

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 December 7, 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. REGULAR MEETING

A. Approval of Draft Agenda (**ROLL CALL VOTE**)

B. Consent Agenda - (**ROLL CALL VOTE**)

1. Minutes (11/02/22)

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The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **November 2, 2022**, at the Conference Center and called to order at **4:00 PM**. The following members were present: Kent, Faul, Middaugh, Makay, and Weiss.

Kent moved to approve the draft agenda for November 2, 2022, as presented. Supported by Weiss. Roll call vote. Weiss – yes, Kent – yes, Faul – yes, Makay – yes, and Middaugh – yes. Motion carried.

Weiss moved to approve the Consent Agenda (*October 5, 2022 Minutes; October 13, 2022, Special Meeting Minutes; Voucher Budget Summary, Imprest Summary, and Payroll Summary*). Supported by Faul. Roll call vote: Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Middaugh, Kent, and Faul recently attended the 2022 MASB Annual Leadership Conference in Traverse City and gave updates on the attended sessions. Superintendent Manson gave Makay a tour of the VBISD programs. Department updates along with the Superintendent’s update were also presented to the Board. A presentation on the EMT/Fire Science Programs at Van Buren Tech was made by JC Robertson, Jeromy Robertson, and Jeff Malcolm to the Board.

Weiss moved to approve the following resolution:

RESOLVED, the Van Buren Intermediate Board of Education approves the reorganization of officers to the Van Buren Intermediate School District Board of Education for 2022-2023 effective November 2, 2022, as follows:

President –	MARY ANN MIDDAUGH
Vice-President –	JOHN WEISS
Treasurer –	KENNETH KENT
Secretary –	JOHN FAUL
Trustee –	KAREN MAKAY

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

Middaugh moved to approve the following resolution:

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

July 6, 2022
August 3, 2022
September 14, 2022
October 5, 2022
November 2, 2022
December 7, 2022
January 4, 2023
February 1, 2023
March 8, 2023
April 12, 2023
May 3, 2023
June 7, 2023
July 5, 2023

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

Faul moved to approve the following resolution:

RESOLVED that the Board of Education approves the purchase Traversa Routing software for no more than \$14,996.00, the 32 AngelTrax VOLCANV862HC Mobile Network Video Recording System for no more than \$96,000, and the purchase of GIS Mapping for no more than \$11,930.00.

Supported by Weiss. Roll call vote. Weiss – yes, Kent – yes, Faul – yes, Makay – yes, and Middaugh – yes.

Weiss moved to approve the following resolution:

RESOLVED that the Board of Education accept the resignation/retirements of the staff listed below:

<i>Adriana Karanec-Lewis, GSRP Lead Teacher</i>	<i>Resignation - 10-20-2022</i>
<i>Quinn Fuller, IT Support Specialist</i>	<i>Resignation - 10-31-2022</i>
<i>Sean Devers, IT Support Specialist</i>	<i>Resignation - 10-31-2022</i>
<i>Dan Grimm, Technology Site Coordinator</i>	<i>Resignation - 11-01-2022</i>

Supported by Kent. Voice vote. Motion carried.

Weiss moved to approve the following resolution:

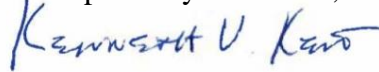
RESOLVED that the Board of Education approve the employment of the staff listed below:

Kathryn Racette, Part-Time School Psychologist	Start Date 10/17/2022
Kelly Irish, Literacy Coach/Consultant	Start Date 11/14//2022

Supported by Makay. Voice vote. Motion carried.

Motion by Kent to adjourn the meeting. Supported by Faul. Roll call vote. Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried. Meeting adjourned at **5:01 PM**.

Respectfully submitted,



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

Van Buren Intermediate School District
November 2022

Imprest Fund Vouchers	\$ 980,547.21
Payroll Fund Vouchers	3,813,921.63
Purchasing Card Vouchers	91,047.67
EDUSTAFF ACH Payments	9,283.41
	\$ 4,894,799.92

Budget-to-Expenditure Comparision 22-23

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	15,986,977	4,205,437	11,781,540	1,789,680
Special Education	37,037,146	6,825,151	30,211,995	7,063,779
Career Tech Education	15,684,811	3,508,277	12,176,534	2,373,527
Food Service	93,236	1,814	91,422	33,149
Capital Projects	0	1,094,311	N/A	(1,094,311)

Cash Flow Summary

	Ending Balance 9/30/2022	Cash Receipts	Cash Disbursements	Ending Balance 10/31/2022
General	1,870,321	2,242,414	3,049,789	1,062,946
Special Education	5,788,317	3,093,561	2,687,860	6,194,017
Career Tech Education	8,595,239	57,380	1,075,410	7,577,210
Student Activity Fund	29,547	0	0	29,547
Food Service	52,435	63	2,866	49,632
Capital Projects	3,698,440	0	667,988	3,030,452
	20,034,300	5,393,418	7,483,913 *	17,943,805

* 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

IMPREST VOUCHER SUMMARY
November 2022

<u>FUND NAME</u>	<u>CHECKS</u>	<u>PURCHASING CARDS</u>	<u>TRANSFERS/ INTEREST/FEES</u>	<u>TOTAL</u>
General Fund	297,338.99	35,921.79	8,103.57	341,364.35
Special Education	215,603.88	28,016.35	(12,982.05)	230,638.18
Vocational Education	157,100.31	27,098.91	4,878.48	189,077.70
Capital Projects	310,504.03	0.00	0.00	310,504.03
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	10.62	0.00	10.62
TOTAL	980,547.21	91,047.67	0.00	1,071,594.88

PAYROLL SUMMARY
NOVEMBER 2022

GENERAL	1,013,850.28
SPECIAL EDUCATION	2,154,675.94
VOCATIONAL EDUCATION	645,395.41
STUDENT ACTIVITY FUND	0
FOOD SERVICE FUND	0
TOTAL PAYROLL	3,813,921.63

