Division 21 - Fire Protection 6,300
Division 23 - Mechanical					
Demolition	4,200	ea	3.00	12,600	
New AHU - 12,000 cfm	1	ea	100,000.00	100,000	
Exhaust fans	4	ea	5,000.00	20,000	
Return Air Fan	1	ea	12,000.00	12,000	
Duct	1	ls	60,000.00	60,000	
New Plumbing Fixtures	21	ea	2,000.00	42,000	
Piping	400	lf	60.00	24,000	



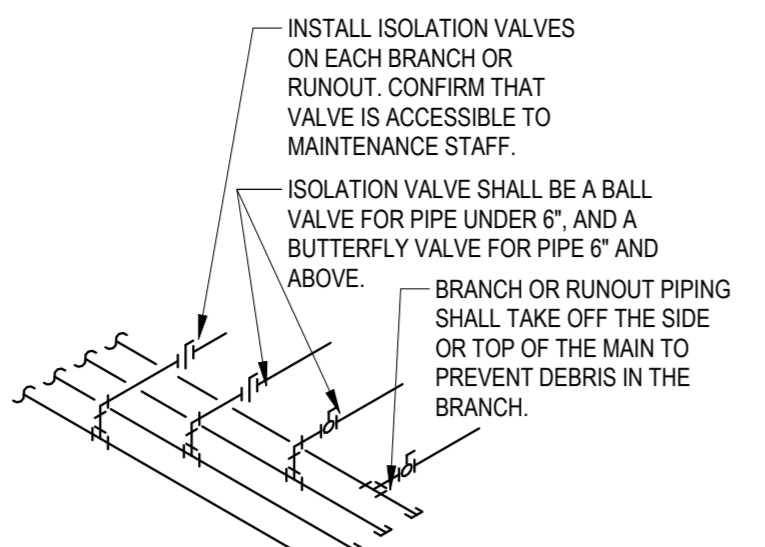
Van Buren ISD
 Cosmetology
 SD Budget v.4
 6/10/2022

Description	Quantity	Unit	Unit Cost	Subtotal	Subtotal
Insulation	1	ls	8,000.00	8,000	
New Plumbing Fixtures	14	ea	2,000.00	28,000	
Temp. Controls	1	ls	10,000.00	10,000	
Balancing	1	ls	5,000.00	5,000	
				Division 23 - Mechanical	321,600
Division 26- Electrical					
Electrical Demolition	4,200	sf	2.00	8,400	
Power					
Connect power - equipment	5	ea	5,000.00	25,000	
Outlets	57	ea	500.00	28,500	
Phone Box	8	ea	150.00	1,200	
Floor Outlets	5	ea	1,000.00	5,000	
Switch - Occ	6	ea	300.00	1,800	
New panel	1	ls	20,000.00	20,000	
Clock System					
Clocks	1	allow	2,500.00	2,500	
Fire Alarm					
Fire Alarm Boxes	6	ea	150.00	900	
Fire Alarm	4,200	sf	2.00	8,400	
Lighting					
Light fixture A, 2X4 LED	58	ea	650.00	37,700	
Light fixture 1X4 Light fixture	0	lf	350.00	0	
Light fixture Can Light	6	ea	650.00	3,900	
Exit Sign	4	ea	300.00	1,200	
Pendant light	1	allow	2,500.00	2,500	
				Division 26- Electrical	147,000
				Construction Total	\$ 847,758

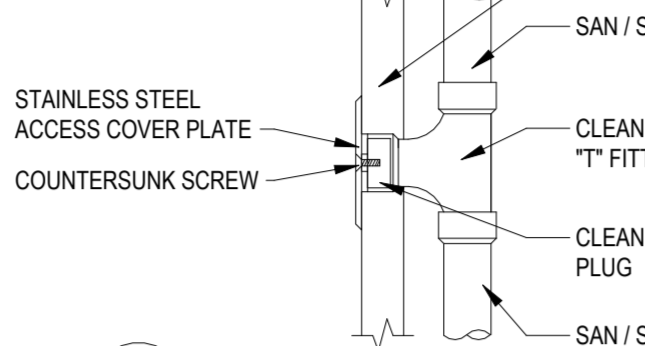
Van Buren ISD
Cosmetology
SD Budget Comparison
6/10/2022

	SD Budget		SD v.4 Budget	Variance From SD Budget
Division 2 - Demolition	\$ 41,075	\$	46,025	\$ 4,950
Division 3 - Concrete	\$ 5,980	\$	10,250	\$ 4,270
Division 4 - Masonry	\$ 8,560	\$	8,560	\$ -
Division 5 - Steel	\$ 6,000	\$	26,000	\$ 20,000
Division 6 - Carpentry	\$ 74,500	\$	74,500	\$ -
Division 7 - Thermal & Moisture Protection	\$ 6,500	\$	28,000	\$ 21,500
Division 8 - Doors/ Hardware	\$ 56,325	\$	56,325	\$ -
Division 9 - Drywall	\$ 48,490	\$	48,490	\$ -
Division 9 - Paint	\$ 52,395	\$	52,395	\$ -
Division 9 - Flooring	\$ 8,613	\$	8,613	\$ -
Division 10 - Specialties	\$ 13,700	\$	13,700	\$ -
Division 21 - Fire Protection	\$ 6,300	\$	6,300	\$ -
Division 23 - Mechanical	\$ 140,650	\$	321,600	\$ 180,950
Division 26 - Electrical	\$ 127,000	\$	147,000	\$ 20,000
Construction Total	\$ 596,088	\$	847,758	\$ 251,670
Cost Escalation 3.0%	\$ -	\$	25,433	\$ 25,433
General Conditions	\$ 198,200	\$	203,560	\$ 5,360
Contingency 10.0%	\$ 79,429	\$	107,675	\$ 28,246
CM Fee 5.0%	\$ 43,686	\$	59,221	\$ 15,535
A&E 8.25%	\$ 75,686	\$	102,601	\$ 26,915
Abatement	\$ 5,000	\$	5,000	\$ -
Owner Supplied Equipment	\$ 125,000	\$	150,000	\$ 25,000
Project Total	\$ 1,123,088	\$	1,501,248	\$ 378,160

