

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 February 1, 2023, beginning at 4:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

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 (01/04/23)

2

The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **January 4, 2023**, at the Conference Center and called to order at **4:00 PM**. The following members were present: Makay, Kent, Middaugh, Faul, and Weiss.

Kent moved to approve the draft agenda for January 4, 2023, as presented. Supported by Makay. Roll call vote. Weiss – yes, Kent – yes, Faul – yes, Makay – yes, and Middaugh – yes. Motion carried.

Weiss moved to approve the Consent Agenda (*December 7, 2022 minutes; Special meeting minutes December 14, 2022; 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.

Weiss moved to approve the Board/Superintendent Travel for January. Supported by Makay. Roll call vote. Kent – yes, Faul – yes, Weiss – yes, Makay – yes, and Middaugh – yes. Motion carried.

Multiple holiday events were held in December and attended by board members. A presentation on Early On programs was made to the Board. Department updates along with the superintendent's update were presented to the Board.

Faul moved to approve the following 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 hiring of C2AE for the Architectural/Engineering Design portion of the Van Buren Tech teachers' lounge construction project for the total cost of \$29,500 plus reimbursables. This price does not include any changes to the scope of work going forward.

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

Kent made the motion to approve the following resolution:

RESOLVED, that the VBISD Board of Education approves the posting of a Maintenance Technician position designed to perform heavy-duty maintenance services across the organization.

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

Makay moved to approve the following resolution:

RESOLVED, that the VBISD Board of Education approves the posting of a VBISD Marketing position designed to focus on providing consistent and coordinated messaging to all of our constituents.

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

Kent made the motion to approve the following resolution:

RESOLVED, that the VBISD Board of Education approves the non-union member pay adjustments and other items as presented with an effective date of January 9, 2023.

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

Weiss moved to approve the following resolution:

RESOLVED that the Board of Education approves the Van Buren Intermediate School District Tuition Assistance Plan as presented in Attachment 2 with an effective date of January 4, 2023.

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

Makay moved to approve the following resolution:

RESOLVED that the Board of Education approves three additional days per week of Diagnostic-Teacher Consultant services.

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

Faul moved to approve the following resolution:

RESOLVED that the Board of Education approves the Administrator of Accountability role to be a full-time position with the VBISD.

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

Kent moved to approve the following resolution:

RESOLVED that the Board of Education approves three additional days per week of Physical Therapy services for the VBISD Early On Program.

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

Makay moved to approve the following resolution.

RESOLVED, that the Board of Education approve the employment of Erinn Hess, Diagnostic Consultant – annual salary of \$76,336*prorated with \$1500 sign-on bonus starting on 01/16/23 and Eric Clark, Mental Health Clinician – annual salary of \$54,753 *prorated starting on 01/23/23.

Supported by Weiss. Voice vote. Motion carried.

Weiss moved to approve the following resolution.

RESOLVED, that the Board of Education accept the resignation of Elizabeth Swartz, School Social Worker effective 01/19/23.

Supported by Kent. Voice vote. Motion carried.

Motion by Weiss to adjourn the meeting. Supported by Makay. Voice vote. Motion carried. Meeting adjourned at **5:11 PM**.

Respectfully submitted,



Van Buren Intermediate School District
Board of Education, Lawrence, Michigan

CONFERENCE ATTENDANCE

Superintendent/Board of Education

January 4, 2023

Pre-Approval

| NAME | DATES | LOCATION | ESTIMATED COST |
|-------------------|--------------------------|--|----------------|
| John Faul | March 31 – April 3, 2023 | National Association of School Boards 2023 Conference Orlando, Florida | \$3000 |
| Kenneth Kent | March 31 – April 3, 2023 | National Association of School Boards 2023 Conference Orlando, Florida | \$2700 |
| Karen Makay | March 31 – April 3, 2023 | National Association of School Boards 2023 Conference Orlando, Florida | \$2700 |
| Mary Ann Middaugh | March 31 – April 3, 2023 | National Association of School Boards 2023 Conference Orlando, Florida | \$2700 |
| John Weiss | March 31 – April 3, 2023 | National Association of School Boards 2023 Conference Orlando, Florida | \$2700 |
| Dave Manson | March 31 – April 3, 2023 | National Association of School Boards 2023 Conference Orlando, Florida | \$2500 |
| | | | |

Post Approval

| NAME | DATES | LOCATION | COST |
|------|-------|----------|------|
| | | | |
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| | | | |
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Van Buren Intermediate School District

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VAN BUREN INTERMEDIATE SCHOOL DISTRICT TUITION ASSISTANCE PLAN

Effective January 4, 2023

Introduction

Because we value the professional and personal development of our employees, the District has adopted the following plan pertaining to reimbursement for certain educational expenses. The District offers two pathways for reimbursement. The District will pay educational benefits out of grant funds or its General or Special Revenue Fund assets. The District does not maintain a special fund to cover the benefits. The Board reserves the right to change or discontinue this tuition assistance program at any time without notice. Should the Plan end, the District will reimburse all courses in process prior to termination, but it will not reimburse any classes that begin after Plan termination and notification. The Grant Funded Pathway prohibits payments to those individuals in the highly compensated group when such payments violate the discrimination clause as set forth in Internal Revenue Code Section 127(b)(3). This Plan prohibits the District from offering eligible employees a choice between educational assistance and other compensation.

Grant Funded Pathway

As grant funds become available in the District, employees may be eligible for:

- \$10,000 maximum tuition reimbursement per calendar year unless another limit is specified in the grant.
 - Covers tuition, fees and books
 - Doesn't cover meals, lodging, transportation or parking fees, tools or supplies that can be used or kept after the course.
- Employees will have to complete an application form within required timelines as specified in the grant funded tuition reimbursement announcement. Employees must meet the qualifications below:
 - Are an active full-time or part-time employee
 - Must be rated Highly Effective/Effective or in Good Standing at the time of application unless the grant is awarded for purposes related to performance improvement. Exceptions may be made for an employee new to the District.
 - Tuition reimbursements must align with career goals at VBISD or current position and/or job responsibilities. In accordance with Internal Revenue Code, the first \$5,250 of reimbursement per year for qualified educational programs will be tax-free. Should lawmakers enact an increase or decrease to the \$5,250 ceiling, this Plan automatically adopts the new ceiling on its effective date. Tuition reimbursement over \$5,250 per calendar year may be taxable unless certain requirements are met.



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- Maintains or improves skills required by the District, including refresher courses and courses dealing with current developments in the employee's profession and
 - Meets the requirements of any applicable law or regulation or any expressed requirements imposed by the District for bona fide business reasons as a condition to the employee's continued employment, status or rate of compensation.
- Tuition reimbursement amount will be based upon the grant amount awarded and the number of approved applications submitted.
 - Upon completion of the course(s) with a passing grade of C or better, the employee must submit her/his grade(s) with detailed invoices and proof of payment (showing the cost of each credit hour) to Human Resources for the approved course(s) within 30 days of the course end date.
 - In limited circumstances determined by Human Resources, tuition and related costs may be paid directly to the educational institution. In these cases, if the employee does not pass the course with C or better or remain employed during the semester enrolled they will be required to pay back the total amount advanced.

Non-Grant Funded Pathway

Only Administrators working toward the achievement of their certification required for their position or designed to enhance their skills may be eligible for:

- A \$4,000 maximum reimbursement per calendar year
 - Covers tuition or fees
 - Doesn't cover meals, lodging, transportation or parking, tools or supplies that can be used or kept after the course.
- Administrators will have to complete an application form. Administrators must meet the qualifications below:
 - Be an active full-time employee
 - Must be rated Highly Effective/Effective or in Good Standing at the time of application. Exceptions may be made for an employee new to the District.
 - Tuition reimbursements must align with required certification for their current position and/or job responsibilities. The tuition reimbursement may be taxable unless certain requirements are met. The education:
 - Maintains or improves skills required by the District, including refresher courses and courses dealing with current developments in the employee's profession and
 - Meets the requirements of any applicable law or regulation or any expressed requirements imposed by the District for bona fide business reasons as a condition to the employee's continued employment, status or rate of compensation.



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- Upon completion of the course(s) with a passing grade of C or better, the employee must submit her/his grade(s) with detailed invoices and proof of payment (showing the cost of each credit hour) to Human Resources for the approved course(s) within 30 days of the course end date.
- In limited circumstances determined by Human Resources, tuition and related costs may be paid directly to the educational institution. In these cases, if the employee does not pass the course with C or better or remain employed during the semester enrolled they will be required to pay back the total amount advanced.