C. Board/Superintendent Travel (**ROLL CALL VOTE**)

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CONFERENCE ATTENDANCE*Superintendent/Board of Education***December 7, 2022*****Pre-Approval***

NAME	DATES	LOCATION	ESTIMATED COST

Post Approval

NAME	DATES	LOCATION	COST
Kenneth Kent	October 20-23, 2023	MASB Annual Leadership Conference Grand Traverse Resort Acme, Michigan	\$1778
Dave Manson	October 20-23, 2022	2022 MASB Annual Leadership Conference Grand Traverse Resort Acme, Michigan	\$861
John Faul	October 20-23, 2022	2022 MASB Annual Leadership Conference Grand Traverse Resort Acme, Michigan	\$1542
Mary Ann Middaugh	October 20-23, 2022	2022 MASB Annual Leadership Conference Grand Traverse Resort Acme, Michigan	\$1391

- D. Communications
 - 1. Financial Audit 2021-22 Presentation - Maner Costerisan
- E. Public Comments
- II. INFORMATIONAL ITEMS
 - A. Board Updates
 - B. Superintendent Update

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VBISD

Respect • Integrity • Compassion • Excellence

Date: December 7, 2022
To: Board of Education
From: David D. Manson, Superintendent

Subject: Superintendent Update

Grow Your Own - WMU Partnership: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

VBISD has partnered with Western Michigan University on the Grow Your Own grant opportunity offered by the state, which offers a no-cost pathway towards a Master's degree and initial endorsement. The whole degree (tuition, fees, books, and endorsement test fees) would be paid for through the grant.

The following are the various degrees and endorsements available through this opportunity:

- **MA Literacy Studies** (leads to a reading specialist and literacy coach endorsement)
- **MA Teaching English to Speakers of Other Languages** (leads to an English as a Second language endorsement)
- **MA Special Education Master Teacher** (leads to an endorsement in autism spectrum disorder, emotional impairments or learning disabilities for teachers who already have a special education endorsement but wish to be endorsed in another special education area)
- **MA Special Education Clinical Teacher (Traditional)** (leads to an endorsement in autism spectrum disorder, emotional impairments or learning disabilities for teachers who have a general education initial certification and wish to have a special education endorsement)

- **MA Special Education Clinical Teacher (Expedited)** (for staff who are working in schools but do not have any initial endorsement)
- **MA Elementary Education (Expedited)** (for staff who are working in schools but do not have initial teacher certification)

Professional Learning Day - January 16th: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

On January 16, 2023, VBISD will be hosting our annual professional learning day that always includes Great Job Awards as well as professional development. This year, the learning will take place in person at the conference center; however, the staff will be split in half to ensure that the space will accommodate our needs.

AM Group - All Special Education (except transportation)

8-9a - VBISD updates; Great Job Awards

9-10:30a - Speaker David Hulings - "The Power of Collective P.A.C.E."

10:30-11:30a - Lunch on your own & Return to buildings

11:30a-3p - Individual Department PD

PM Group - All CTE, General Fund & Transportation

8-11:30a - Individual Department PD

11:30a-12:30p - Lunch on your own & Travel to Conference Center

12:30-1:30p - VBISD updates; Great Job Awards

1:30-3p - Speaker David Hulings - "The Power of Collective P.A.C.E."

VBISD Emergency Management Updates: (Governance @ Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

During the month of November, the VBISD Emergency Management Department rolled out finalized VBISD Behavioral Threat Assessment Guidance which includes the training and development of local district behavioral threat teams. This guidance is intended to be a "living" document that can be modified as the State rolls out future information. The following is a sample checklist from the comprehensive guidance document.

- Receive and review the initial report - Answer questions from the Threat Assessment and Management Screening Questions Worksheet (BTA Form 1) to determine if threat assessment is needed.

- Determine if this matter requires immediate police response.
- Determine the Location of the Person of Concern and Any Identified Targets.
- Gather Information from Multiple Sources. Use K-12 Threat Assessment Case Worksheet (BTA Form 3) as guidance. Information can be sought from various sources, including teachers, administrators, school staff, external sources, etc. (Connect the dots).
- Investigative Themes to guide Threat Assessment Investigations. Teams should organize their information gathering around several themes' areas pertaining to students' actions, circumstances, and any other relevant threat assessment factors.
- Use Interview Guidance sheets.
- Determine if assistance for BTA is needed from the VBISD BTA Team and complete the online VBISD BTA Referral form.
- Organize BTA Team Meeting for threat assessment determination.
- Analyze Information- Analyze the information from the investigation and prepare to answer the eleven questions from the K-12 Threat Assessment Case Worksheet (BTA Form 2).
- Make the Assessment - The team should review and discuss the responses obtained above. Using that information, the team should then answer the two assessment questions from the K-12 Threat Assessment Case Worksheet to determine whether the team believes that the person of concern poses a threat of violence.
- Determine Level of Threat- In some instances, a determination of threat level may help to determine the level of threat and/or concern. Using the Determine the level of concern leading to an action plan form can help determine the level of threat and response.
- Develop and Implement an Intervention and/or Monitoring Plan - Record interventions and supports (Monitoring, Relationship building, Skill Development/Resiliency Building, Discipline, and Additional Interventions) on K-12 Threat Assessment Case Worksheet (BTA Form 2).
- Document any additional strategies and or referrals made to outside agencies.
- Denote the specific responsibilities of professionals, parents, and other caregivers to ensure the intervention and management plan is implemented.