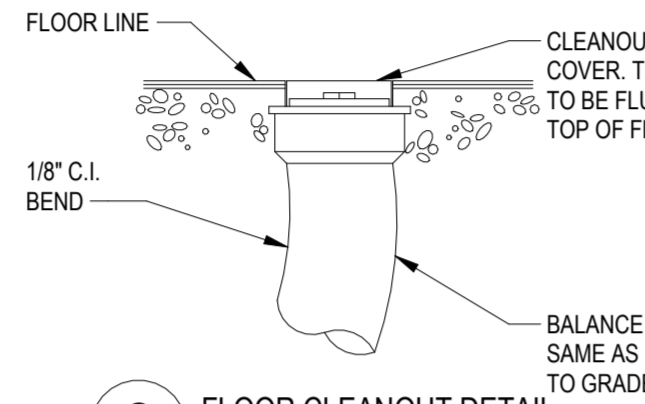
GENERAL				CONNECTIONS				DESCRIPTION
MARK	FIXTURE	MANUFACTURER	MODEL	SAN	VENT	CW	HW	
SPS-1	FLOOR MOUNTED SHAMPOO STATION	MINERVA BEAUTY	5801B8	1-1/2"	1-1/2"	1/2"	1/2"	FLOOR MOUNTED SHAMPOO STATION WITH BLACK VITROUS CHINA TILTING BOWL, INTEGRAL CHAIR AND INTEGRAL FAUCET/WAND WITH VACUUM BREAKER.
	SUPPLIES	MCGUIRE	LF2185CCLK					1/2" AND 3/8" LOOSE KEY ANGLE STOP WITH BRASS STEM
	SOLIDS INTERCEPTOR TRAP	JOSAM	61001-112					NICKELOY SOLIDS INTERCEPTOR TRAP WITH BOTTOM CLEANOUT AND 1 1/2" CONNECTIONS.
	MIXING VALVE	BRADLEY	S59-4000					ASSE 1070 LISTED FOR SINGLE FIXTURE USE.
S-1	SINK	ELKAY	ECTSRAD25226T	2"	1-1/2"	1/2"	1/2"	25" X 22" X 8" ADA SINGLE BOWL COUNTER MOUNTED SINK, 18 GAUGE STAINLESS STEEL.
	TRIM	ELKAY	LK7921SSS					SINGLE HOLE 8" SWING GOOSENECK SPOUT, 1.5 GPM AERATOR, SINGLE LEVER HANDLE AND STAINLESS STEEL FINISH.
	DRAIN	ELKAY	LK99					3 1/2" STAINLESS STEEL CONICAL BASKET STRAINER WITH RUBBER STOPPER AND LOCKING STEM, 4" LONG 1 1/2" Ø TAILPIECE.
	SUPPLIES	MCGUIRE	LF2185CCLK					1/2" LOOSE KEY ANGLE STOP WITH BRASS STEMS AND 1/2" O.D. RISER.
	SOLIDS INTERCEPTOR TRAP	JOSAM	61001-112					NICKELOY SOLIDS INTERCEPTOR TRAP WITH BOTTOM CLEANOUT AND 1 1/2" CONNECTIONS.
	MIXING VALVE	BRADLEY	S59-4000					ASSE 1070 LISTED FOR SINGLE FIXTURE USE.
WB-1	WASHING MACHINE WALL BOX	SOUX CHIEF	696-G2313MF	2"	1-1/2"	1/2"	1/2"	PLASTIC WALL SUPPLY BOX WITH QUATER TURN BRASS SHUT OFF VALVES, WATER HAMMER ARRESTORS AND DRAIN BOX.