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

10

Van Buren Intermediate School District
January 2023

| | | |
|--------------------------|----|---------------------|
| Imprest Fund Vouchers | \$ | 458,912.52 |
| Payroll Fund Vouchers | | 4,755,638.38 |
| Purchasing Card Vouchers | | 73,655.69 |
| EDUSTAFF ACH Payments | | <u>10,943.19</u> |
| | \$ | <u>5,299,149.78</u> |

Budget-to-Expenditure Comparison 22-23

| Fund | Budget | Actual & Encumbered Expenses | Unencumbered Balance | Year-to-Date Variance |
|-----------------------|------------|------------------------------------|-------------------------|--------------------------|
| General | 15,986,977 | 8,254,928 | 7,732,049 | 404,684 |
| Special Education | 37,037,146 | 15,124,849 | 21,912,297 | 4,936,938 |
| Career Tech Education | 15,684,811 | 6,171,908 | 9,512,903 | 2,324,032 |
| Food Service | 93,236 | 1,814 | 91,422 | 48,689 |
| Capital Projects | 0 | 1,787,296 | N/A | (1,787,296) |

Cash Flow Summary

| | Ending Balance 11/30/2022 | Cash Receipts | Cash Disbursements | Ending Balance 12/31/2022 |
|-----------------------|---------------------------------|------------------|-----------------------|---------------------------------|
| General | 1,907,738 | 661,601 | 2,328,291 | 1,316,023 |
| Special Education | 5,749,624 | | 953,222 | 3,471,190 |
| Career Tech Education | 6,978,014 | | 286,134 | 6,253,292 |
| Student Activity Fund | 29,537 | | 0 | 29,537 |
| Food Service | 49,696 | | 63 | 49,759 |
| Capital Projects | <u>2,796,482</u> | | <u>0</u> | <u>2,789,290</u> |
| | 17,511,089 | | 3,567,710 | 7,169,709 * |
| | | | 7,169,709 * | 13,909,090 |

* The cash disbursements total includes amounts transferred electronically. Non-payroll related electronic transfers were made to other VBISD aCHounts. A listing of these transactions are available upon request. This statement is in accordance with Policy #6144.01

IMPREST VOUCHER SUMMARY
January 2023

| <u>FUND NAME</u> | <u>CHECKS</u> | <u>PURCHASING CARDS</u> | <u>TRANSFERS/ INTEREST/FEES</u> | <u>TOTAL</u> |
|-----------------------|-------------------|-----------------------------|-------------------------------------|-------------------|
| General Fund | 124,993.85 | 45,622.49 | (19,186.10) | 151,430.24 |
| Special Education | 97,610.84 | 13,660.07 | 3,626.30 | 114,897.21 |
| Vocational Education | 83,941.05 | 14,315.10 | 15,559.80 | 113,815.95 |
| Capital Projects | 152,366.78 | 0.00 | 0.00 | 152,366.78 |
| Health Consortium | 0.00 | 0.00 | 0.00 | 0.00 |
| Student Activity Fund | 0.00 | 58.03 | 0.00 | 58.03 |
| TOTAL | 458,912.52 | 73,655.69 | 0.00 | 532,568.21 |

PAYROLL SUMMARY
January 2023

| | |
|-----------------------|---------------------|
| GENERAL | 971,663.48 |
| SPECIAL EDUCATION | 2,901,478.67 |
| VOCATIONAL EDUCATION | 882,496.23 |
| STUDENT ACTIVITY FUND | - |
| FOOD SERVICE FUND | - |
| TOTAL PAYROLL | 4,755,638.38 |

CONFERENCE ATTENDANCE
Superintendent/Board of Education
February 1, 2023

Pre-Approval

| NAME | DATES | LOCATION | ESTIMATED COST |
|-------------|----------------------|--|-----------------------|
| Karen Makay | February 24-26, 2023 | MASB Winter Institute 2023 Virtual Conference | \$524.00 |
| John Weiss | February 24-26, 2023 | MASB Winter Institute 2023 Virtual Conference | \$297.00 |
| | | | |

Post Approval

| NAME | DATES | LOCATION | COST |
|-------------|--------------|-----------------|-------------|
| | | | |
| | | | |
| | | | |
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D. Public Comments
II. INFORMATIONAL ITEMS
A. Board Updates
B. Superintendent Update

16

Date: February 1, 2023
 To: Board of Education
 From: David D. Manson, Superintendent
 Subject: Superintendent Update

Great Job Award and Helping Hands Award Recipients: (Governance & Board Relations, Staff Relations, Instructional Leadership)

On January 16th, VBISD had an opportunity to celebrate the contributions of many staff members through the Great Job Award and the Helping Hands Award. After sorting through 40 Great Job nominations, 26 staff members were selected to be honored.

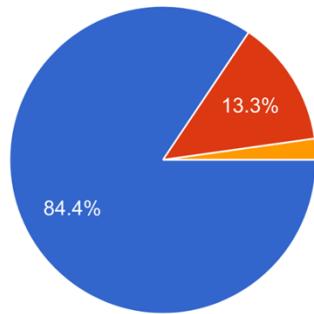
| Great Job Award Winners | | |
|------------------------------------|--------------------|---------------------|
| Melody Cheek | Teri Evans | Lacey Ferrell |
| Yvonne Hoekstra | Kristi Hyder | Nicole Johnson |
| Robin Taylor | Amy Andrus | Missy Burch |
| Angela Burd | Nichole Carolla | Tim DeVary |
| Gabe Kooyers | Kathleen Kroll | Lissette Mira-Amaya |
| Kevin Ouzts | Cheri Reeves | Carolyn Rhodes |
| Courtney Stewart | Danielle Wentworth | Megan Weinberg |
| Andrea Robinson | Laura Thornburg | Jenny Gale |
| Marilyn Mead | Lisa Thorne | |
| Helping Hands Award Winners | | |
| Danielle Ricks | Ana Maack | Rhonda Plumley |

Professional Development Day - Feedback: (Governance & Board Relations, Staff Relations, Instructional Leadership)

On January 16th, VBISD held an annual Professional Development Day. The following feedback was gathered from 180 individuals who attended the event.

Regarding VBISD Updates:

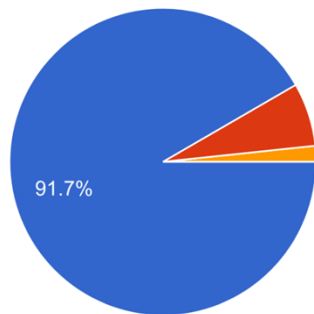
180 responses



- Definitely do in the future
- Maybe do in the future
- Skip in the future

Regarding the Great Job Awards:

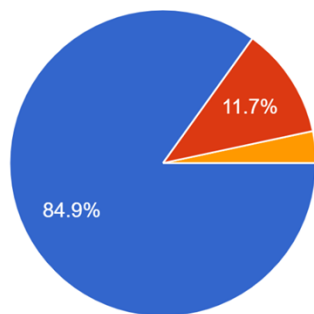
180 responses



- Definitely do in the future
- Maybe do in the future
- Skip in the future

Regarding the Helping Hands Awards

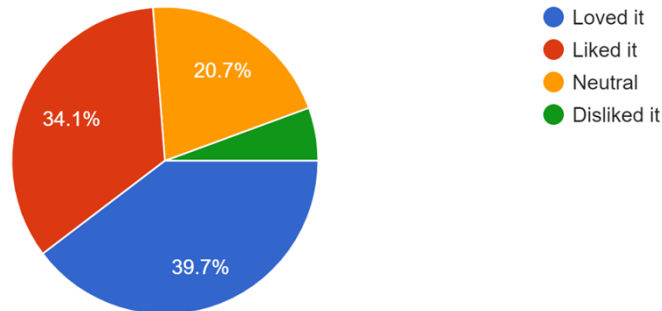
179 responses



- Definitely do in the future
- Maybe do in the future
- Skip in the future

Regarding David Hulings - Collective Power of P.A.C.E.

179 responses



Michigan Association of Superintendents and Administrators (MASA) – Midwinter Conference: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)


I want to thank the Board for the opportunity to attend the MASA Midwinter Conference in Kalamazoo on January 18-20. It was great to be able to stay at home and not have to travel for the event. Here are some of the sessions that I was able to attend:

- You Can Get in the Way: How You Can Become a Roadblock to Risk Factors ~ Dr. John W. Hodge
- Special Education Talent Development - A Leadership Retention Strategy ~ Derek Cooley, Abby Cypher
- Talent Together - Grow Your Own ~ Jack Elsey
- Legislative and Federal Updates ~ Matthew Schueller, Tara Thomas
- Analyzing Student Threats: A Framework ~ Cathleen Dooley, Daniel Martin
- Collective Bargaining Hot Topics: Safety Protocols, Remote Work & Employee Retention ~ MaryJo Banasik, Raymond Davis

C. Department Updates
1. Instructional Services

20

| Memorandum | |
|-----------------|---|
| Date: | February 2023 |
| To: | VBISD Board of Education |
| From: | Cheryl-Marie A. Manson <i>Director of Instructional Services</i> |
| Subject: | Instructional Services Monthly Update |





Staff Spotlight

Amanda Cook is our sole Math Consultant for the ISD and has 16 years of experience in education. Amanda’s goal is to reduce math anxiety so that all students ENJOY math class and the sense of pride earned from persevering through productive struggle. A strategy to work toward that goal in 2022-23 is to build teacher understanding around the learning trajectories that their students are on so that they can plan for and deliver the next appropriate step for each student. Students being challenged with what they are ready for allows them to feel equipped to tackle every math problem as they are fun riddles and puzzles.