C. Department Updates
1. Career & Technical Education

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MEMO

DATE: DECEMBER 7, 2022
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

VAN BUREN TECH ANNUAL CHILI COOK OFF (1,4,5,8,10,15)

On Thursday, November 17th, staff from Van Buren Tech celebrated their annual Chili Cook Off event, organized by the VB Tech Culture & Climate committee. Overall, ten staff members volunteered to have their world famous chili tested against the other participants to determine which was worthy of the Grand Prize. This year's "Chili Chefs" were as follows:

Brittany Millan
Sheri Johnsen
Erin Schaur
Darcie Austin
Robin Taylor
Chrissie VanTilburg
Jim Behrens
Andrea Robinson
Sue Dent-Rhodes
Wendy Pierce



After a lot of re-tasting, much discussion, and Cook Off Winners were:

a very difficult decision, the 2022 Chili

First Place - Sue Dent-Rhodes

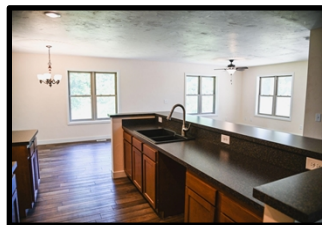
Second Place - Darcie Austin

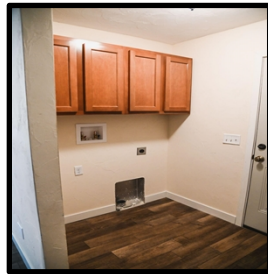
Third Place - Sheri Johnson



A special thanks to everyone who participated in the Chili-fest. From making the chili, to bringing the condiments, coming and voting and all the help with set up & clean up! And a special thanks to Diana for the fabulous decorations and making for sure everyone had what they needed to make this a success!

HOME FOR SALE - 217 CORWIN MEADOWS (1,4,8,9,10,16,18,19)





Van Buren Tech recently listed home on ForSalebyOwner.com for a list price of \$225,000.

the 217 Corwin Meadows

<https://www.forsalebyowner.com/listing/217-Corwin-Meadows-Dr-Lawrence-MI-49064/637cf7a50c1ecdd3b406ab47>

The home is a 1,365 square foot, 3 bedrooms, 2 bath home with an open floor plan, master suite, 3 season room, pantry, daylight basement, and 2 car garage. Additional specifications can be found in the link below.

https://docs.google.com/document/d/1ovfRqyO7v9p22hqfgxlp_lifsM1FOu0Z7OtrJem1O0/edit?usp=sharing

CORWIN MEADOWS HOMEOWNERS ASSOCIATION (HOA) MEETING (1,4,8,9,10,16,18,19)

On Tuesday, November 15th, Van Buren Tech hosted the annual meeting of the Corwin Meadows Homeowners Association. The primary objective of the meeting was to discuss the upcoming transfer of leadership of the HOA per the bylaws once the home at 217 Corwin Meadows sells, which is currently on the market. Per the bylaws, once the majority of ownership of eligible lots shifts from the developer to the homeowners, a new Board of Directors, President, Vice President, Secretary, and Treasurer must be elected by the voting members. With 8 eligible lots in Phase I of this development and 4 currently occupied, the sale of the 217 Corwin Meadows home will place ownership of 5 of the 8 eligible lots in the hands of the homeowners. Unfortunately, there was only one homeowner in attendance, who has expressed an interest in being a part of the HOA board. We have reached out to all other homeowners to gauge interest and are researching other legal options moving forward.

CYBER SECURITY & COMPUTER NETWORK TECHNOLOGY - ALUMNI VISITOR (1,11,15,17,18,20)

Former Cyber Security & Computer Network Technology student, Maria Gallegos, visited Van Buren Tech to give current students advice on taking advantage of the opportunities Van Buren Tech offers and how to prepare for college.

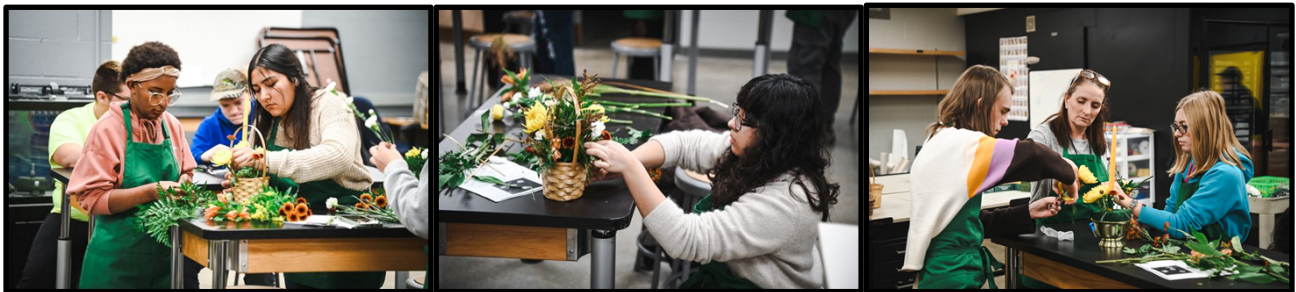


Gallegos was a part of Mr. Huffman's Cyber Security & Computer Network Technology program for two years and has credited him and Van Buren Tech for her success in college today. Not only did the program prepare her for her double major at Western Michigan University, staff at Van Buren Tech also helped her apply and obtain scholarships to fund her way. She was the recipient of the Martin Luther King Scholarship, Cesar Chavez scholarship, and many more! Gallegos is currently attending Western Michigan University and majoring in Business Analytics and Criminal Justice.

"Van Buren Tech and Mr. Huffman gave me the confidence to achieve great things and the knowledge to succeed."

AGRICULTURE & NATURAL RESOURCES - FLORAL BUSINESS LAB (1,4,5,8,11,15,17,18,20)

In preparation for the Holiday Season, students in the Agriculture & Natural Resources program recently began learning how to run a small business by operating a fresh floral service. They are also learning the fundamentals of design in the floral industry, as well as how the cut flower industry operates in the United States and other countries. This allows the students to see the whole process of the industry and learn about agricultural job opportunities in the floral industry. As part of this process, students also assembled various floral arrangements that were made available to VB Tech staff for purchase. Great job students!