4 PIPE - BRANCH OFF MAIN NOT TO SCALE

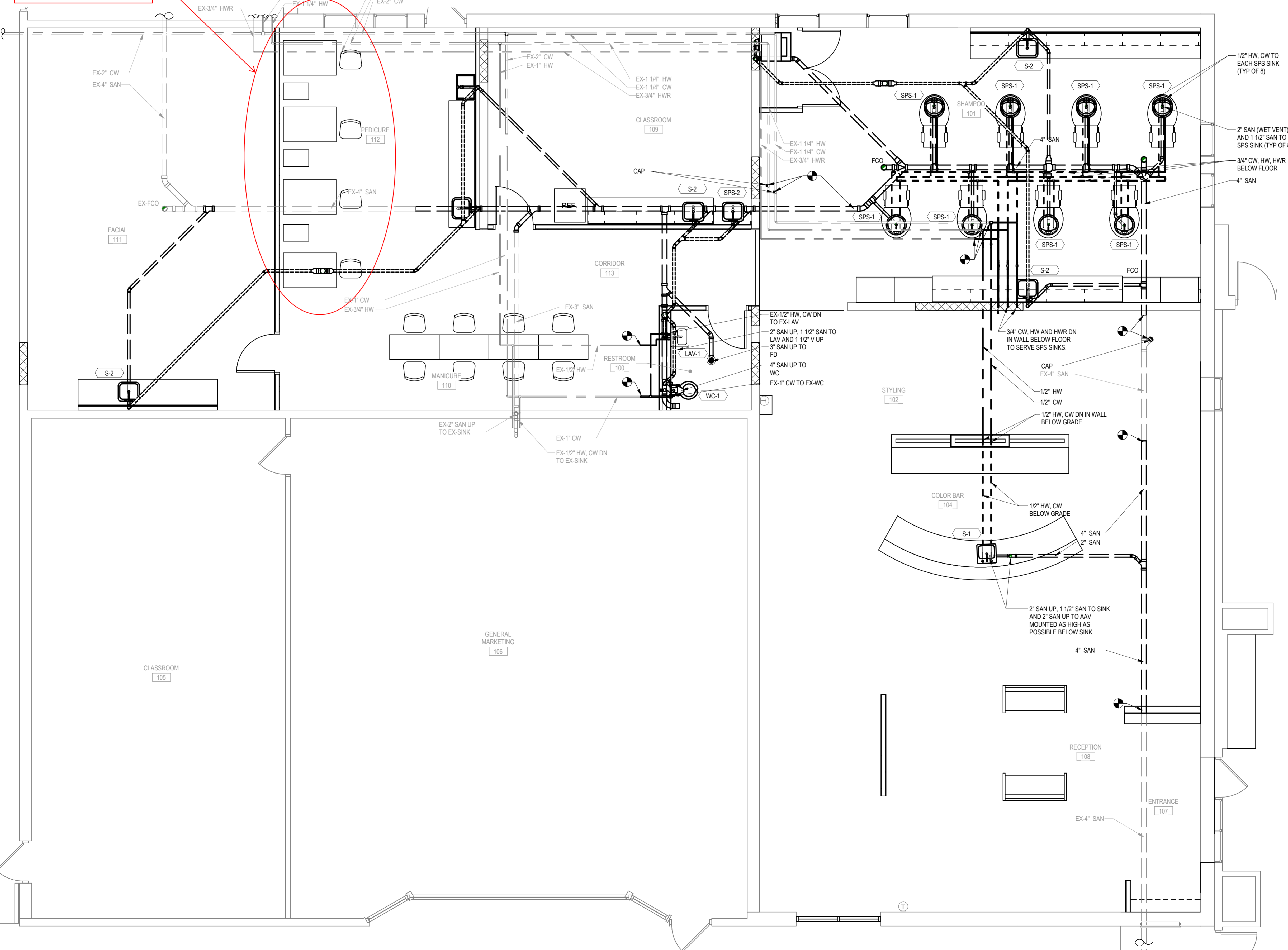


3 CLEANOUT - WALL MOUNTED NOT TO SCALE



2 FLOOR CLEANOUT DETAIL NOT TO SCALE

PROVIDE NEW SANITARY, DOMESTIC HOT WATER AND COLD WATER TO EACH PEDICURE STATION.



DWV PLUMBING PLAN
1/4" = 1'-0"

- PLUMBING GENERAL NOTES:**
- IF COMPLIANCE WITH TWO OR MORE DIFFERING STANDARDS, REQUIREMENTS, DRAWINGS OR SPECIFICATIONS, OR ANY COMBINATION THEREOF, IS SPECIFIED AND THESE ESTABLISH DIFFERENT OR CONFLICTING REQUIREMENTS FOR MINIMUM QUANTITIES OR QUALITY LEVELS, COMPLY WITH THE MOST STRINGENT REQUIREMENT. THE MOST STRINGENT REQUIREMENT WILL BE THE BETTER QUALITY OR GREATER QUANTITY OF WORK, AND WILL TYPICALLY BE THE MORE EXPENSIVE OPTION. REFER UNCERTAINTIES AND REQUIREMENTS THAT ARE DIFFERENT, BUT APPARENTLY EQUAL, TO ENGINEER FOR A DECISION BEFORE PROCEEDING.
 - THE QUANTITY OR QUALITY LEVEL SHOWN OR SPECIFIED SHALL BE THE MINIMUM PROVIDED OR PERFORMED. THE ACTUAL INSTALLATION MAY COMPLY EXACTLY WITH THE MINIMUM QUANTITY OR QUALITY SPECIFIED, OR IT MAY EXCEED THE MINIMUM WITH REASONABLE LIMITS. TO COMPLY WITH THESE REQUIREMENTS, INSTALLED NUMERIC VALUES ARE MINIMUM OR MAXIMUM, AS APPROPRIATE. FOR THE CONTEXT OF REQUIREMENTS, REFER UNCERTAINTIES TO ENGINEER FOR A DECISION BEFORE PROCEEDING.
 - DESIGN DOCUMENTS MUST BE REPRODUCED IN THEIR ENTIRETY, INCLUDING ALL PLANS, SPECIFICATIONS, AND FRONT END DOCUMENTS.
 - ONLY COMPLETE DOCUMENT SETS ARE TO BE DISTRIBUTED TO SUBCONTRACTORS AND SUPPLIERS OF THE CONTRACTOR DURING BIDDING OR CONSTRUCTION.
 - FAILURE TO REVIEW AND COMPLY WITH A FULL SET OF CONTRACT DOCUMENTS WILL NOT BE ACCEPTED AS A VALID REASON FOR FAILURE TO MEET THE REQUIREMENTS OF THE PLANS AND SPECIFICATIONS.
 - ALL PLUMBING WORK SHALL BE INSTALLED IN ACCORDANCE WITH LOCAL CODES, ORDINANCES, AND LAWS AND SHALL BE OF SIMILAR QUALITY, MATERIAL, AND INSTALLATION METHODOLOGY AS SIMILAR WORK IN EXISTING FACILITY.
 - ALL ABOVE CEILING SYSTEMS AND COMPONENTS INCLUDING BUT NOT LIMITED TO MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION, ETC.) SHALL BE COORDINATED SUCH THAT THE SYSTEMS ARE PROPERLY INTEGRATED IN THE SPACE PROVIDED ABOVE CEILING AT THE CEILING HEIGHTS NOTED. IT IS THE RESPONSIBILITY OF EACH CONTRACTOR TO COORDINATE PATHWAYS WITHIN THE SPACE PROVIDED. CEILING HEIGHTS WILL NOT BE MODIFIED.
 - COORDINATE LOCATIONS OF ALL FIXTURES WITH ARCHITECTURAL, AND ELECTRICAL PRIOR TO ROUGH-IN. ALL CONFLICTS WITH FINISHES, ADJACENT CONSTRUCTION, AND CONSTRUCTION DOCUMENTS ARE TO GENERATE AN RFI FROM THE MECHANICAL CONTRACTOR TO THE ARCHITECT/ENGINEER PRIOR TO PROCEEDING AND COMPLETION OF WORK.
 - CEILING CONTRACTOR SHALL FURNISH AND INSTALL HINGED STEEL ACCESS PANELS FOR ALL ABOVE CEILING DAMPERS, VAV BOXES, FILTERS, BALANCING VALVES, AND ISOLATION VALVES IN GYPSUM CEILING. PANELS SHALL BE KEYS FOR ACCESS BY MAINTENANCE STAFF ONLY, AND FINISHED WITH WHITE BAKED-ON ENAMEL. PLUMBING CONTRACTOR SHALL CONSOLIDATE ABOVE CEILING ACCESS REQUIREMENTS TO LIMIT PANELS TO NO MORE THAN 25". PLUMBING CONTRACTOR SHALL PROVIDE ALL NECESSARY ACCESS PANELS AS A RESULT FROM PLAN DEVIATION/ITERATION. COORDINATE QUANTITY AND LOCATION OF ADDITIONAL ACCESS PANELS WITH CEILING CONTRACTOR.
 - ALL SANITARY AND STORM PIPING SHALL BE INSTALLED TO MAINTAIN 1/8" SLOPE FOR 3' OR LARGER AND 1/4" PER FOOT FOR 2' OR SMALLER, TYPICAL, U.N.O.
 - ALL SANITARY AND STORM RISERS SHALL BE FITTED WITH ACCESSIBLE CLEANOUT AT BASE. PROVIDE CLEANOUT COVER/WALL PLATE IN FINISHED AREAS. PROVIDE BOLLARDS IN EXPOSED AREAS. COORDINATE EXACT LOCATION WITH STEEL AND CONCRETE CONTRACTORS TO ENSURE BOLLARDS ARE PROVIDED.
 - PLUMBING CONTRACTOR SHALL BE RESPONSIBLE FOR FIRESTOPPING ALL NEW PLUMBING PENETRATIONS THROUGH RAISED ASSEMBLIES.
 - PLUMBING CONTRACTOR SHALL FURNISH AND INSTALL ISOLATION VALVES IN ALL WATER CONSUMING FIXTURES, AND LOCATE VALVES TO ALLOW FOR ACCESS WITHIN 3' AFTER CONSTRUCTION IS COMPLETE.