Jake Keeler is a Mental Health Clinician who works at Lincoln Elementary in South Haven. He has eight years of experience with two of those at VBISD. He is currently working on beginning Tier 2 social emotional learning goals, focused on building emotion regulation and self-efficacy for his kindergarten through third grade students. He enjoys seeing the students that he works with making progress towards their goals. Seeing students more confident in their abilities and practicing what he works on with them in their sessions to manage stress is what he loves.

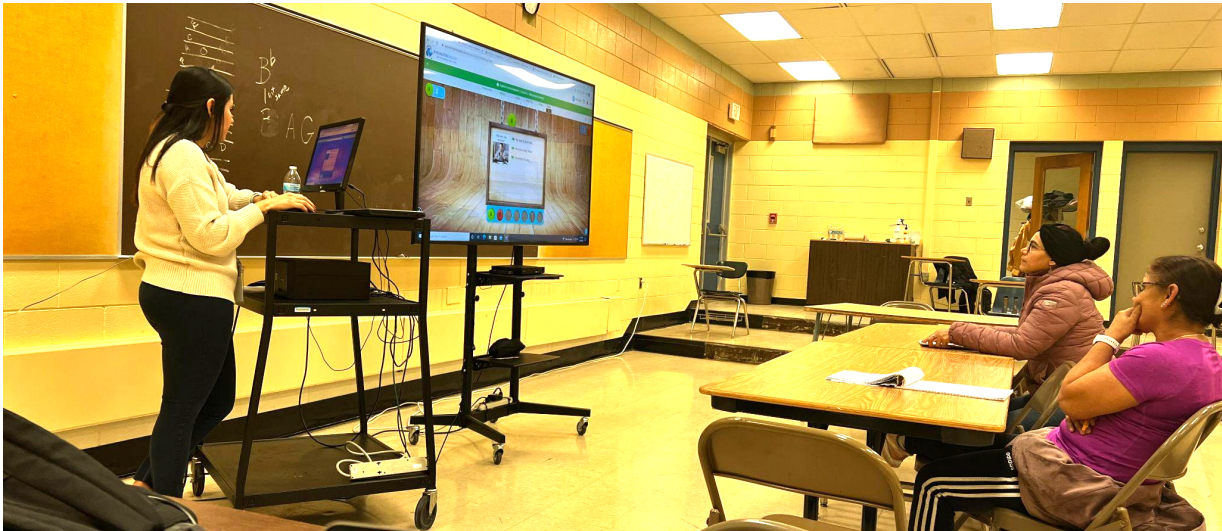
Paula Kana’an is a Mental Health Clinician placed in Mattawan Middle School. Paula came to us with 18 years of experience having done a variety of jobs from foster care, to community re-entry for adjudicated youth, Wraparound Worker with Community Mental Health, to medical social work, to private practice therapist, and now with the ISD for the past four years. She is currently working with Mattawan Middle School to create continued best practice in service delivery, and participate with both Mattawan and the ISD Critical Incident Stress Management teams. She loves working with students daily to witness the small



and big changes they create in their lives. She is grateful to be a part of the Mental Health Clinician team feeling that the wealth of knowledge on the team along with the collective years of experience allows for top notch services to occur for the students in Van Buren county. Paula is looking forward to presenting around SEL and Mental Health Health Psychoeducation to new teachers on February 2nd.

Adult Education

Our adult learners in Covert and Bangor continue to work with instructors and online software in order to grow their English Language learning. These students are grouped into levels of proficiency and divided by staff in order to further individualize the instruction provided online.



| WIOA Learners 2022-2023 | Target | Q 1 | Q 2 | Q 3 | Q 4 | YTD | Variance | |
|------------------------------|--------|----------|----------|-----|-----|---------|----------|------|
| # of Enrolled in ESL of SWMI | 130 | 66 | 9 | | | 75 | -55 | 58% |
| # of Enrolled in EW2S | 25 | 6 | 8 | | | 14 | -11 | 56% |
| # of Enrolled in VBISD | | | 36 | | | 36 | | |
| # of learners contacted | 150 | 117 | 40 | | | 157 | 7 | 105% |
| # of Navigation hours | 800 | 141.25 | 254.50 | | | 395.75 | -404.25 | 49% |
| # of Instructional hours | 7000 | 1,702.50 | 1,706.75 | | | 3409.25 | -3590.75 | 49% |

Project LEAN update:

Update on the use of local produce as was suggested by the board - Regina Herber, who teaches our 6th grade students was able to purchase apples from Husted's Farm Market. After some research many local farmers do not take credit cards (our method of purchasing). We will continue to look for purchasing opportunities from local farmers. Thank you for this great suggestion!

December Project LEAN school information:

| School | Grade | # of Classrooms Served | Number of lessons | Number of participants reached |
|------------------------|--------------|-------------------------------|--------------------------|---------------------------------------|
| Lawton Elementary | 4th grade | 4 | 3 | 90 |
| Gobles Elementary | 2nd grade | 3 | 3 | 68 |
| Paw Paw Early EI | K | 4 | 3 | 91 |
| Paw Paw Early EI | 2nd | 1 | 3 | 23 |
| Paw Paw Later EI | 3rd | 2 | 3 | 57 |
| Paw Paw Later EI | 4th | 2 | 3 | 37 |
| Bangor South Walnut EI | 4th | 2 | 3 | 33 |
| Bangor South Walnut EI | 3rd | 1 | 3 | 23 |
| Bangor South Walnut EI | 2nd | 1 | 3 | 25 |
| Redwood EI | 3rd | 1 | 3 | 22 |
| Redwood EI | 2nd | 4 | 3 | 98 |
| Redwood EI | K | 1 | 3 | 21 |
| Paw Paw Middle School | 6 | 5 | 3 | 140 |
| Decatur MS | 6 | 2 | 3 | 54 |
| Hartford MS | 6 | 1 | 3 | 24 |
| Decatur EI | 4 | 3 | 3 | 62 |
| Covert EI | PK | 1 | 3 | 19 |
| Covert EI | K | 1 | 3 | 21 |
| Covert EI | 2nd | 1 | 3 | 28 |
| Covert EI | 3rd | 1 | 3 | 24 |
| Covert EI | 4th | 1 | 3 | 25 |

Van Buren County Grow Your Own (GYO) Grant Overview

Over the past several weeks, we have been pulling together a partnership with Talent Together, Western Michigan University and Grand Valley State University with the intent to create options to address all local district staffing needs. This partnership is in response to the MDE Grow Your Own Grant which is intended to support partnerships between PK-12 schools and educator preparation providers for pathways to support school staff to earn initial teacher certification or for certified teachers to earn additional endorsements via advanced degrees.

In high quality GYO programs, both partners commit to wrap-around support of candidates through shared mentorship, coaching, observation, and assessment of emerging teachers from the beginning of teacher preparation coursework through the first years of their service as certified teachers.

| What | Who Applies for GYO Grant | Who Secures MOUs | Fiscal Agent |
|---|---------------------------|------------------|-----------------|
| Talent Together Program Grant | Talent Together | Talent Together | Talent Together |
| WMU Program Grants | VBISD | VBISD | VBISD |
| GVSU Program Grants | VBISD | VBISD | VBISD |
| Other Program Grants | Local District | Local District | Local District |
| Staff Grants | Local District | Local District | Local District |

Literacy

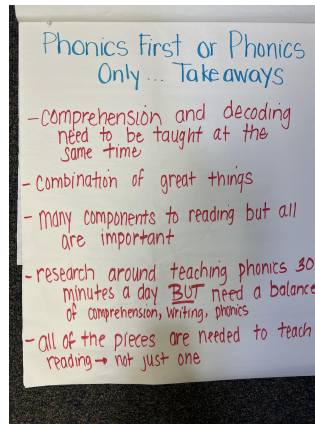
Our Early Literacy Coaches lead quarterly meetings of Van Buren County's Early Literacy Network. Membership consists of a literacy leader from each of our elementary buildings, with open invitations to attend shared with our ESL Staff, Early Childhood Education Department and Early Childhood Special Education Department.

Agendas consist of topics in literacy, such as Phonics and Writing Instruction, and are always rooted in [MAISA GELN's Essential Instructional Practices in Literacy](#). Additionally, there is focused work which is organized in the following P.O.P.E. Format. This format supports a structure of collaboration among our network.

P - Purpose: What is the purpose of the task? (and agree on what the team is seeking to achieve)

- O - Outcomes:** Determine the specific objectives or results.
- P - Process:** Determine how to achieve agreed upon outcomes.
- E - Evaluation:** Define effectiveness. (degree to which objectives are achieved)

Using input from our network members, we work to meet local needs during these meetings. This work supports our day to day work in local districts and promotes relationships with our local literacy leaders. We have meetings in February and April left this school year and are excited to see how the work of our network continues to be brought back to our local buildings.