ENGINEERING & ARCHITECTURAL DESIGN- SHARK TANK EVENT (1,4,8,11,15,17,18,20)

Students in the Engineering & Architectural Design program recently participated in a Shark Tank competition at VB Tech. Students were tasked with creating a desk organizer that could hold their phone, secure their writing utensils, and organize their desk without taking up too much space. Students created their designs on the computer, created a mock design using cardboard, and pitched their item to the Sharks (Judges). Next, the winners will be able to 3D print their design to watch their ideas become a reality! Although all of the designs were extremely innovative, the Sharks were only able to choose one winner from each class. Check out the contestants and their designs! Innovation at its best! Great job to all involved!



CULINARY ARTS & CATERING MANAGEMENT - LMC FIELD TRIP (1,4,8,11,15,17,18,20)

Select students from Van Buren Tech’s Culinary Arts & Catering Management program recently visited Lake Michigan College to work with and learn from World Famous Chocolatier, Luis Amado. Chef Amado is a Certified Executive Pastry Chef by the American Culinary Federation and he is a part of Lake Michigan College’s Culinary Management Program. Students learned industry-related techniques, skills, and the process of creating a culinary work of art.

Culinary Arts & Catering Management students are no stranger to success in the kitchen. They also recently competed at The Great Pumpkin Soiree at the Fetzer Center at Western Michigan University. This was a charity event to raise funds for Kalamazoo in Bloom. With approximately 150 guests, it was a great experience for the students.

Van Buren Tech walked away with the award for “Best Tasting Savory Dish.” Congratulations on a job well done!



DENTAL OCCUPATIONS - GUEST SPEAKER (1,4,8,11,15,17,18,20)

Lisa Johnson, Registered Dental Hygienist, recently visited the students in the Dental Occupations program at Van Buren Tech! Johnson, who currently works at Griffin Dental in Hartford, MI, spoke to students about the day to day tasks associated with a career in dental hygiene and demonstrated how to properly measure the health of the gum tissue by completing periodontal charting. The students were also able to practice on a live patient to

obtain hands-on learning and experience that'll prepare them for their future in Dental Occupations. Thank you Lisa!




CAREER, COLLEGE AND EXPLORATION FAIR (1,4,8,11,15,17,18,20)

On Thursday, October 13th, Van Buren Tech hosted its annual Career, College, and Exploration Fair for all Van Buren Tech students. There were over 45 representatives from colleges, universities, Armed Forces, and industry that attended. Students were able to speak directly with representatives about their future goals and plans, as representatives helped give advice to best set them up for success in their future. Whatever path each student chooses to take, Van Buren Tech is proud to help them along the way!



Memorandum	
Date:	December 7, 2022
To:	VBISD Board of Education
From:	Cheryl-Marie A. Manson <i>Director of Instructional Services</i>
Subject:	Instructional Services Monthly Update



INSTRUCTIONAL SERVICES



Staff Spotlight

Leadership, Supervisor, Faculty & Staff Personnel

Lacey Clapper is a Mental Health Clinician placed in Hartford. She has over ten years of experience in the field, seven of those working with youth clinically. Lacey loves collaborating with her school team and appreciates that they work collectively as “boots on the ground” for our districts. She says, “I genuinely love being a part of Redwood’s administration and behavior team. It makes doing really hard work manageable and fulfilling.”





Regina Herber is a certified teacher providing direct education in Project Lean. She works primarily with our local district middle schools throughout the county. Regina started with our department at the beginning of this school year and comes to us with 14 years experience as a teacher. Her goal for this year is to become familiar with the SNAP-Ed Grant in order to better understand how she can support classroom work. Regina is excited about this change in her career and enjoys traveling around the county to provide nutrition education.

Stacey Coon-Ballard is a Mental Health Clinician placed at Paw Paw High School and Aspire (Paw Paw Alternative Education). Stacey has been with VBISD for four years and has 30 years of experience as a clinician. She brings to our department, and to Paw Paw, a wealth of experience and wisdom in the area of mental health. One of Stacey’s goals for this year is to continue to work on being a positive and supportive team member. When asked what she likes about her position, Stacey said “I love the energy that our district has and how we are working on viewing our students and self. I also love how we are allowed to see each other and care for each other”.



Mental Health

Leadership, Communication Skills, Planner & Organizer, Crisis Manager, Community Relations

Direct Services Update:

During the month of November our Mental Health Clinicians have serviced 380 students throughout Van Buren County districts. In addition to services, many of our clinicians continue to work on their buildings behavioral health and child study teams.

Community Outreach:

We continue to work hard to increase access to Mental Health Services in Van Buren county while increasing Mental Health Literacy and reducing stigma. We offered a Youth Mental Health First Aid training Oct. 31, with participants attending from our Juvenile Justice system as well as area medical providers. We also recently had Laura Vander Beek and Lacey Clapper trained as Question, Persuade, and Refer (QPR) trainers, with the hopes of being able to offer these training sessions in the near future.

As a result of our Whole Child Summit in October, we had a small workgroup of members come together early November to discuss strategies to help achieve our countywide goal of increasing Youth Mental Health Literacy.



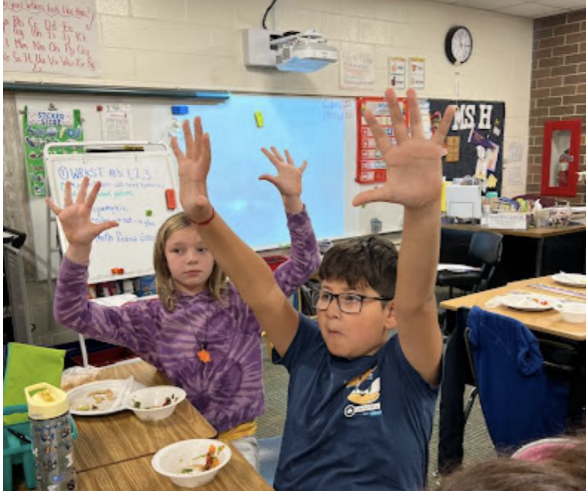
Social and Emotional Learning:

Heidi presented on SEL through an Adult Lense at the 4th annual behavior conference. The session was well attended and offered our educators a chance to increase their own Social and Emotional Learning skills as a way to help support them on their journeys as well.

