

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 September 6, 2023, 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

2

The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **August 2, 2023**, in the Board of Education office and called to order at **4:00 PM**. The following board members were present: Makay, Faul, Kent, Weiss, and Middaugh. Absent: None.

Weiss moved to approve the 08/02/23 draft agenda as presented. Supported by Faul. Roll call vote. Weiss – yes, Kent – yes, Faul – yes, Makay – yes, and Middaugh – yes. Motion carried.

Makay moved to approve the Consent Agenda (*July 12, 2023 Minutes; Voucher Budget Summary, Imprest Summary, and Payroll Summary*). Supported by Weiss. Roll call vote: Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Superintendent Manson gave an update along with the following department updates: Career & Technical Education, Instructional Services, Human Resources, and Migrant EL updates were given to the Board. A presentation on the Whole Child/Migrant and EL Services was made by Angie Gutierrez to the Board.

Faul made the motion to approve the following resolution:

RESOLVED, that the Board of Education approves and adopts with Enterprise Fleet Management the Master Equity Lease Agreement for the lease and replacement of vehicles, attached hereto as Attachment "A"; the Full Maintenance Agreement for the leased vehicles, attached hereto as Attachment "B"; and authorizes the Superintendent, or designee, to more fully negotiate any remaining details under the Agreements and execute all documents related to the vehicle leasing and maintenance programs with Enterprise Fleet Management.

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

Weiss made motion to approve the following resolution:

RESOLVED that the Board of Education approve a 3.5% wage increase and an additional step on the VBISD GSRP Lead & Associate Teacher pay scales.

2023.2024 GSRP Lead Teachers: 182 Days								
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Bachelor Degree	\$ 39,116	\$ 40,884	\$ 42,651	\$ 44,418	\$ 46,186	\$ 47,954	\$ 49,721	\$ 51,221
Master Degree	\$ 40,884	\$ 42,651	\$ 44,418	\$ 46,186	\$ 47,954	\$ 49,721	\$ 51,488	\$ 52,988
<i>*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.</i>								
2023.2024 GSRP Associate Teachers: 176 Work/6 Paid Holidays								
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CDA	\$ 15.30	\$ 15.67	\$ 16.14	\$ 16.40	\$ 16.78	\$ 17.15	\$ 17.51	\$ 17.81
Associate Degree	\$ 15.83	\$ 16.20	\$ 16.56	\$ 16.93	\$ 17.31	\$ 17.68	\$ 18.04	\$ 18.34
<i>*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.</i>								

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

Makay made motion to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the following system of bonuses for the 2023-24 school year.

- **New VBISD support staff employees** will receive a \$500 signing bonus if they sign on with VBISD prior to January 1, 2024, and remain employed by VBISD through June 15, 2024.
- Beginning August 28, 2023, **all VBISD transportation substitutes** will receive a \$250 bonus after every 50 days of work for the 2023-2024 school year.
- Beginning August 2, 2023, **all VBISD staff** are eligible to receive a \$250 referral bonus **if they refer any individual that is hired by VBISD** prior to January 1, 2024, and remains employed by VBISD through June 15, 2024.
- **Any VBISD Professional Staff Member or Salaried Non-Union Staff Member** serving as a substitute for the transportation department will be compensated a flat rate of \$40 per run. Hourly employees will receive their hourly rate.

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

Weiss made motion to approve the following resolution:

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

<u>Special Education</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Sarah Loftus, Teacher Specialist for Visually Impaired	\$46,529.00	\$1,500	8/21/23
Lindsay Clark, Bridge Consultant	\$76,283.00		8/21/23
Kathryn Lugten, Social Worker	\$57,258.00	\$1,500	8/21/23
Laura Thornburg, Admin of Program Accountability	*\$98,000.00		8/01/23

<u>VB Tech</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Reginald Boze, Automotive Instructor (Internal Transfer)	\$52,715.00		8/21/23
Angie Laws, Full Time Sub Teacher	\$53,738.00	\$1,500	8/21/23

<u>Instructional Services</u>	<u>Salary</u>	<u>Start Date</u>
Daisy Manriquez, Mental Health Clinician (Internal Transfer)	\$45,781.00	8/21/23

<u>Business Office</u>	<u>Salary</u>	<u>Start Date</u>
Katina Wilson, Grant Accountant	*\$75,000	7/31/23

**Salary may be prorated based on start date*

Supported by Kent. Voice vote. Motion carried.

Kent made motion to approve the following resolution:

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

<u>Name</u>	<u>Resignation/Retirement Date</u>
Jeff Bridges, IT Support Specialist	8/4/2023
William Tenter III, Automotive Instructor	7/25/2023

Supported by Makay. Voice vote. Motion carried.

Kent made motion to adjourn the meeting. Supported by Weiss. Voice vote. Meeting adjourned at 4:57 PM.