After reading Tim Shanahan's article "[Phonics First or Phonics Only](#)," our network had an opportunity to share their major takeaways with the group. Our group learning helps us bring solid, research based practices into our local districts with buy in from our local coaches and interventionists.

Upcoming Events

- 2/20/23: Mike Mattos and Eric Twadell professional development at South Haven HS
- 4/11: Secondary MTSS Professional Learning at VBISD Conference Center
- 4/17: Elementary MTSS Professional Learning at VBISD Conference Center

When complete, share document with:

Entire IS department

Dave

Dawn

| Memorandum | |
|-----------------|---|
| Date: | February 1, 2022 |
| To: | VBISD Board of Education |
| From: | Angie Gutiérrez <i>Administrator of Whole Child Services</i> |
| Subject: | Whole Child Services Migrant/EL Update |



Staff Highlight : (Faculty and Staff Personnel/Community Relations)

Anita Robles



Anita Robles has worked as the secretary for the Migrant/El department for three years. Anita came to us after working at Western Michigan University as the Upperbound Administrative Assistant . She holds her Bachelor of Science degree with an emphasis in accounting. Anita is no stranger to the migrant program and worked in the summer program for five years. She has held different positions during her time in the program that include bus aide, preschool aide, and secretary. Anita has been a part of the Lawrence community all of her life and continues to be involved even after her daughter, Breanna graduated this last year. Anita volunteers to help coach the girls volleyball team and basketball team. She will even take personal time off to help in the elementary for events like Santa’s workshop. She is committed to seeing her community grow.

Anita has many responsibilities as the secretary for the department. During the regular year she does payroll for our Edustaff employees, mileage forms for all employees, data entry for our migrant students, helps with special events, and has been instrumental this year to create new systems to keep track of our budgets for our different grants. Another project she has been working on is a system to document all of our Migrant families so recruiters will have an efficient way to document communication and moves with our families. During the summer she

ensures payroll is correct and submitted on time, completes orders or purchases for the program, data entry, and assists with any job that comes up. Anita is always smiling and has patience with all the questions staff members have for her. One of our teachers, Laura Kronk had the following to say, “ Anita is thoughtful and works diligently behind the scenes to make sure that our department runs smoothly. She is an excellent communicator and willing to help problem-solve”.



Special Education Conference: *(Leadership, Communication skills, Planner & Organizer)*

On December 9th I was invited to speak to the staff from the Special Education department. My session was titled, “ The Migratory Farmworker Family: Facts and Myths”. My purpose during this session was to define a migrant farmworker, give data on agriculture in our county, discuss services that are provided to migrant workers and students in our county, and challenge myths and misconceptions of farmworkers. I also invited Zenia Gutierrez, one of our Migrant/ESL teachers to talk about her personal experience attending Bloomingdale Public Schools as a child and the impact of not having bilingual books growing up. She was also able to share about her project, Breaking Barriers with Bilingual books. We also had a group from Telemón speak about the programs that they offer not only for Migrant farm workers, but temporary agricultural workers. We had a lot to pack into two hours, but there were a lot of meaningful conversations that were able to take place and I am looking forward to presenting on this topic again in May. Sara Ledesma and I were also invited to a Women’s Conference in Sparta, Michigan to talk about this same topic as well as meeting the needs of Migrant workers.





| | |
|---|---|
| <p>Translation Written Language</p>  <p>Translation is the act of transferring written material from one language into equivalent written material in another language.</p> | <p>Interpreting Spoken Language</p>  <p>Interpreting is the act of listening to something in one language and orally rendering (or signing) it in another language.</p> |
|---|---|

Interpreter trainings Completed: (*Professional Preparation/Communication Skills*)

Sarita Collins completed four sessions on Interpreter Training January 19th. We had a total of 12 participants complete the training. Our participants represented Bangor, Covert, Hartford, Lawton, Paw Paw, and South Haven. This was excellent training and Sarita covered a variety of topics, but also gave participants the opportunity to practice and evaluate their skills each session. I have received a lot of positive feedback from the participants and they are requesting that we offer follow up training in the future. We also discussed having virtual check-ins for question/answer sessions and to go over more scenarios. It is great that we have so many dedicated professionals in our county that are committed to serve our Spanish speaking families.





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

The month of January has been very busy as I have met with all of our Title three consortium stakeholders at each of our districts: Covert, Decatur, Gobles, Lawton, Lawrence, Mattawan, and Paw Paw. Each district is required to submit a LAP (Language Assistance Program) to the state that outlines services provided to English Learners at their district. We discussed their current EI services being provided by the VBISD, reviewed their current comprehensive needs assessment for English Learners, and discussed the LAP. We also collaborated on ways to provide more services to their English Learners. These meetings were very productive and I am excited to see how these collaborative partnerships open the doors to provide more services for our English Learners in the future. One topic that was brought up at several of the meetings is the need for more coaching that focused on English learner strategies. We are in the process of planning some professional development for next year onsite at staff meetings or professional development days at the local consortium districts.



Summer Migrant Planning : (Faculty and staff Personnel, Supervisor, Decision Maker, And Evaluator)

Summer is only four months away! We are starting to plan for the Summer Migrant Program. We are working on a location for our program, but we are hoping to be in Lawrence this summer. Dave and I had a meeting with Lawrence Public Schools and things are looking very positive. The next few months will be busy getting everything lined up, but it is also an exciting time! We also have a lot of information in the next few weeks from the state of Michigan on guidance for Summer Programming. Please stay tuned for more information to come!

A promotional banner with a light green background and a dark green footer. On the left, the word "Education" is written in a large, elegant script font, with "EXCELLENCE" in a smaller, sans-serif font below it. To the right are two logos: the "5 SET SEG FOUNDATION" logo, which includes a map of Michigan, and the "MASB" logo, which includes a stylized blue and white graphic. The footer contains the text "Win a \$2,500 grant TODAY!" in a bold, white, sans-serif font.

Education
EXCELLENCE

5 SET SEG FOUNDATION

MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

Win a \$2,500 grant TODAY!

| | | |
|--|--|--|
| <p>Criteria: The winning programs must demonstrate growth in one or more of the following categories:</p> <p>Education (STEAM and Literacy)</p> <p>Social Responsibility</p> <p>Mental and Behavioral Health Awareness and Prevention</p> <p>Innovative Education Delivery: Bridging the gap between virtual or hybrid learning</p> | <p>Eligibility: Your program/creative approach must be deployed/in operation during 2022.</p> <p>Your program/creative approach must take place within a public or intermediate school district in Michigan</p> <p>Districts that have won in the past are eligible as long as the criteria are met</p> | <p>Awards: \$2,500 to expand and enhance your effort</p> <p>Commemorative trophy</p> <p>Education Excellence Award road sign</p> <p>Congratulatory email to your principal and superintendent</p> |
|--|--|--|

Zenia Gutierrez, our ESL/Migrant teacher, has been advocating for her project, “ Breaking Barriers with Bilingual Books” since joining us at the VBISD in the fall. Zenia has been featured on channel 3 news and also the front cover of Western Michigan University’s magazine. Zenia has been coordinating with districts on how to grow their bilingual libraries in Van Buren County. Set Seg foundation in partnership with MASB offered a 2,500 grant for local school districts and ISDs. Zenia applied for the grant in December and on January 25th Dave Manson was notified that Zenia was awarded a grant for 3,000 in honor of the 30th year distributing the Education Excellence Awards, instead of the traditional \$2,500 reward grant. As a 2023 Education Excellence Award winner, she will receive a \$3,000 check to be used for her project, a commemorative trophy, and an “Education Excellence Winner” roadside sign to be displayed at the VBISD. This is an incredible achievement as only 10 programs were selected from the many outstanding applications received from public schools across Michigan. Congratulations, Zenia!



Science Olympiad

Several coaches and many students from schools in our region of Cass, St. Joseph and Van Buren counties attended the Michigan Science Olympiad Coaches' Workshop on Saturday, January 14 at Western Michigan University. State and regional supervisors provided guidance and tips on how to improve “build” items and prepare their teams for the regional tournament

This was the first time that students could get feedback on what they built from event supervisors prior to the regional tournament. The regional event will be on March 18 at WMU.

2022 Migrant Resource Council Christmas Basket Event

The Christmas Basket Event held at the VBISD Conference Center on December 10 was almost back to pre-COVID standards. Agencies and volunteers, including Mary Ann Middaugh, worked with the Southwest Michigan Migrant Resource Council to help 322 families with food, hygiene supplies and toys from Santa. The day before the event, our Santa and Mrs. Claus told organizers that they were sick. Luckily, Jim Yanna was able to “find” a replacement Santa.