PLUMBING ABBREVIATIONS

ABBREVIATION	DESCRIPTION
AFF	ABOVE FINISHED FLOOR
ASPE	AMERICAN SOCIETY OF PLUMBING ENGINEERS
AAV	AIR ADMITTANCE VALVE
CI	CAST IRON
CO	CLEANOUT
CDW	COLD WATER
DN	DOWN
DIA	DIAMETER
EL	ELEVATION
FD	FLOOR DRAIN
FCO	FLOOR CLEANOUT
FT	FEET
G	GAS
GA	GAUGE
GAL	GALLONS
GPM	GALLONS PER MINUTE
HW	HOT WATER
HWR	HOT WATER RETURN
ID	INSIDE DIAMETER
IN	INCHES
IN WC	INCHES WATER COLUMN
IPC	INTERNATIONAL PLUMBING CODE
LAV	LAVATORY
LF	LINEAR FEET
MPC	MICHIGAN PLUMBING CODE
MR	MANUFACTURER'S RECOMMENDATIONS
NA	NOT APPLICABLE
NC	NORMALLY CLOSED
NO	NORMALLY OPEN
NTS	NOT TO SCALE
OD	OUTSIDE DIAMETER
OZ	OUNCE
PSI	POUNDS PER SQUARE INCH
PSIA	POUNDS PER SQUARE INCH ATMOSPHERE
PSIG	POUNDS PER SQUARE INCH GAUGE
S	SINK
SAN	SANITARY
SOV	SHUTOFF VALVE
SPS	SHAMPOO SINK
TYP	TYPICAL
UNO	UNLESS NOTED OTHERWISE
V	VENT
W	WALL CLEANOUT
WHA	WATER HAMMER ARRESTOR

PLUMBING VALVE SYMBOLS LEGEND

SYMBOL	DESCRIPTION
[Symbol]	GATE VALVE
[Symbol]	GLOBE VALVE
[Symbol]	ANGLE VALVE
[Symbol]	SWING CHECK VALVE
[Symbol]	STRAINER
[Symbol]	FLEXIBLE CONNECTION
[Symbol]	BUTTERFLY VALVE
[Symbol]	BALL VALVE
[Symbol]	BALANCE VALVE
[Symbol]	WATER HAMMER ARRESTOR
[Symbol]	AIR ADMITTANCE VALVE

PLUMBING PIPING SYMBOLS LEGEND

SYMBOL	DESCRIPTION
[Symbol]	DOMESTIC COLD WATER
[Symbol]	DOMESTIC HOT WATER
[Symbol]	DOMESTIC HOT WATER RETURN
[Symbol]	SANITARY VENT (ABOVE GRADE)
[Symbol]	SANITARY VENT (BELOW GRADE)
[Symbol]	SANITARY (ABOVE GRADE)
[Symbol]	SANITARY (BELOW GRADE)
[Symbol]	SHAMPOO SINK
[Symbol]	STORM DRAIN (ABOVE GRADE)
[Symbol]	STORM DRAIN (BELOW GRADE)
[Symbol]	DIRECTION OF FLOW
[Symbol]	ANCHOR
[Symbol]	REDUCER OR INCREASER
[Symbol]	TOP CONNECTION, 45 OR 90
[Symbol]	SIDE CONNECTION
[Symbol]	BOTTOM CONNECTION, 45 OR 90
[Symbol]	CAPPED OUTLET
[Symbol]	RISE OR DROP IN PIPE
[Symbol]	UNION
[Symbol]	PIPE UP
[Symbol]	PIPE DOWN
[Symbol]	DEMOLITION END POINT
[Symbol]	POINT OF CONNECTION BETWEEN PROPOSED AND EXISTING SYSTEMS
[Symbol]	END OF LINE CLEANOUT
[Symbol]	FLOOR CLEANOUT
[Symbol]	WALL CLEANOUT

THE BAR BELOW SHOWS GRAYSCALE FROM WHITE TO SOLID BLACK
 WHITE
 GRAY
 BLACK
 5/20/2022 2:15 PM
 C:\projects\techdocuments\20011_P_Renov\DWV.dwg
 DESIGNED: Designer
 CHECKED BY: Checker
 APPROVED BY: Approver
 DWV PLUMBING PLAN
 1/4" = 1'-0"
 88
 CONSTRUCTION DOCUMENTS



ACCESSORY SCHEDULE					
TAG	DESCRIPTION	MANUFACTURER	MODEL	SUPPLIED BY	INSTALLED BY
MB1	MAGNETIC MARKER BOARD, 4' X 3'	CLARIDGE	CP-02M-11B	CONTRACTOR	CONTRACTOR
MB2	MAGNETIC MARKER BOARD, 4' X 6'	CLARIDGE	CP-04M-11B	CONTRACTOR	CONTRACTOR
TB1	TACK BOARD, 2' X 4'	CLARIDGE		CONTRACTOR	CONTRACTOR