We have 4 Mental Health Clinicians going through the TRAILS Tier 2 Coach training, which consist of training in addition to weekly consultation calls. Coaches will work closely with local staff to provide guidance on running Tier 2 skill based CBT and Mindfulness groups to students.

Project Lean Highlight

Leadership, Communication Skills, Faculty & Staff Personnel, Student Personnel, Community Relations



Direct Education Update: Nutrition Educators have hit the ground running. Currently students in Pre-K, Kindergarten, 2nd Grade, 3rd Grade, 4th Grade, and 6th Grade are learning about the five food groups, getting more physical activity, and learning how to make their schools and classrooms healthier spaces. Educators are teaching in Bangor, Bloomingdale, Covert, Gobles, Hartford, Lawton, and Paw Paw. During the month of October, 875 tastings were served in VanBuren County.

Community Outreach:

Project L.E.A.N. attended the Van Buren County Whole Child Summit on October 3. At the summit, MIPHY Assessment Data was presented, which demonstrated community needs. This summit also presented multiple opportunities to network with agencies and providers within Southwestern Michigan.

Policies Systems and Environmental Change

Project Lean is working with several schools to either refresh or establish a Wellness Committee. Data gathering, meetings and Healthy School Action Tool Assessments have been completed at Redwood Elementary in Hartford. The process is currently underway in Covert and triennial assessments are in place for Gobles, Bloomingdale, Covert, and Decatur.

Adult Education

Leadership, Communication Skills, Faculty & Staff Personnel, Student Personnel, Community Relations



Our Adult Education programming has taken off with great success, thanks to the efforts and dedication of our entirely bilingual staff of five. We currently have Adult ESL Courses offered at Bangor and Covert, in addition to courses offered through Kalamazoo Literacy Council, with whom we have a partnership. Covert

classes are held two nights per week and 35 students are enrolled. Bangor also runs two nights per week with 15 students. Our students/adult learners all have a strong desire to improve their English skills.

Alicia Sarco-Villagomez, a Covert Public Schools alumna, is pictured here and is a certified teacher who is very passionate about working with adult learners. Alicia has done a great job of not only facilitating the learning, but for creating a culture of learners. She is assisted by four other assistants who continue to propel this work forward.



Adult Education participants held a Thanksgiving dinner together during one of their class sessions

Math

Leadership, Communication Skills, Faculty & Staff Personnel, Student Personnel, Community Relations, Resourcefulness, Creativity & Innovativeness

Not only does Amanda Cook work with teachers regularly in our local districts, but she also engages students in a free (grant funded) after school program at Lawrence Elementary called "Crazy 8s."

Crazy 8s is the largest recreational after-school math club for elementary-aged kids in the U.S. The mission of this club is to have kids enjoy math as much as (or more than) they would enjoy sports, music and all their other extracurricular recreation. The goal is to change culture! This program is everything the website advertises it to be -Math Consultant tested and kid approved.

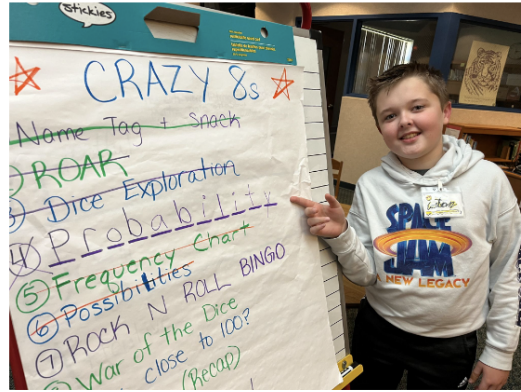


Human frequency chart on which number 1-6 their bouncy dice rolled. Discussing probability.

Amanda's plan is to scale this project in order for more schools to hold Crazy 8s after school clubs throughout the county.



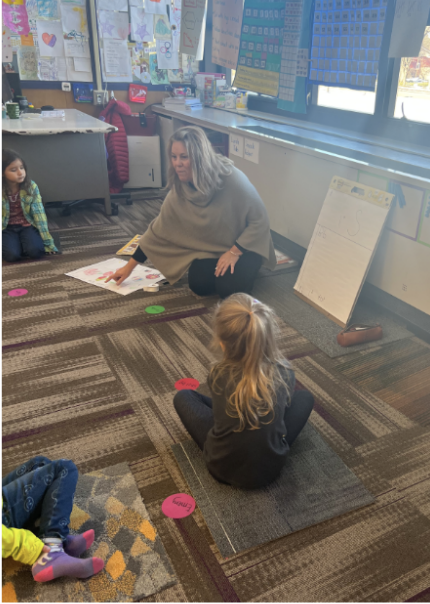
Neon-Geometry-shape attributes and tessellations



This student is showing the schedule for the day.

Early Literacy

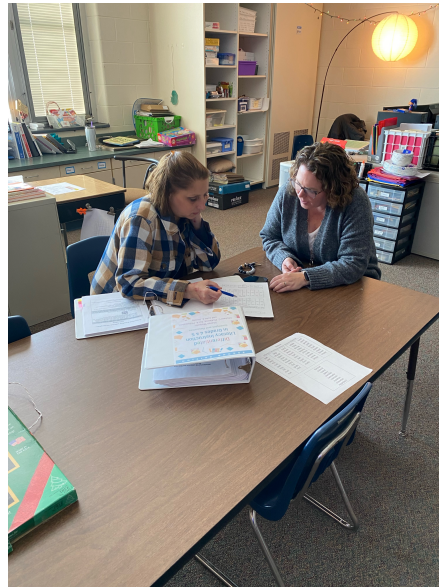
Leadership, Planner & Organizer, Policy Implementer, Communication Skills, Faculty & Staff Personnel, Student Personnel, Resourcefulness



Tanya Miller, VBISD Literacy Coach working modeling for staff at Covert how to work with students in early literacy skills.