Families who came inside the Conference Center enjoyed a snack and met with different agency representatives. Community members donated clothing and parents were delighted to choose items for their families. InterCare provided flu shots plus COVID vaccines and boosters to approximately 40 people. Blossomtime royal courts of honor from Hartford, Bangor and Paw Paw visited with parents and their children. Michigan State University Cooperative Extension helped children complete seasonal arts and crafts projects. High school students from Bangor and Hartford earned community service hours by helping in different areas. The SW Michigan Migrant Resource Council is very appreciative of the support that the VBISD has given to this event which serves the largest number of migrant and seasonal farmworkers in Michigan.

WIDA Administration Training

Annual WIDA testing in Michigan starts on February 6 and ends on March 24. Each test administrator needs to complete annual training on how WIDA assessments are designed, administered, and scored. WIDA is designed as both an online and paper/pencil assessment for almost all English learners in grades K through 12. As part of the VBISD regional support for English learners, we have a history of supporting or providing professional learning on administering the annual assessments. I provided training on two days for local test administrators and/or test coordinators to prepare for testing and to complete their annual certifications. I will also provide testing at schools operated by the VBISD.

MEMO

DATE: FEBRUARY 1, 2023
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

GRAPHIC DESIGN STUDENT WINS KVCC ART COMPETITION (1,4,11,15,17,18,20)

The Graphic Design and Print Design programs at Van Buren Tech recently had 31 students compete in the first annual KVCC Art & Design Competition Exhibit. Based on his submission, Graphic Design student Gabriel Huntley was awarded the “Best of Show” honor for his stop-motion animation video. The award earned Huntley, a senior from Paw Paw High School, two semesters of FREE tuition in either the Studio Arts or Applied Arts program at KVCC, along with additional funds for books and materials. Stop-motion animations are one of Gabe’s passions, as he enjoys creating them and posting them on his YouTube channel...@GabesAnimations. Congratulations Gabe!



CTE AWARENESS MONTH VIDEO SUBMISSION (1,4,5,11,15,18)



As part of February’s CTE Awareness Month, The Michigan Department of Education’s Office of Career & Technical Education recently released a [CTE Month Promotional Flyer](#) and included a link to the CTE Month [webpage](#) for ideas and resources that can be used to help celebrate CTE Awareness Month. As part of the month’s festivities, the Office of Career & Technical Education (OCTE) will be hosting a virtual [CTE Promotional Event](#) for business and education leaders on February 22nd from 10:00-11:15 a.m. To support this initiative, VB Tech Marketing Specialist, Brittany Milan, created the following video to highlight VB Tech’s Fire Science and EMT programs. The video was submitted to the State for their CTE Month Video Contest and has been shared via VB Tech’s social media accounts.

<https://www.youtube.com/watch?v=EUXek8tQFrg&t=7s>

BUSINESS PROFESSIONALS of AMERICA LEADERSHIP CONFERENCE (1,4,8,11,15,17,18,20)

On January 13, 2023, 51 students from the Cyber Security, Finance Investment & Technology, and Software Engineering programs at Van Buren Tech participated in the Business Professionals of America (BPA) Region 1 Leadership Conference at Davenport University in Grand Rapids Michigan. There were approximately 500 students from high schools and career centers in southwest Michigan competing in over 80 events. VB Tech is proud to announce that we had 35 students receive 70 awards. Thirty-one students have qualified to compete at the BPA State Leadership Conference from March 9th through the 12th at the Amway Grand Plaza Hotel in Grand Rapids, Michigan. Each student who meets the GPA minimum requirements has qualified for a \$3,000 per year four-year scholarship to Davenport University worth \$12,000.



CULINARY ARTS STUDENTS PARTICIPATE IN CHILI COOK-OFF (1,4,15,17,18,20)

Two teams of students from VB Tech’s Culinary Arts program traveled to St. Joseph High School for a chili cook-off competition against 24 other teams. In addition to VB Tech’s 2 teams, there were 14 teams from Kalamazoo RESA and 10 teams from St. Joseph ISD. The competition consisted of 2 categories: Table Design and Chili, with medals awarded for first, second, and third place in each category. Overall, VB Tech’s teams did exceptionally well, earning 4 of the 6 available medals. VB Tech’s team “Kewl Beans” placed 1st in the table design category and 2nd place in the chili category, whereas VB Tech’s team “Sweet with a Kick of Heat” placed 2nd in the table design category and 3rd in the chili category! Congratulations to all involved!

Students Participating:

Kewl Beans

Marcos Garcia - Paw Paw
Marie Dandinidis - Mattawan

Sweet with a Kick of Heat

Emma Hosier - Bloomingdale
Emily Clark. - Lawton



10th GRADE VISITS (1,2,5,8,10,11,15,18)

During the week of December 5th, 2022, Van Buren Tech hosted its annual 10th Grade Visit event, which all 10th-grade students throughout Van Buren, Cass, and Berrien County are invited to attend. As part of the event, students can explore a variety of programs, meet instructors, and learn about the benefits of Career and Technical Education (CTE) at Van Buren Tech. Once again, the event was an overwhelming success, capped off by our 1st annual 10th Grade Visit parent Open House event, which took place on Monday, December 12th, from 5-7 p.m. With over 300 people in attendance, many students interested in enrollment at VB Tech next year were able to bring their parents back to show them programs of interest and meet instructors. Snacks and refreshments were provided by the Culinary Arts program.



AUTO PROGRAM ENGINE DONATION (4,11,15,16,18,19)

Van Buren Tech would like to extend a huge heartfelt THANK YOU to Signature Dealer Group out of Benton Harbor, MI for the donation of a brand new engine directly from Toyota's factory. The "high tech" donation, unlike older model engines in the program, will provide new opportunities and experiences for our automotive students. Bill Crowder (General Manager/Operating Partner), Bill Reilly (Dealer Principal/President), Zackrey Spear (Master ASE/Master Diagnostic Technician), and Curtis Rinke (Field Technical Specialist) visited Van Buren Tech to drop off the engine and meet with staff and students. Mr. Crowder and the Signature Dealer Group have also offered to support Van Buren Tech's Auto programs by offering students co-op internships and job shadows. Thank you Signature Dealer Group for your time, financial support, and passion for bringing more opportunities and resources to Van Buren Tech and our students!



MARKETING, SALES & BUSINESS PROGRAM (1,4,8,11,15,17,18,20)

Six students from Van Buren Tech's Marketing, Sales, & Business program participated in the District 3 DECA competition at Western Michigan University on Friday, January 20th. DECA is a student-run organization that prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, and management. DECA enhances the preparation for college and careers by providing co-curricular programs that integrate into classroom instruction, apply to learn, connect to business, and promote competition. Overall, students from 19 Southwest Michigan schools competed in 29 competitive events, with each consisting of a written exam and a role-play presentation. Overall, four Van Buren Tech students earned medals for their performance and five earned the right to participate in the State DECA Competition March 9-11 in Detroit, Michigan. Jasmin Antonio Reyes (Hartford) earned a medal for a high role-play score and will advance to the state competition in Apparel & Accessories; Gage Gardner (Hartford) earned a medal for a high role-play score and will advance to the state competition in Food Marketing; Damian Gargus (Hartford) earned a medal for high test score and will advance to the state competition in Quick Service Restaurant Management; and Jessica Diaz (Hartford) earned a medal for high test score in the Apparel & Accessories Marketing event. Summer Leadingham (South Haven) will advance to the state competition for the Entrepreneurship Series Event, and Darren Schultz (Hartford) competed in the Human Resources Management event. Congratulations to all. Great job!



MEMO

DATE: FEBRUARY 1, 2023
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 have currently been utilizing the new Records system primarily for our new hires to complete their new hire paperwork online as a part of our initial implementation. The Records system is not only used for onboarding and can be leveraged for all employees. We have created most of the forms in Records for employees to complete if they need anything in regards to updates to their direct deposit, W4, FMLA, Name Change, etc as well as forms for supervisors and/or secretaries to complete with any type of payroll change for an employee. These requests will be completed directly in the system and once approved will be filed electronically. Once we finalize, we will begin communicating and training. This is part of our journey to streamline and simplify our processes for our employees!

TimeClock Plus Updates:

We continue to meet weekly with our TimeClock Plus consultant to implement our new time and attendance system. We are continuing to make good progress configuring the system. We have also partnered with technology to help set up the new time clocks and create imports from eFP to TCP. Once the consultant feels good that the system is fully configured, we will begin to pilot with a select group of employees for ~4-6 weeks or until the implementation team feels comfortable that the system is fully functioning as designed. The pilot stage is one of the most important stages in order to ensure everything is correct since it is dealing with pay. Once we complete the pilot phase, we will then begin to train all employees on the system prior to a go-live date.

HUMAN RESOURCES PRESENTATION



February 1, 2023

KARA DUFFY



I have been married for 28 years to my husband, John

I have three children:

McKenna - 26, Occupational Therapist; Shane - 24, Journeyman in HVAC;
Brynn - 21, Registered Nurse

I have worked for the VBISD since 2008, started as a program assistant, moved to Human Resources in February 2018.

Received my Human Resources Specialist certification from MSBO in 2021.