EQUIPMENT SCHEDULE			
TAG	DESCRIPTION	SUPPLIED BY	INSTALLED BY
C1	SALOON STYLING CHAIR, BLACK	OWNER	CONTRACTOR
C2	CHAIR	OWNER	CONTRACTOR
CAB1	STORAGE CABINET ON CASTERS	OWNER	CONTRACTOR
CAB2	STORAGE CABINET ON CASTERS	OWNER	CONTRACTOR
FC	FIRE CABINET	OWNER	CONTRACTOR
FT	FACIAL TABLE	OWNER	CONTRACTOR
L1	SOFA	OWNER	CONTRACTOR
LH	LAUNDRY HAMPER	OWNER	CONTRACTOR
MFP	MULTIFUNCTION COPIER/PRINTER	OWNER	CONTRACTOR
MR1	MIRROR, 28" X 60"	OWNER	CONTRACTOR
MISC1	MOBILE STYLING CABINET	OWNER	CONTRACTOR
PL	PROCESSING LAMP	OWNER	CONTRACTOR
PS	PEDICURE STATION	OWNER	CONTRACTOR
RC1	ROLLING CART - PEDICURE STATIONS	OWNER	CONTRACTOR
RC2	ROLLING CART - FACIAL STATIONS	OWNER	CONTRACTOR
RC3	ROLLING CART - TRAINING	OWNER	CONTRACTOR
RD	RECEPTION DESK	OWNER	CONTRACTOR
REF	REFRIGERATOR	OWNER	CONTRACTOR
SHS1	SHAMPOO BOWL STATION, BLACK CHAIR WITH BLACK BOWL	OWNER	CONTRACTOR
ST	STOOL FOR FACIAL TABLES	OWNER	CONTRACTOR
T1	GROUP TABLE	OWNER	CONTRACTOR
T2	TEACHER DESK	OWNER	CONTRACTOR
T3	MANICURE TABLE/DESK	OWNER	CONTRACTOR
TC	TRASH CAN	OWNER	CONTRACTOR
TW1	TOWEL WARMER	OWNER	CONTRACTOR
WC	WATER COOLER	OWNER	CONTRACTOR
WCS	WATER COOLER STORAGE	OWNER	CONTRACTOR



Van Buren Intermediate School District
Technology Center - Cosmetology Lab Renovations
202 South St., Lawrence, MI

EQUIPMENT PLAN

REVISIONS		
REV	DESCRIPTION	DATE

PROJ. # 20011
DATE MAY 1, 2009

SHEET
A-130

- ① NEW 12.5 TON PACKAGED RTU FOR COSMETOLOGY
- 4,800 CFM SUPPLY AIR
 - ~39% OUTDOOR AIR
 - ENERGY RECOVERY OPTIONAL (40% O.A. ENERGY CODE THRESHOLD)
 - COOLING ONLY RTU
 - HYDRONIC REHEAT COIL IN MAIN SUPPLY AIR DUCT BELOW ROOF
 - MULTIZONE VAV CONTROL (SUPPLY FAN VFD)
 - POWERED RELIEF AIR FAN

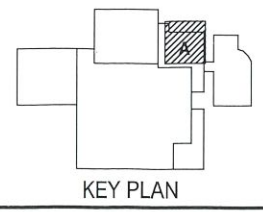
- ② SIX (6) NEW VAV TERMINAL UNITS
- EACH WITH REHEAT COILS
 - ALL NEW CONTROLS, T-STATS
 - REUSE/REWORK HYDRONIC PIPING

- ③ FOUR (4) NEW EXHAUST FANS
- 800 CFM GENERAL - CONSTANT SPEED
 - 1,000 CFM VARIABLE SPEED - COSMO PRESSURE CONTROL
 - 200 CFM MANICURE STATIONS - MANUAL CONTROL
 - 200 CFM PEDICURE STATIONS - MANUAL CONTROL

* MIGHT BE ABLE TO REUSE EXISTING (3) VAV UNITS INSTEAD OF NEW VAV-1, 2, 3

NEW PACKAGE RTU SERVING ALL OF COSMETOLOGY

EF-1 ON ROOF



B. Approval of Learning Center Renovations Changes (**ROLL CALL VOTE**)

92

Date: July 6, 2022

To: VBISD Board of Education

From: Dave Manson, Superintendent

Subject: Approval of Updated Learning Center Renovations

On October 6, 2021, the VBISD Board of Education approved an overall project cost of **\$5,263,987**. Since that time, changes to the proposed Learning Center office of \$37,100 and the addition of a \$460,701 awning has moved the total project cost to approximately **\$5,761,788**. The cost breakdown for the awning addition is shown below and attached are additional documents outlining the overall proposed changes.

Concrete	Proline Concrete (Dorr, MI)	\$ 38,403.00
Metals	Builders Iron Inc. (Sparta, MI)	\$ 237,471.00
Roofing	Versatile Roofing Systems, Inc. (Grant, MI)	\$ 130,000.00
Painting	H & H Painting Company Inc. (Kalamazoo, MI)	\$ 10,000.00
Electrical	Linear Electric, Inc. (Benton Harbor, MI)	\$ 21,460.00
CM Fee	Owen-Ames Kimball	\$ 23,366.70
	TOTAL	\$ 460,700.70

As a result, the following resolution is being recommended.

RESOLVED, the VBISD Board of Education approves the increased cost in the Learning Center project, not to exceed a total project cost of **\$5,800,000**.