In our elementary buildings, our literacy coaches have been focusing on writing supports as well differentiated reading instruction. This work has

been a complement to the Daily 5 and CAFE work that has already been happening in these schools.



Kattie Northrup, VBISD Literacy Coach, working one-on-one with a teacher.

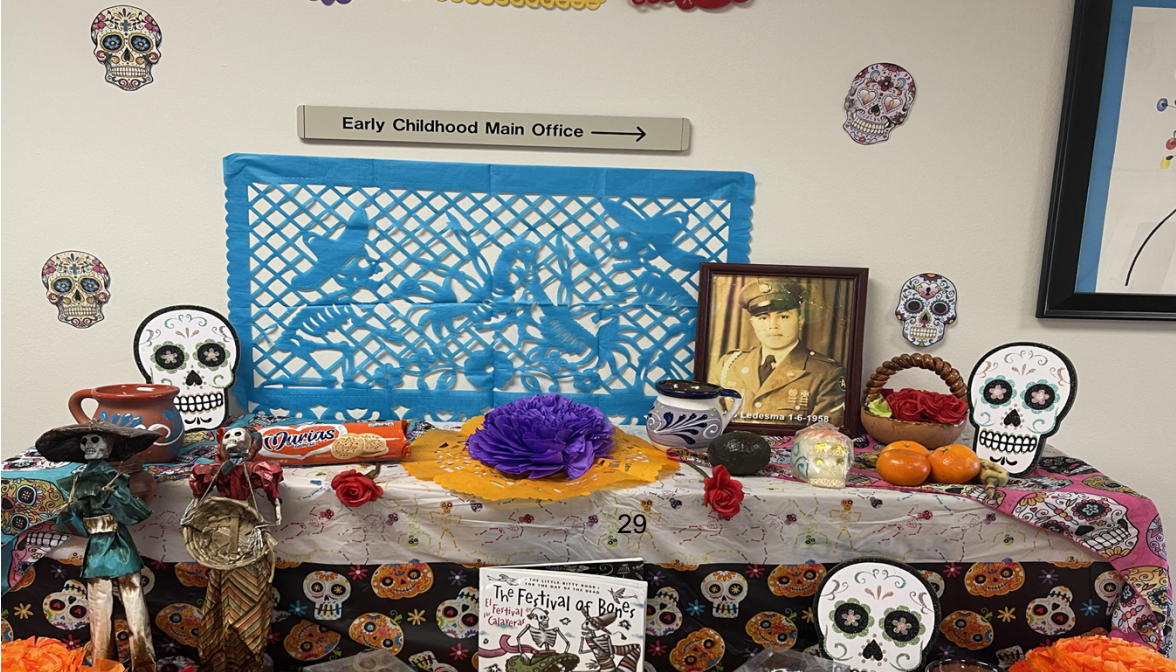
Memorandum	
Date:	December 7, 2022
To:	VBISD Board of Education
From:	Angie Gutiérrez <i>Administrator of Whole Child Services</i>
Subject:	Whole Child Services Update



Culture/ Día de los muertos: (Faculty and Staff Personnel/Community Relations)

Día de los muertos or “Day of the dead” originated in Mexico, but is celebrated throughout Latin America. It has also been more popular in the United States in recent years. It is celebrated October 31st-November 2nd. The days of the dead are truly a celebration of life. Altars are built to remember loved ones that have passed away. On the altars their loved ones favorite foods, drinks, and pictures are placed. They also may include the marigold flower, sugar skulls, pan de muerto, and candles to name a few things. It is believed that this teaches us to learn to respect that life is brief, there is a circle to life, not to fear death, and to enjoy and appreciate every moment.

Sara Ledesma made an altar in the Special Services building this year. She brought in many personal items that she has collected during her visits to Mexico. I was also able to contribute some items that I had from my visit during the Día de los muertos celebration four years ago to the state of Jalisco, Mexico. Throughout the time the altar was up in the building staff members added pictures of their loved ones, books were brought in from staff members, and a lot of positive conversation around the altar each day it was displayed. It was also nice to see the building decorated with so many colors!





Cultural Understanding Committee Update: *(Planner & Organizer and Leadership)*

On September 13th we started our Core Foundations course with Justice Leaders Collaborative. Our trainers are Autumn Campbell and Dr. Shayla Griffin. We have approximately 26 participants from the ISD that represent a variety of programs. We have

completed seven sessions. We only have one more session left and although it has been a big time commitment I have personally learned a lot over the past seven sessions. I am hopeful that participants from the course will continue to move forward and we can start using the tools that we have learned to evaluate practices at the VBISD to ensure inclusion and equity in our practices. I am really excited to see if this will lead to additional cohorts and deeper learning for participants in the future. Our last session for this course is December 6th.