Respectfully submitted,



John Faul, Board Secretary
Van Buren Intermediate School District
Board of Education, Lawrence, Michigan

**Van Buren Intermediate School District
August 2023**

Imprest Fund Vouchers	\$ 2,873,398.70
Payroll Fund Vouchers	3,262,014.84
Purchasing Card Vouchers	65,511.01
EDUSTAFF ACH Payments	<u>25,283.86</u>
	\$ 6,226,208.41

**Budget-to-Expenditure Comparison 22-23
August 2023**

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	17,989,071	2,535,436	15,453,635	(286,803)
Special Education	41,926,148	3,882,765	38,043,383	1,358,003
Career Tech Education	15,140,366	1,964,473	13,175,893	(71,928)
Food Service	10,000	0	10,000	1,250
Capital Projects	0	49,032	N/A	(49,032)

Cash Flow Summary

	Ending Balance 6/30/2023	Cash Receipts	Cash Disbursements	Ending Balance 7/31/2023
General	3,276,314	2,212,793	3,020,865	2,468,241
Special Education	15,988,452	945,192	1,787,933	15,145,711
Career Tech Education	15,885,615	579,060	601,117	15,863,558
Student Activity Fund	31,173	0	0	31,173
Food Service	11,300	42	0	11,342
Capital Projects	<u>1,297,485</u>	<u>0</u>	<u>399,770</u>	<u>897,716</u>
	36,490,340	3,737,086	5,809,684 *	34,417,741

** 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*

PAYROLL SUMMARY
September 2023

GENERAL	586,041.20
SPECIAL EDUCATION	820,811.07
VOCATIONAL EDUCATION	236,902.64
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	1,643,754.91

IMPREST VOUCHER SUMMARY
September 2023

UND NAME	CHECKS	PURCHASING CARDS	TRANSFERS/ INTEREST/FEES	TOTAL
General Fund	696883.57	26928.59	(13595.90)	710216.26
Special Education	748870.18	20201.97	13074.49	782146.64
Vocational Education	610346.33	18380.45	521.41	629248.19
Capital Projects	817298.62	0.00	0.00	817298.62
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00	0.00
TOTAL	2873398.70	65511.01	0.00	2938909.71



CONFERENCE ATTENDANCE
Superintendent/Board of Education
September 6, 2023

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST
John Faul	November 9-12, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing MI	\$1446
Kenneth Kent	November 9-12, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing MI	\$1175
Mary Ann Middaugh	November 9-12, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing MI	\$918
Dave Manson	November 9-12, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing MI	\$820
Karen Makay	November 9-12, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing MI	\$1367
John Weiss	November 9-12, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing MI	\$1010

Post Approval

NAME	DATES	LOCATION	COST

D. Communications
E. Public Comments
II. INFORMATIONAL ITEMS

12

Administrator Evaluation Guide Reference

- 1 - Leadership
- 2 - Level of Professional Awareness
- 3 - Professional Standards and Ethics
- 4 - Communication Skills
- 5 - Resourcefulness, Creativity, and Innovativeness
- 6 - Personality
- 7 - Demeanor, Appearance, and Style
- 8 - Professional Preparation
- 9 - Decision Maker
- 10-Planner and Organizer
- 11-Supervisor
- 12-Evaluator
- 13-Policy Implementer
- 14-Crisis Manager
- 15-Faculty and Staff Personnel
- 16-School Plant and Facilities
- 17-Student Personnel
- 18-Community Relations
- 19-Fiscal Management
- 20-Student Achievement

A. Board Updates
B. Superintendent Update

14

Date: September 6, 2023
To: Board of Education
From: David D. Manson, Superintendent
Subject: **Superintendent Update**

Back to School Events: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

The month of August was extremely busy gearing up for the start of the school year. Here are some highlights:

- Legislative Forum (8/9) - attended forum at Lake Michigan College with local legislators to review school related hot topics
- Back to School Event (8/10) - distributed approximately 600 backpacks and connected families with community resources
- Administrative Retreat (8/11) - set goals for the school year and reviewed changes in policies/practices
- Emergency Management Training (8/17) - examined VBISD emergency preparedness to identify areas for improvement
- New Staff Orientation (8/17, 8/18) - toured VBISD facilities and provided new staff with information to prepare them for employment
- Opening Day (8/22) - celebrated VBISD staff, gave VBISD updates and learned the importance of building relationships with students
- Mix and Mingle (8/23) - delivered high quality professional learning options to 700 educators in Van Buren County
- BGLC Ribbon Cutting - honored students and staff with the official opening of a remodeled building





VBISD Goals for 2023-24: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

Overarching District Improvement Planning Goal:

- By June 2024, VBISD will improve well-being and belonging as evidenced by community, student and staff perception data.

Annual Goals:

- Enhance district wide communication and collaboration to improve efficiency and effectiveness
- Increase productivity by reducing redundant processes
- Encourage the adoption of creative and innovative solutions

Special Services Center Entrance: (Community Relations, Staff Relations, Business & Finance)

In an effort to heighten safety and security, the entrance to Arbor Credit Union will no longer be used by VBISD on a day-to-day basis. In the coming months, families and staff will be directed to the side or back entrance of the SSC building to keep VBISD and credit union services separate. A signage and communication plan is being developed to ensure the transition goes smoothly.