**Van Buren Bert Goens Learning Center
Van Buren, Michigan**

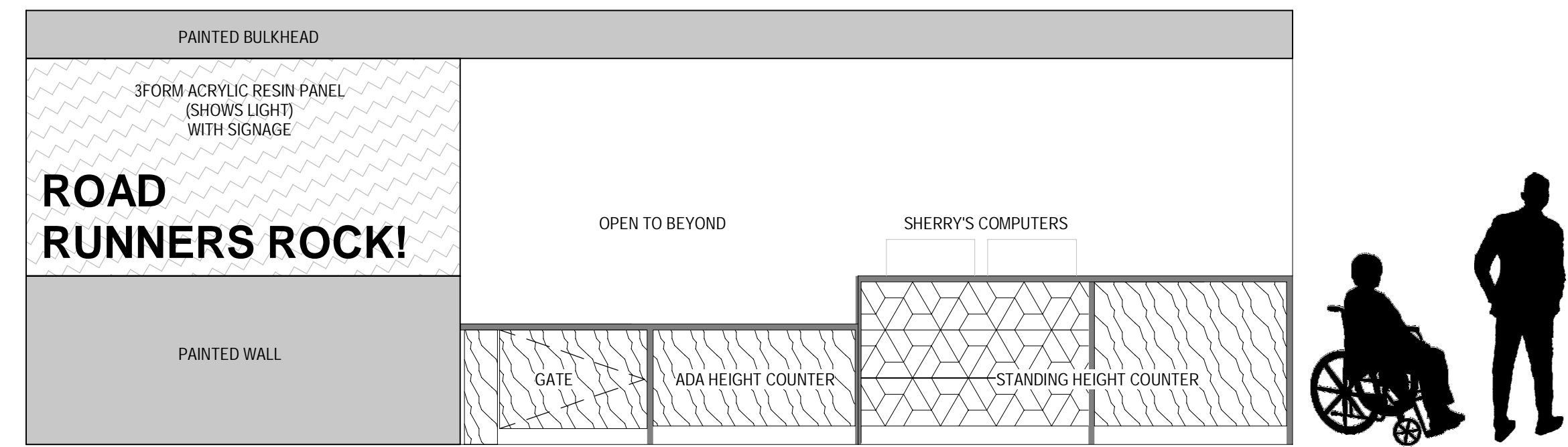
**Conceptual Budget
Summary
June 17, 2022**

	Construction Cost
Office Layout Revision - Add/ Deduct as compared to original	37,100

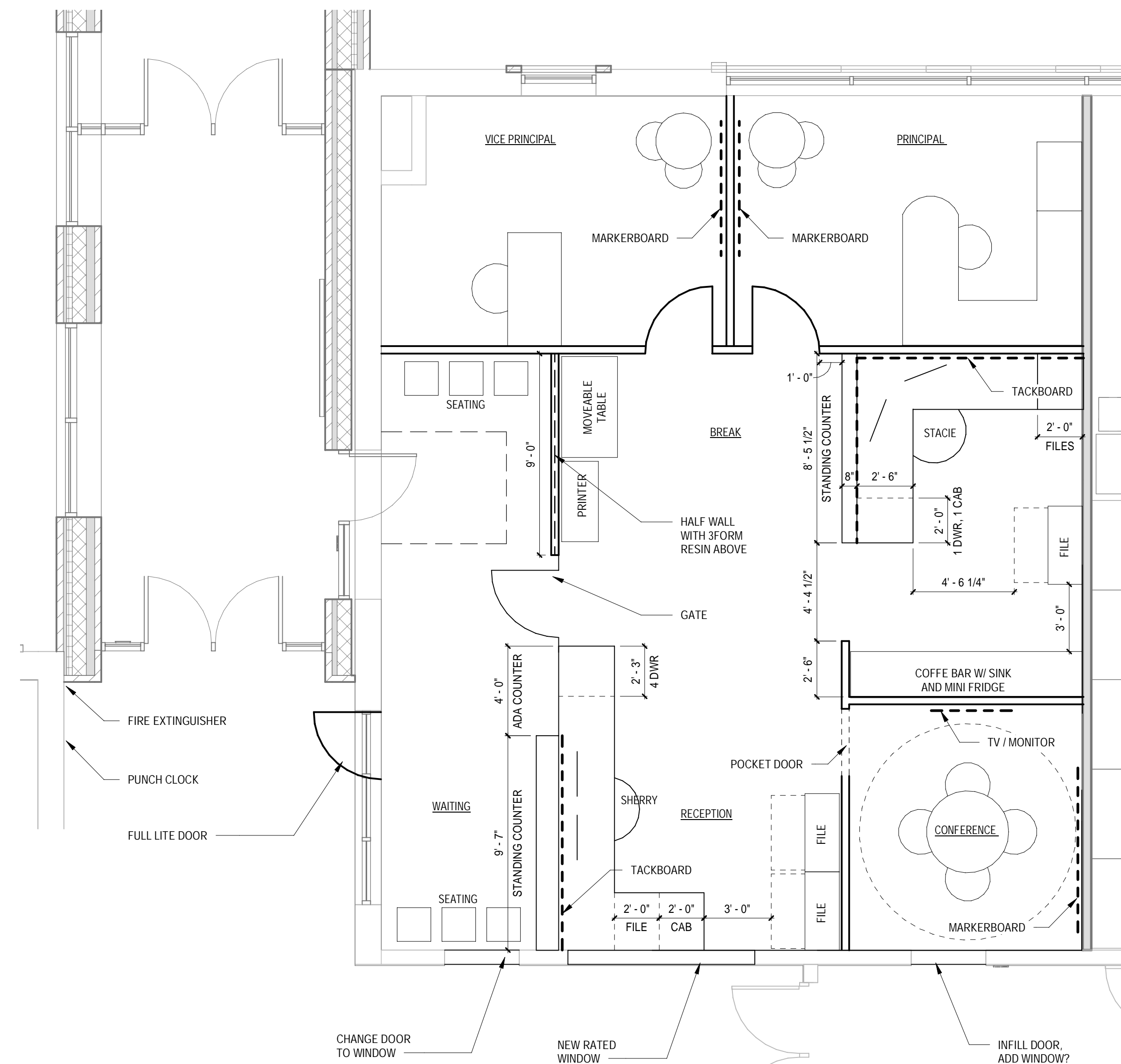


Van Buren Bert Goens Learning Center
Van Buren, Michigan
 Office Revision
 Conceptual Budget
 Original
 6/17/2022