Our outcomes for this course are the following:

- Come to understand their own social identities, biases, and prejudices
- Increase their knowledge about the histories and present realities of various social identity groups
- Increase their awareness of social justice concepts such as “implicit bias” and “microaggressions”
- Begin considering how to incorporate this knowledge and awareness into their practice by using the EJATT (Education Justice Assessment & Transformation Tool Deep Dive: Planning for Action)



Interpreter trainings being offered: (*Professional Preparation/Communication Skills*)

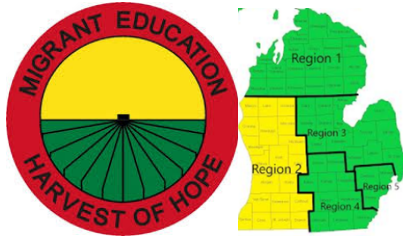
On Friday, October 28th Sarita Collins and Angie Gutierrez presented to the Superintendents regarding Interpreter/Translation requirements. It was important for local districts to understand the requirements of the OCR (Office of Civil Rights) and get support from the VBISD. We explained the requirements and answered questions from the Superintendents. After the meeting we sent out a survey and currently have around 18 participants that would like to participate in a training from Sarita Collins, one of our Migrant/ESL Resource Teachers. Sarita is recognized as a Certified Community Interpreter and a member of the *American*

Association of Interpreters and Translators for Education. Sarita is in the process of talking to the participants and planning four sessions that are ninety minutes each. We are very thankful to Katy Holverstott and Dave Manson for supporting this training and inviting us to speak to the Superintendents. It is so important that we have competent interpreters at IEP (Individual Education Plan) meetings, parent/teacher conferences, and other community events.



L.A.P (Language Assistance Program) Project: *(Decision Maker/Evaluator/Student Achievement)*

Last January I started the process of evaluating our English Learner Program and even more specifically the Title three consortium that includes Covert, Decatur, Gobles, Lawton, Lawrence, Mattawan, and Paw Paw. Each district is required to submit a LAP (Language Assistance Program) that outlines services provided to English Learners at their district. In September I sent out a request to our consortium districts to send copies of their LAP. We are providing the direct services to their English Learners and it is important that the LAP is representative of the services we are providing. I met with Kelly Alvarez, our state consultant for Title 3 services and after reviewing the current LAPs she suggested that I create three LAPs. In the coming months there will be a gold, silver, and bronze standard LAP. Currently, the ESL teachers are providing me with some data and I will be creating them. After they are created I will be meeting with the Curriculum Directors from each of the seven districts and we will be determining if the services provided in their district will have a bronze, silver, or gold LAP. It is also my goal to help each district come up with a plan to continue to increase services for their English learners.



Migrant/ ID & R Region 2 Update : (Faculty and staff Personnel, Supervisor, Decision Maker, And Evaluator)

In September we contracted Jose Nolasco to support recruiting efforts in Region 2. Jose has many years of experience in recruiting. He has already done a great job in assisting Sara Ledesma, our lead recruiter in developing a recruitment plan for Region 2. We currently have identified 244 eligible migrant students for Region 2. 165 students were three years old to 12th graders, 37 were 0-2 years of age, and 42 of those recruitments are out of school youth. Last year we had identified 41 out of school youths from 09/21-08/22. I think we will more than double the out of school youth enrollments this school year. Jose is able to provide the school age students with school supplies, books, helps with enrollments at their home district, and connects families with resources in their community. He also provides bookbags, Spanish/English dictionaries, ESL materials, and an online resource that covers lessons from English to financial literacy provided by the IDRC (Identification and recruitment consortium). Jose is building relationships with the H2A contractors, Labor and Economic Opportunity staff members, and traveling throughout Region 2 visiting the housing and Camps.

Region 2 Data 9/1/22-12/1/2022

Total number of enrollments	P0-P2	P3-12	OSY
244	37	165	42



Hispanic Heritage Festival by: Tonda Boothby

Hispanic Heritage Festival

The first Hispanic Heritage Festival in Van Buren County was held on Saturday, October 15 at the VBISD Conference Center. El Loco Taco food truck sold tamales and various Mexican dishes in the parking lot. InterCare staff also brought their mobile unit and provided free flu and COVID vaccines and boosters, checked blood pressure and provided some free health supplies. Acapulco Restaurant donated food for the event. United Christian Services, Michigan Works Labor & Economic Opportunity (LEO) and the Telamon National Farmworkers Jobs Program.

Sandy Jimenez (mother and dance instructor) from South Haven organized a folklore dance group comprised of Nicole Jimenez, Sandy Jimenez (HS senior), Miriam Peralta and Leslie Rosas Jimenez, who performed several dances from Mexico for the audience. Miriam Peralta and Cesar Garcia from Lawrence raised funds for prizes for each of the events. Several inspired young people demonstrated their dance moves for the dance contest. One gentleman, who had obviously practiced his cowboy calls, was the undisputed winner of the “grito” contest. Karen Sarat from Lawton and Patricia Gandarilla from Melvindale won the karaoke singing contest. Three volunteers took on the jalapeno contest and were awarded prizes for trying this challenge. The event ended with attendees enjoying a few games of Chalupa or Loteria which is like Mexican bingo. Since prizes were donated, that event as well as everything but the food truck was completely free.

Thank you to Gerardo Aranda, Sandy Jimenez, Hugo Pantoja and Jesus Lule, all from Michigan Works, Labor & Economic Opportunities agency; Paul Garrod from the Courier Leader; Miriam Peralta and Cesar Garcia from the United Methodist Church of Lawrence and the VBISD English Learner Program staff for organizing this event. We hope to grow this event in 2023!







Science Olympiad

Science Olympiad is underway again in Michigan. Coaches in our Region 13 voted to hold our tournament at Western Michigan University (WMU) when Region 10 holds their event on March 18. Like the 2022 tournament, teams in the two regions will be scored separately so that each region can send its winning teams to the state tournament in April.

A new proposal introduced this year by Michigan Science Olympiad board allows any winning team participants to compete at the state tournament if they won first place at the regional tournament. Hopefully, this concept will encourage more participation from smaller schools.

In addition to allowing event winners to compete at the state tournament, the Michigan Science Olympiad board is providing more support for coaches and teams by holding regional workshops prior to the regional tournaments. A free, online event with supervisors for events was held on November 5. Regional workshops for coaches and participants will take place in East Lansing, Alpena, Kalamazoo and metro Detroit in December and January. Teams are encouraged to bring items that they are constructing to get feedback from tournament supervisors and to pick

up new ideas to improve their items. The event in Kalamazoo will be on January 14 at WMU, and I anticipate that most of our teams will participate in that event.