My focus as part of the HR team is: FMLA and leave, Job postings, REP reports, Staff pool list, Employee assistance

JODI SOWER



I am married to my husband Dave for almost 41 years and we have 3 daughters and 4 grandsons.

I started my career at Bloomingdale Public Schools and was there for 13 years as secretary in both the Guidance and Transportation Offices.

I have worked at Van Buren ISD for 10 years now. First as Building Secretary at Bert Goens Learning Center, and more recently joined the Human Resources Department in 2021.

I am currently working on my Human Resources Specialist Certificate through MSBO and only have 3 classes left to complete!

My main focus on the HR team is to onboard new employees. I also do fingerprinting/background checks for our employees, interns and all Van Buren County schools, Edustaff Manager for all Van Buren County Schools- Maintain CHRI/CHRIS-background checks, monitor and update Vector Solutions (staff modules), audit staff certifications and coordinate service awards for staff.

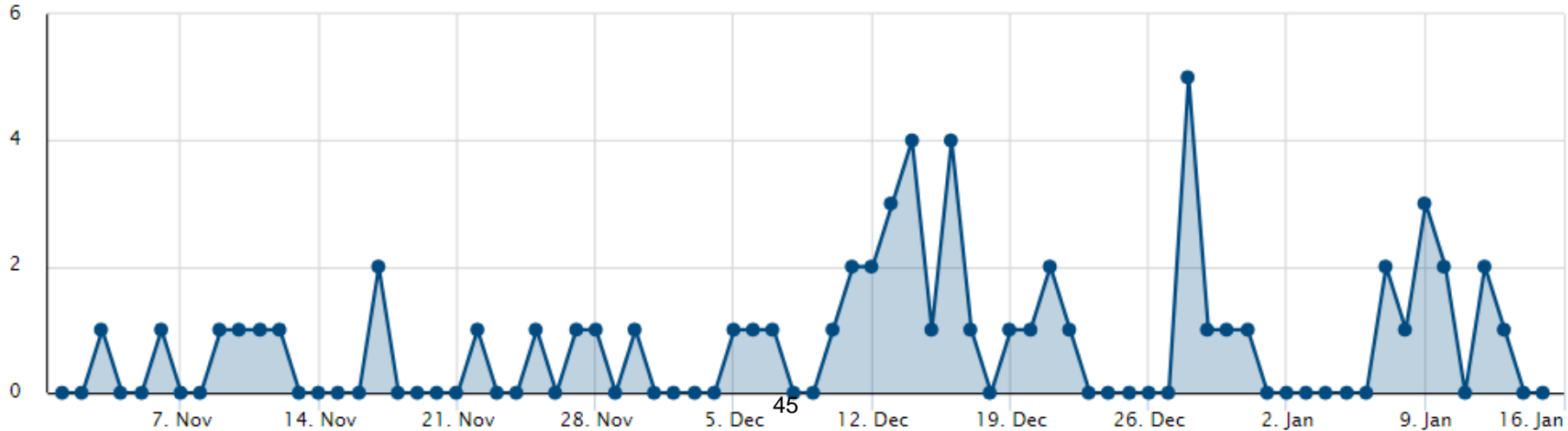
APPLICATIONS SUBMITTED



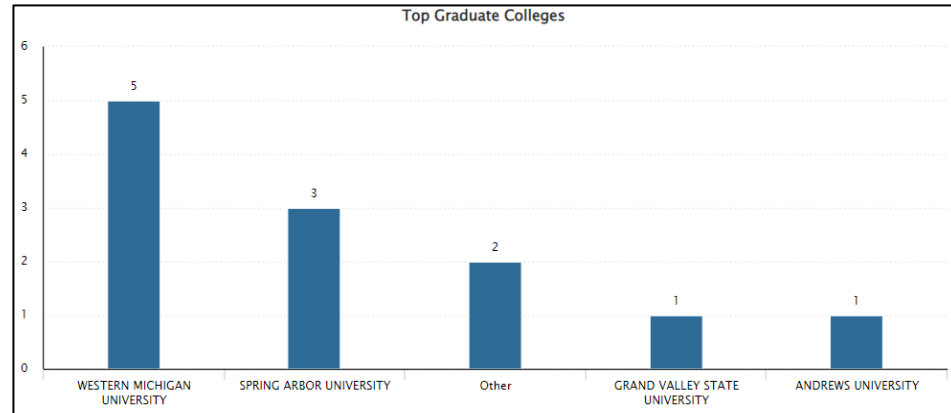
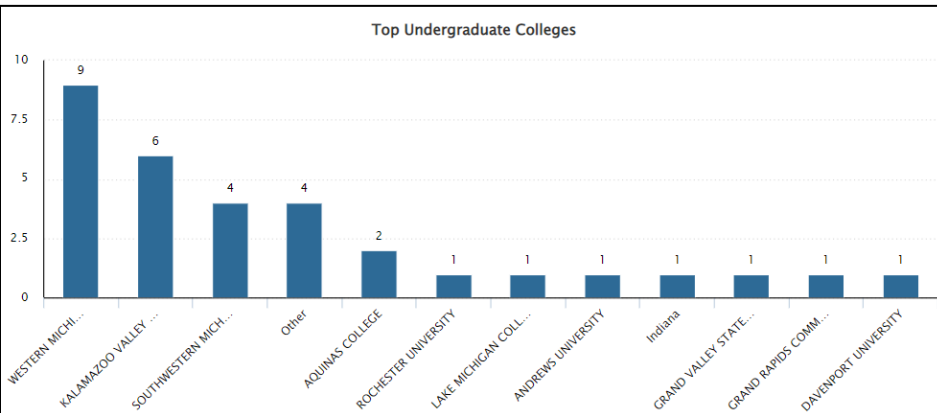
58 APPLICATIONS SUBMITTED BETWEEN 11/01/2022 AND 01/15/2023

Trends

Applications Submitted

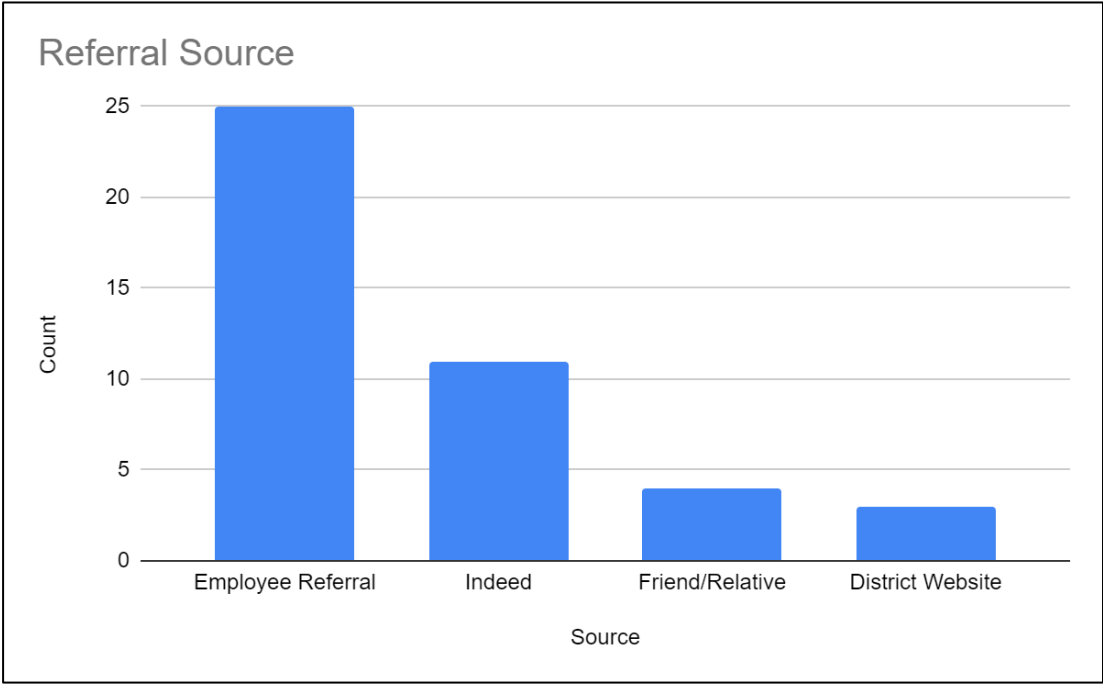


APPLICANT COLLEGES/UNIVERSITIES



We will continue to monitor and use this as potential places we target recruiting efforts

APPLICANT REFERRAL SOURCE



Employee referrals are our #1 source of applicants and usually result in the best quality of hires as well

STAFF SHORTAGES

FUTURE PROUD MICHIGAN EDUCATOR EFFORTS



Individuals Working in PK-12 Schools

Current school employees, such as paraprofessionals and bus drivers, who are not certified teachers but are currently employed in local districts, have existing relationships with staff and students and often hold content knowledge for specific courses and district curriculum. These individuals are often committed to the community and profession, which makes them viable candidates for expanding a candidate pool.