		Quantity	Unit Cost	Subtotal	Total
Division					
02	Demolition				
				Total Demolition	\$ -
03	Concrete				
				Total Concrete	\$ -
04	Masonry Create Openings	1	ls 3,600.00	3,600	
				Total Masonry	\$ 3,600
05	Steel Misc.	1	ls 500.00	500	
				Total Steel	\$ 500
06	General Trades Casework, doors, frames, & hardware - Includes 3Form Panel	1	ls 30,000.00	30,000	
				Total General Trades	\$ 30,000
07	Thermal and Moisture Protection				
				Total Thermal and Moisture Protection	\$ -
08	Doors and Windows				
				Total Doors and Windows	\$ -
092	Metal Studs, Drywall, Ceilings				
				Total Metal Studs, Drywall, Ceilings	\$ -
096	Floor Covering				
				Total Floor Covering	\$ -
099	Paint				
				Total Paint	\$ -
10	Specialties				
				Total Specialties	\$ -
021	Fire Protection				
				Total Fire Protection	\$ -
022	Plumbing				
				Total Plumbing	\$ -
023	HVAC Mechanical	1	ls 1,500.00	1,500	
				Total HVAC	\$ 1,500
026	Electrical Electrical	1	ls 1,500.00	1,500	
				Total Electrical	\$ 1,500
				Construction Subtotal	\$ 37,100



WAITING ROOM ELEVATION
 3/8" = 1'-0"



OFFICE RE-DESIGN - OPTION H.2
 1/4" = 1'-0"



**Van Buren Intermediate School District
Bert Goens Learning Center Additions and Renovations
Bid Summary Sheet
Construction Manager: Owen-Ames-Kimball Co.**

BID CATEGORY	CONTRACTOR	Base Bid	Adjustments	Notes	TOTAL
1 Demolition	Specialized Demolition Inc. (Hamilton, MI)	47,500			47,500
2 Earthwork	Southwest Transport Co (Hartford, MI)	394,850			394,850
3 Asphalt	J. Allen and Company, Inc. (Galesburg, MI)	174,000			174,000
4 Landscaping	Landscaping - Plus (Kalamazoo, MI)	40,412			40,412
5 Concrete	Proline Concrete (Dorr, MI)	352,231			352,231
6 Masonry	Bracy and Jahr (Quincy, MI)	735,000			735,000
7 Metals	Builders Iron Inc. (Sparta, MI)	279,775			279,775
8 General Trades	Mugen Construction, INC. (Dorr, MI)	458,564	(167,000)	1,2	291,564
9 Roofing	Versatile Roofing Systems, Inc. (Grant, MI)	191,500		1	191,501
10 Aluminum, Glass, & Glazing	Midwest Glass & Mirror	137,950	45,554	2	183,506
11 LDPA	The Herb Ritsema Company dba Ritsema Associates (Kalamazoo, MI)	94,050			94,050
12 Flooring	Central Tile & Terrazzo (Kalamazoo, MI)	98,477			98,477
13 Painting	H&H Painting Company Inc. (Kalamazoo, MI)	24,591			24,591
14 Signage	Allowance	12,000		3	12,003
15 Lockers	Rayhaven Group INC (Grand Rapids, MI)	19,937			19,937
16 Roller Window Shades	MSC Blinds and Shades (Bronson, MI)	15,500			15,500
17 Mechanical	Kalamazoo Mechanical Inc. (Kalamazoo, MI)	499,980			499,980
18 Electrical	Linear Electric, Inc. (Benton Harbor, MI)	397,000			397,000
Allowance - Masonry deduct		(89,812)			-89,812
General Conditions	Owen-Ames-Kimball	414,720			414,720
CM Fee	Owen-Ames-Kimball	232,104			232,104
	Billing Subtotal	4,530,329	(121,446)		4,408,883
Contingency		343,858			343,858
Pre-Construction Fee		10,750			10,750
Furnishings, Fixtures and Equipment		120,000			120,000
Asbestos Abatement		By Owner (If Needed)			-
Commissioning		10,000			10,000
Soils		30,000			30,000
AE Fee		333,571			333,571
Total		5,378,508	(121,446)		5,257,062
DD Estimate					5,273,653

Under (16,591)

Notes:

1. Low bidder(s) non compliant. Contractor Disqualified.
2. Voluntary Alternates from both bidders.
3. No bids received. Will procure separately.



**Van Buren Intermediate School District
Bert Goens Learning Center Additions and Renovations
Motion Recommendation
Construction Manager: Owen-Ames-Kimball Co.**

RECOMMENDED MOTION

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

1	Demolition	Specialized Demolition Inc. (Hamilton, MI)	47,500
2	Earthwork	Southwest Transport Co (Hartford, MI)	394,850
3	Asphalt	J. Allen and Company, Inc. (Galesburg, MI)	174,000
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13	Painting	H&H Painting Company Inc. (Kalamazoo, MI)	24,591
14	Signage	Allowance	12,003
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17	Mechanical	Kalamazoo Mechanical Inc. (Kalamazoo, MI)	499,980
18	Electrical	Linear Electric, Inc. (Benton Harbor, MI)	397,000

C. Approval of Pay Adjustment for Director of instructional Services
(ROLL CALL VOTE)

99

MEMO

DATE: July 6, 2022
TO: Board of Education
FROM: John Weiss, Treasurer, Board of Education
SUBJECT: **Approval of Pay Adjustment for Director of Instructional Services**

During the 2021-22 school year, I served at the School Board's representative evaluating Cheryl-Marie Manson as the Director of Instructional Services. Mrs. Manson received a rating of Highly Effective and has taken on numerous additional duties in the areas of Adult Education, Coordinated School Health and Project Lean. Given her performance and these additional responsibilities, I am recommending the following pay adjustment to the VBISD Board of Education.

***RESOLVED*, the Board of Education approves a 4% pay increase and a \$1,500 increase in board paid annuity retroactive to July 1, 2022.**

D. Approval of Purchase of Controlled Burn Container (**ROLL CALL VOTE**)

101

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CAREER & TECHNICAL EDUCATION
RE: **APPROVAL OF PURCHASE OF CONTROLLED BURN CONTAINER**

REVIEW

In partnership with Entergy Corporation, Van Buren Tech is interested in purchasing a controlled burn container, to be placed in the Protective Services Cluster training area located on Blackman Street, off the Northeast corner of Van Buren Tech and the Van Buren/Cass District Health Department building.

OVERVIEW

Over the past few years, Van Buren Tech's Protective Service Cluster (i.e. Fire Science Academy, EMT, and Law Enforcement programs) has been expanding the current program training area that is connected to the former residential home and current Dynamic Entry Building, VBISD purchased several years ago. As part of that training expansion, the Fire Science Academy program at VB Tech, recently secured \$40,000 in funding from Entergy Corporation, to help offset the cost of purchasing a controlled burn container, which will provide an opportunity for Fire Academy students to train utilizing actual flames in the controlled burn facility, something they have not been able to do in their training to this point.