2022 Migrant Resource Council Christmas Basket Event

The Southwest Michigan Migrant Resource Council is holding their 2022 Christmas Basket Event on Saturday, December 10, 2022 from 10 until 1 at the VBISD Conference Center. Food boxes, hygiene supplies and bags with toys from Santa will be distributed to approximately 300 migrant and seasonal farmworker families. The Resource Council partners with Toys for Tots to provide at least one toy for each child, although having appropriate items for teenagers is difficult. The council is asking for “things for teens” from event supporters and council members so that they can also have something from Santa.

In addition to having Santa and Mrs. Claus at the event, Intercare will hold a vaccine clinic for COVID boosters and flu shots and several agencies will be on hand to share information with migrant and farmworker families.

We are still in need of volunteers to help with making the toy bags after 11 a.m. on Friday, December 9 in the old papermaking room at the Conference Center, and volunteers for the event itself on December 10. Anyone who is willing to help can contact Tonda Boothby at tboothby@vbisd.org or via phone at 269-271-3838.

MEMO

DATE: DECEMBER 7, 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.)

Unified Talent & Records System Updates:

We were a little ahead of the November 1, 2022 launch date of our new applicant tracking and onboarding system. We had a smooth transition of all of our existing job postings from our old applicant tracking system to our new system. I am also happy to report that since we went live, we have successfully hired three new hires! It was all hands on deck to ensure this was as seamless as possible for our new hires. We did make them aware that they were among the first to go through our new system and process and they each were super helpful, understanding and willing to provide feedback along the way. Overall, they each felt the paperwork online was extremely quick and easy to complete and expressed how fast Jodi Sower answered all of their questions. The HR team is currently adjusting to the new way of working paperless and is doing an amazing job with the transition as well.

Next, we will be focused on getting all employees into Records so all contracts, changes to direct deposit and other payroll changes will be completed in the system and filed electronically. More updates to come as this will be a focus for us early in 2023.

TimeClock Plus Updates:

We are making great progress with migrating our time and attendance system to TimeClock Plus. Rhonda Plumley and Shawn Fitzgerald have been instrumental in the meetings and completing configuration tasks to keep us on track. We will continue to configure the system throughout the month of December and move into a pilot group before fully rolling out the system and time clocks to all employees early in 2023.

2022 MASPA 49th Annual Winter Conference:



I had the pleasure and opportunity to attend the MASPA conference in Lansing on Wednesday, November 30th - Friday, December 2nd. This was my first conference since joining the VBISD and I greatly appreciate the opportunity to attend to be able to network, learn best practices and trends happening within Human Resources. Thank you!

III. ACTION ITEMS

A. Approval of Purchase of Two 2023 10 Passenger Wheelchair Vans (**ROLL CALL VOTE**)

42

MEMO

DATE: DECEMBER 7, 2022

TO: BOARD OF EDUCATION

FROM: TERRY LECHENET, TRANSPORTATION SUPERVISOR

**RE: APPROVAL OF PURCHASE OF TWO MODEL YEAR 2023
10-PASSENGER W/C VEHICLES**

We recently solicited competitive bids for the purchase of two model year 2023 10-passenger wheelchair vehicles. The vehicles will be used to transport students and will be an addition and replacement of the current wheelchair vehicles.

We received three bids for two model year 2023 Ford Transit T350 XL AWD W/C Vans as follows:

Hoekstra Transportation \$173,656

Tapper Ford Smart Floor \$166,796

Tapper Ford Wood Floor \$155,600

We are recommending that the bid from Tapper Ford Smart Floor be accepted.

RESOLVED, that the Board of Education accept the bid from Tapper Ford to purchase two model year 2023 10-passenger wheelchair vehicles at a cost of \$166,796.

B. Approval of Purchase of Three 2023 10 Passenger Vans (**ROLL CALL VOTE**)

44

MEMO

DATE: DECEMBER 7, 2022

TO: BOARD OF EDUCATION

FROM: TERRY LECHENET, TRANSPORTATION SUPERVISOR

RE: PURCHASE OF THREE MODEL YEAR 2023 10-PASSENGER VEHICLES

We recently solicited competitive bids for the purchase of three model year 2023 10-passenger vehicles. The vehicles will be used to transport students and will replace the Chevrolet Suburban vehicles we acquired in 2006.

We received one bid for three model year 2023 Ford Transit T350 XL AWD Vans as follows:

Hoekstra Transportation \$233,949

We are recommending that the bid from Hoekstra Transportation be accepted.

RESOLVED, that the Board of Education accept the bid from Hoekstra Transportation to purchase three model year 2023 10-passenger vehicles at a cost of \$233,949.

C. Approval of Employment of Staff (**VOICE VOTE**)

46

MEMO

DATE: December 7, 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 are attached.

<u>Special Education</u>	<u>Start Date</u>
Alexandria Scheer, School Social Worker	10/17/2022
<u>Instructional Services</u>	<u>Start Date</u>
Breanna DeBuck, Mental Health Clinician	11/14/2022
Diane Witzel, Mental Health Clinician	12/05/2022
<u>Administration</u>	<u>Start Date</u>
Dave Johnson, Facilities & Operations Supervisor	11/14/2022

RECOMMENDATION

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

MEMO

DATE: DECEMBER 7, 2022
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: STAFF RETIREMENTS/RESIGNATIONS

BACKGROUND

Attached is the letter of resignation for the following:

<u>Name</u>	<u>Resignation/Retirement Date</u>
Sheri James, Teacher EI	Resignation - 11-11-2022

RECOMMENDATION

Resolved that the Board of Education accept the resignation of the staff listed above.

Attachments

E. Disciplinary Hearing of Student
IV. OTHER BUSINESS
A. Motion to Adjourn Meeting (**VOICE VOTE**)

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.