Additionally, already certified teachers are a potential pool of candidates from which vacancies can be filled through completion of an approved additional endorsement program in a new discipline area. These individuals possess the knowledge, pedagogy and methodology for working with students.

Students enrolled in preparation programs to become teachers, such as those currently in a student teaching assignment, are an underutilized and potential pool of candidates from which vacancies can be filled. These candidates are committed to the teaching profession and are gaining the knowledge, pedagogy and methodology for working with students.

Supporting Employees through Certification



Career Changers

Often community members hope to make a career change and enter the education profession. Career changers should enroll into a preparation program to become teachers. Certification only programs and alternative and expedited pathways are available for individuals who already have a bachelor's degree. Career changers are also potential candidates from which vacancies can be filled while they complete the program. They are committed to the teaching profession and are gaining the knowledge, pedagogy and methodology for working with students. While the individual works toward completion of an educator preparation program, the recommended options for utilizing these individuals include:

- Full-year Basic Substitute Permits
- Interim Teaching Certificate: Alternative Route Programs
- Annual CTE Authorizations (ACA)

Additional [financial support](#) may be available by way of [student loan forgiveness](#).



Educators Transferring Licensure from Other States

While an out-of-state license does not authorize placement in a Michigan school, these educators are highly likely to become certified in Michigan. Districts often have educators from other states apply for open positions. Reciprocity provides the opportunity for these educators to be evaluated for Michigan certification and subsequently placed into open positions.

MDE has a 96% approval rate for out-of-state evaluations*. If an individual does not immediately qualify, the recommended options for utilizing these teachers while they work with MDE to gain Michigan certification include:

- Daily Substitute Permit
- Full-year Basic Substitute Permit
- Temporary Teaching Certificate

*Lack of documentation is the number one reason for a delay in the evaluation of an out-of-state application. An applicant's status can remain on "Hold" for up to two years or until the evaluation is complete.

As part of the Future PME initiative, MDE is working with state legislators to revise statute to further expand the ability to issue Michigan certification based on out-of-state licensure.

Out-of-State Application Guidance



Students in Grades 6-12

A fourth pathway in the Future PME initiative is for students in grades 6-12 to learn more about education professions. While those students are not able or ready to enter the workforce or resolve immediate staffing needs, they are an important category of candidates to consider for long-term staffing solutions. There are two types of programs within the students grades 6-12 pathway: Explore and Career and Technical Education.

Explore Programs

Launch Programs

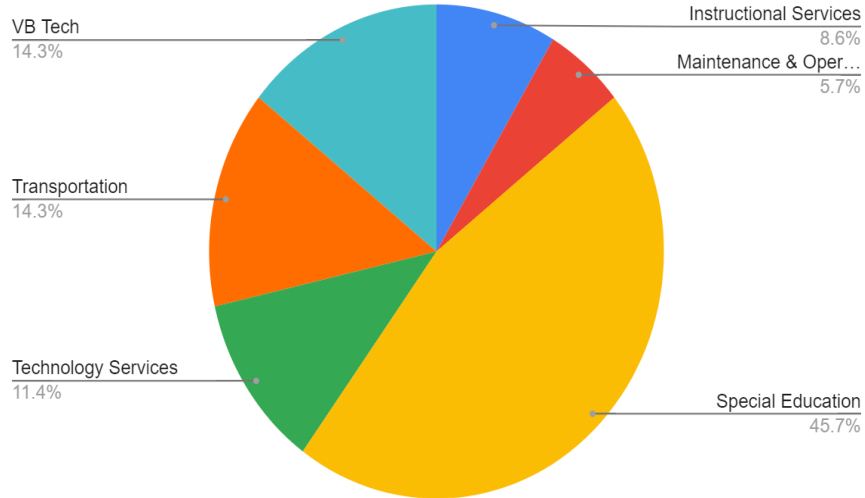
EXIT SURVEY RESULTS



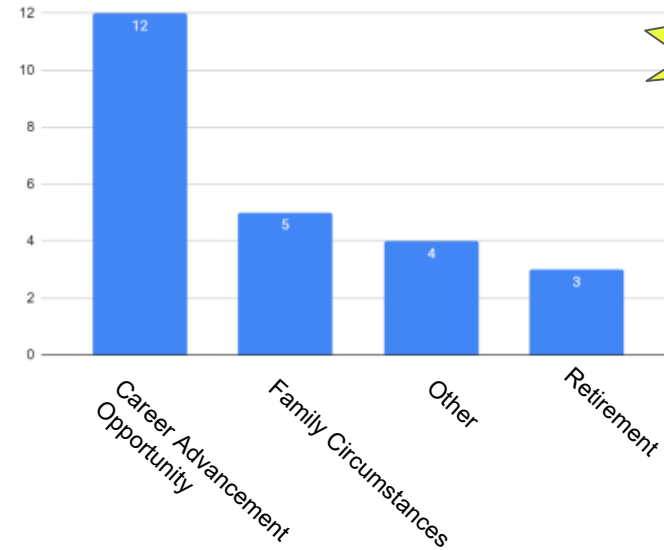
*Data pulled from 1/1/2022 - 12/31/2022

*48% response rate

EXIT SURVEYS BY DEPARTMENT



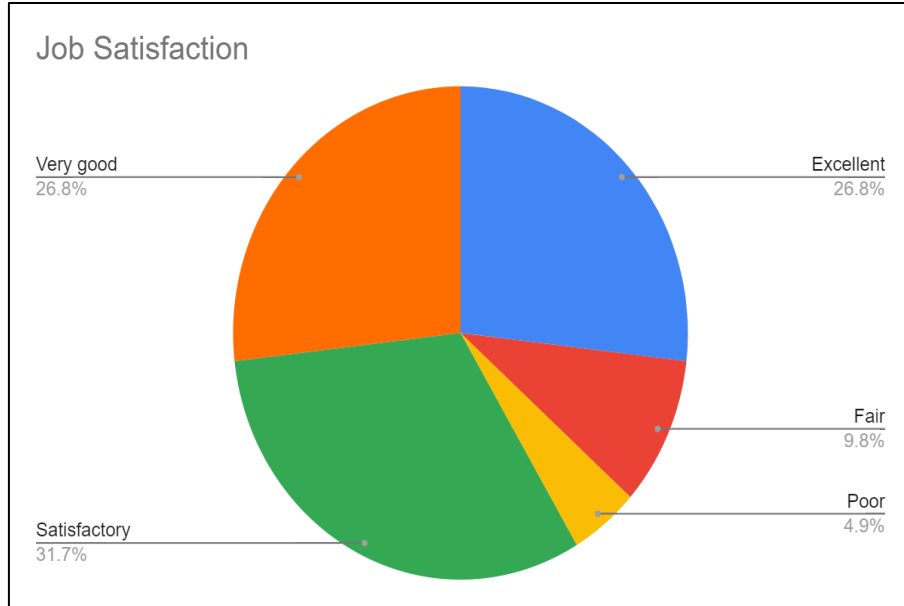
What Prompted You to Leave VBISD?