Bids for this project went out for this project on two different occasions. The first time, no bids were received and the second time, one bid was received from Drager, Inc. for a total of \$79,200.

RESOLUTION

RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, approve the purchase of the Controlled Burn Container from Drager, Inc. for \$79,200.

E. Approval of Employment of Full-Time Substitute Teacher at Van Buren
Tech (**ROLL CALL VOTE**)

103

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CAREER & TECHNICAL EDUCATION
RE: VAN BUREN TECH FULL TIME SUBSTITUTE TEACHER

REVIEW

Van Buren Tech is interested in hiring a full time substitute teacher to act as a substitute when needed and/or to float throughout the building and temporarily relieve teachers for important meetings.

OVERVIEW

Over the past few years, finding substitute teachers has become increasingly challenging. Often, we are scrambling to find enough subs on any given day, resulting in the need to ask non-instructional staff to fill in as substitute teachers. As such, we would like to hire a full time person to help alleviate some of the stress and challenge related to locating ample substitute teachers.

RESOLUTION

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, approve the posting and hiring of a full time substitute teacher position.

MEMO

TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
DATE: 07/06/2022
RE: APPROVAL OF CONFERENCE CENTER AV UPGRADE

The Van Buren ISD recently solicited competitive bids for upgrading the audio/visual equipment within the four conference rooms for the Conference Center. Currently, the rooms equipment is over eight years old and is unable to accommodate virtual meetings or the many configurations that are demanded for each setup. This upgrade will address the virtual need, configuration of various room configurations, and resolve sound issues. Three bids were received and opened on May 24th, 2022.

Company	Total Price
Moss Telecom	\$141,076.77
Parkway Electric	\$153,650.00
Sport View Television, LLC	\$158,374.45

After reviewing and checking references, it is my recommendation to accept the bid from Moss Telecom in Grand Rapids.

Resolved, that the Board of Education accept the bid from Moss Telecom for the audio/visual equipment upgrade for the Conference Center at a total cost of \$141,076.77.

G. Approval of Additional Days of Social Work Services (**ROLL CALL VOTE**)

107

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: APPROVAL OF ADDITIONAL DAYS OF SCHOOL SOCIAL WORK SERVICES

BACKGROUND:

The Special Education Department is in need of additional School Social Work Services to provide needed social-emotional support for our youngest learners. The Special Education Department requests approval for three additional days per week for the Early Childhood Special Education Program.

RECOMMENDATION:

RESOLVED that the Board of Education approves three (3) additional days per week of School Social Work services beginning on August 22, 2022.

H. Approval of Additional Two Days for Occupational Therapist (**ROLL
CALL VOTE**)

109

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: APPROVAL OF ADDITIONAL DAYS OF OCCUPATIONAL THERAPY SERVICES

BACKGROUND:

The Special Education Department is in need of additional Occupational Therapy services to meet the needs of our students and in accordance with the Ancillary Allocation chart. At this time, the Special Education Department requests approval for two additional days per week.

RECOMMENDATION:

RESOLVED that the Board of Education approves two (2) additional days per week of Occupational Therapy services beginning on August 22, 2022.

I. Approval of 32p Great Start Collaborative Grant Work by VBISD Staff
(ROLL CALL VOTE)

111

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: LISE BLACK, ADMINISTRATOR EARLY CARE & EDUCATION
RE: **APPROVAL OF 32P/GSC GRANT WORK BY VBISD STAFF**

BACKGROUND

The 32p/Great Start Collaborative grant work includes meetings needing childcare and community outreach work. On occasion, it is logical that a qualified VBISD employee does the work. Examples include a GSRP preschool staff doing childcare or a bi-lingual staff providing interpretation at an outreach event. This would be outside their normal work hours, including the summer months.

Outside persons are treated as vendors and receive a stipend for their participation. VBISD employees cannot be treated as vendors and must be paid through the regular payroll process. Their regular hourly wages do not always align with the stipend amounts.

We want to establish a pay rate for the VBISD employees for these duties. We are recommending that the rate be 85% of the established grant stipend, which would account for VBISD-related taxes and retirement costs. We are asking this resolution be made retroactive to June 27, 2022.

RECOMMENDATION

RESOLVED that the Board of Education approve a rate of pay at 85% of the established grant stipend for VBISD employees completing outside duties for the 32p/GSC grant. Approval to be made retroactive to June 27, 2022.

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR
RE: APPROVAL OF EMPLOYMENT OF NEW STAFF

BACKGROUND

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

<u>Transportation</u>	<u>Salary</u>	<u>Start Date</u>
Sunny Hudson	\$48,500	07/06/2022
Colton Janecke	\$31,000	07/01/2022
<u>Administration</u>		
Amy Paul	\$83,000	08/01/2022

Please note: All salaries listed are based on the 2021-2022 contract. Salaries will be prorated to the number of days to work.

RECOMMENDATION

RESOLVED, that the Board of Education approve the employment of the staff listed above.

Attachments -

MEMO

DATE: JULY 6, 2022
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR
RE: **APPROVAL OF STAFF RETIREMENTS/RESIGNATIONS**

BACKGROUND

Attached are letters of resignation from Sondra Sutton, Cindy Phillip, Andrea Kelly, Tammy Horobik and Lawrence Jackson and letters of retirement from Cindy Kent, Ken Mroczek, Bill Semrau and Gary Brown.

RECOMMENDATION

RESOLVED, that the Board of Education accept the resignation of Sondra Sutton effective 6/6/2022, Cindy Phillip effective 7/1/2022, Andrea Kelly effective 6/10/2022, Tammy Horobik effective 6/15/2022 and Lawrence Jackson effective 6/17/2022 and retirement of Cindy Kent effective 6/10/2022, Ken Mroczek, Bill Semrau and Gary Brown effective 6/30/2022.

Attachments -

V. OTHER BUSINESS

A. Adjournment

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information or any other status covered by federal, state, or local law be allowed during any program, activity, service, or in employment. Inquiries regarding the non-discrimination policies should be directed to Barbara Matthews, Director of Finance & Operations or Dave Manson, Director of Special Education, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.