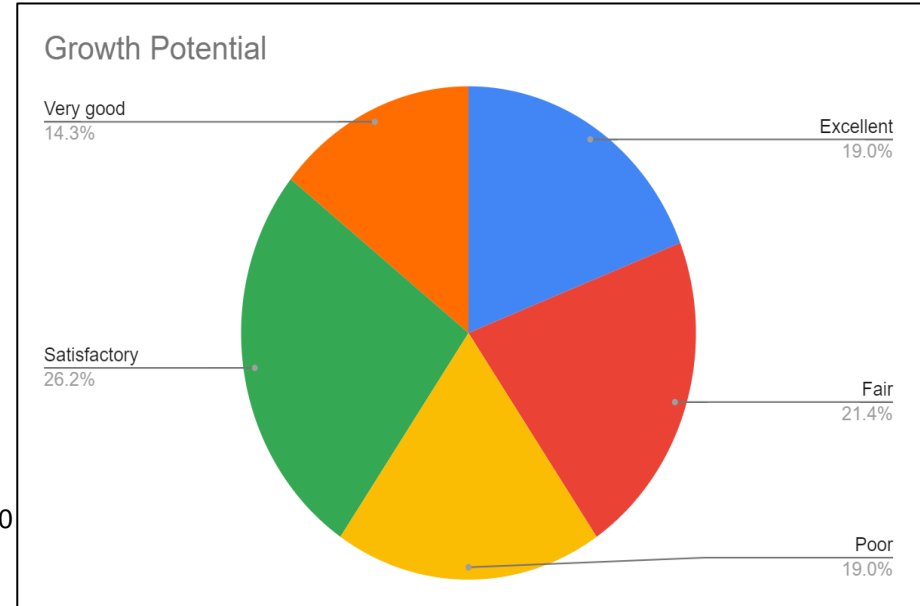
EXIT SURVEY RESULTS



About a 50/50 split of job satisfaction



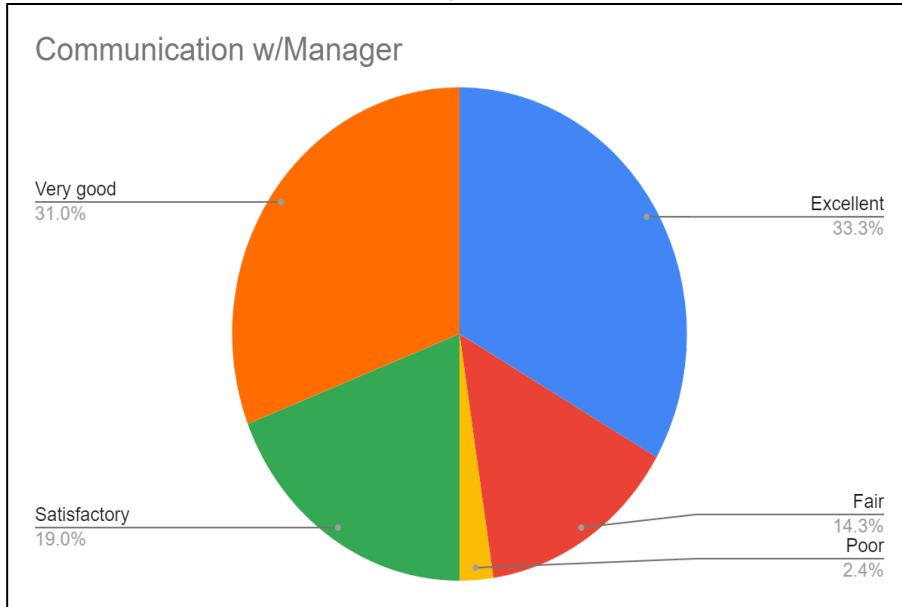
~33% Excellent or Very Good Growth Potential
Connects with top 4 reasons for someone leaving



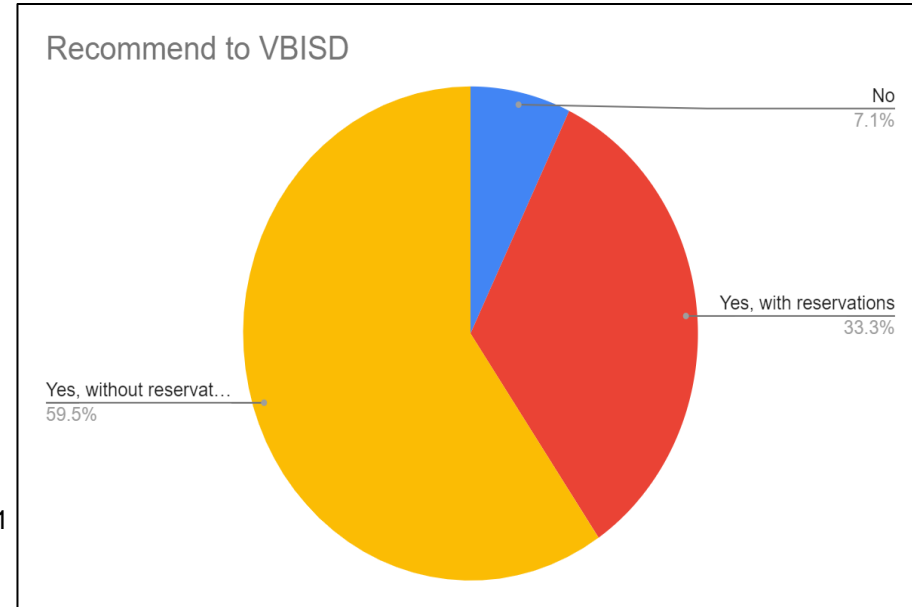
EXIT SURVEY RESULTS



Overall, communication with the manager is good



Majority will recommend without reservation
Continue to work on those that will recommend, but with reservation





QUESTIONS

III. ACTION ITEMS

A. Approval of LEA Business Manager Position (**ROLL CALL VOTE**)

54

MEMO

DATE: FEBRUARY 1, 2023
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS, DIRECTOR OF FINANCE AND OPERATIONS
RE: **APPROVAL OF LEA BUSINESS MANAGER POSITION**

Recently three of our local schools have had openings for a Business Manager. One district recently hired a person and the other two districts still have the position open. These remaining openings occurred without a lot of notice and we were asked to assist them in the interim. One of the difficulties for our local districts is to draw qualified candidates. In discussion with the local superintendents, Superintendent Manson suggested the ISD hire a business manager that would provide business manager services on a shared basis. As there was interest in this idea and as we already provide these services to Covert Public Schools we decided that hiring an individual to take over Covert's services along with another smaller district would work best for our office structure.

RESOLVED, the VBISD Board of Education approve the LEA Business Manager position.

Date: February 1, 2023

To: VBISD Board of Education

From: Dave Manson, Superintendent

Subject: Approval of Retention & Referral Bonuses

There is currently a shortage of employees across the State of Michigan which is impacting VBISD's ability to provide consistent programming and transportation to our students and families. Given this shortage, I am recommending the implementation of the following bonuses.

RESOLVED, the VBISD Board of Education approves the following system of retention and referral bonuses.

- **Newly hired VBISD support staff employees** will receive a \$750 retention bonus if they begin work with VBISD between January 1, 2023 & March 31, 2023 and remain employed by VBISD through June 1, 2023.
- **Newly hired VBISD support staff employees** will receive a \$750 retention bonus if they begin work with VBISD between April 1, 2023 & June 30, 2023 and remain employed by VBISD through September 30, 2023.
- Beginning January 1, 2023, **all VBISD staff** are eligible to receive a \$250 referral bonus **if they refer any individual that is hired by VBISD** between January 1, 2023 & March 31, 2023 and remains employed by VBISD through June 1, 2023.
- Beginning April 1, 2023, **all VBISD staff** are eligible to receive a \$250 referral bonus **if they refer any individual that is hired by VBISD** between April 1, 2023 & June 30, 2023 and remains employed by VBISD through September 30, 2023.

*Note: Referral bonuses will only be paid to individuals remaining employed by VBISD at the time they are eligible to receive them.

C. Approval of Temporary School Social Worker Position (**ROLL CALL VOTE**)

58

Date: February 1, 2023

To: VBISD Board of Education

From: Dave Manson, Superintendent

Subject: Approval of Temporary School Social Worker

Due to the recent resignation of a school social worker, the Van Buren Intermediate Education Association (VBIEA) is willing to allow the temporary hire of a part-time school social worker (22.5 hours/wk) at \$75/hr for the remainder of the school year OR until a permanent replacement can be hired. It is understood that this hire will not be part of the VBIEA and will not be provided employee benefits or mileage.

RESOLVED, the VBISD Board of Education approves the temporary hiring of Carly Edinger at a rate of \$75/hr for 22.5 hours/wk. This hire will be discontinued at the end of the school year OR when a permanent replacement can be hired.

D. Approval of Authorization of Sale of House (Corwin Meadows
Subdivision) **(ROLL CALL VOTE)**

60

MEMO

DATE: February 1, 2023
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH
RE: APPROVAL OF SALE OF CONSTRUCTION TRADES OFF-SITE HOUSE

REVIEW

Van Buren Tech is interested in selling a house built by the Off-Site Construction Trades program during the 2022-23 school year.

OVERVIEW

For several years, Van Buren Tech's Off-Site Construction Trades program has built houses in the Corwin Meadows subdivision that are available for public purchase. The 2022-23 class completed the most recent house at 217 Corwin Meadows Dr., which was listed on *Forsalebyowner* on December 13, 2022. The asking price was set at \$225,000 to coincide with the approximate cost of building materials and land development. An offer of \$220,000 was submitted. The Van Buren Tech administration recommends the Board of Education approve the following resolution.

RESOLUTION

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education approves the sale of the Off-Site Construction Trades home located at 217 Corwin Meadows Dr., Lawrence, Michigan to Mr. & Mrs. John Gremaux for the price of \$220,000. The Board of Education also authorizes, Robert Smith, Director of CTE or Superintendent's designee to sign all related paperwork for the closing of the house.

MEMO

DATE: FEBRUARY 1, 2023
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 resume is attached.

| <u>Technology</u> | <u>Start Date</u> |
|--|--------------------------|
| Joshua Hamelink, IT Support Specialist | 1/16/2023 |

RECOMMENDATION

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

F. Approval of Staff Resignations (**VOICE VOTE**)

64

MEMO

DATE: FEBRUARY 1, 2023
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> |
|-------------------------------------|---|
| Breanna Orman, Social Worker | Resignation - 1-27-2023 |
| Doreen Cole, Occupational Therapist | Retirement - 6-13-2023 |
| Cecelia Norcross, ECSE | Retirement - 7-31-2023 |

RECOMMENDATION

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

Attachments

IV. OTHER BUSINESS

A. Adjournment

1. Motion to Adjourn Meeting (**VOICE VOTE**)

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.