C. Department Updates
1. Finance

18

MEMO

DATE: SEPTEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS
RE: FINANCE & OPERATIONS DEPARTMENT UPDATE

Michigan Retirement Plan Rates

The Michigan Office of Retirement Services (ORS) administers the following retirement plans for public school employees: a defined benefit plan, two hybrid plans, and a defined contribution plan. There are 8 different benefit structures within the defined benefit plan. They are Basic, Basic 4%, Basic DC Converted, MIP Fixed, MIP Graded, MIP Plus, MIP 7%, MIP DC Converted, Pension Plus, Pension Plus 2, and DC. In addition, ORS administers two retiree healthcare plans. This results in 18 different retirement options that we process through payroll all with varying rates. The following table shows the increase in Employer DB rates for the last few years compared to the year 2012-13 when the Pension Plus came into being.

Benefit Plan	Healthcare Plan	Employer DB Contribution Rates					Employer DC Contributions
		2023-24	2022-23	2021-22	2020-21	2012-13	NA
Basic/MIP	Premium Subsidy	31.34%	28.23%	28.23%	28.21%	23.39%	NA
Basic MIP	PHF	30.09%	27.37%	27.37%	27.35%	23.86%	2%
Basic/MIP DC Converted	Premium Subsidy	22.21%	21.82%	21.82%	21.82%	21.89%	5-7%
Basic/MIP DC Converted	PHF	20.96%	20.96%	20.96%	20.96%	20.96%	7-9%
Pension Plus	Premium Subsidy	27.48%	25.31%	25.31%	25.25%	24.13%	1%
Pension Plus	PHF	26.23%	24.45%	24.45%	24.39%	23.20%	1%
Pension Plus 2	PHF	27.16%	27.16%	27.16%	27.16%	NA	3%
DC	PHF	20.96%	20.96%	20.96%	20.96%	20.96%	7-9%

The increase in the employer share taking effect on October 1, 2023 is the largest it has been in the last few years. Our budgets for 2023-24 will need to be modified for this increase.

MEMO

DATE: SEPTEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE



Special Education Department Professional Learning Plan Leadership, Level of Professional Awareness, Professional Standards & Ethics, Planner & Organizer, Faculty & Staff Personnel, Student Achievement

The 2023-2024 Special Education Department Professional Learning Plan was launched on August 22, 2023. The plan was built with input from staff and to align with the three overarching department goals, which include the following:

- Improve student outcomes
- Promote equity and kindness
- Restore and support



Below are details of the new professional learning plan.

Date: 8-22-23	Morning Session <ul style="list-style-type: none"> • All VBISD Presentation with Dave Manson 	8:00 to 11:15 a.m.
	Lunch Break (Provided)	11:15 to 12:30 p.m.
Location: Paw Paw HS Auditorium	Afternoon Sessions <ul style="list-style-type: none"> • Special Education Updates with Katy Holverstott • Building Relationships & Effective Teaming with Melanie Giddings 	12:30 to 3:15 p.m.

Date: 10-27-23 Location: Virtual	Morning Session <ul style="list-style-type: none"> FAPE in the LRE with Gina Sanderson 	8:00 to 11:00 a.m.
	Lunch Break (On Your Own)	11:00 to 12:00 p.m.
	Afternoon Sessions (Tentative) <ul style="list-style-type: none"> Implicit Bias with Justice Leaders Work-Life Balance Using Data to Measure Student Outcomes 	12:00 to 3:15 p.m.

Special Education Department Professional Learning Plan (Continued)

Date: 1-15-24 Location: TBD	Morning Session <ul style="list-style-type: none"> All VBISD Presentation with Dave Manson 	8:00 to 11:30 a.m.
	Lunch Break (On Your Own)	11:30 to 12:30 p.m.
	Afternoon Session <ul style="list-style-type: none"> From Inclusion to Belonging with Erik Carter 	12:30 to 3:15 p.m.

Date: 4-26-24 Location: Virtual	Morning Session <ul style="list-style-type: none"> EQ Intervention with Adam Saenz 	8:00 to 11:00 a.m.
	Lunch Break (On Your Own)	11:00 to 12:00 p.m.
	Afternoon Session <ul style="list-style-type: none"> EQ Intervention with Adam Saenz 	12:00 to 3:15 p.m.

Hispanic Heritage Month Leadership, Level of Professional Awareness, Professional Standards & Ethics, Faculty & Staff Personnel

Hispanic Heritage Month occurs annually on September 15 through October 15 to pay tribute to generations of Hispanic Americans who make a positive impact on our society. Resources related to this celebration were shared with staff in the September Special Education News & Notes, and additional “fun facts” will be shared throughout the month to create better awareness and to share positive messages.

The image below is from a website created by the Library of Congress, National Archives and Records Administration, National Endowment for the Humanities, National Gallery of Art, National Park Service, Smithsonian Institution and the United States Holocaust Memorial Museum who joined together to create resources for educators.



<https://www.hispanicheritagemonth.gov/for-teachers.html>.

Welcome New Special Education Administrators! Leadership, Level of Professional Awareness, Decision Maker, Supervisor, Faculty & Staff Personnel

We have two new Supervisors of Special Education: Phoenicia Green for Paw Paw and Jodi Carroll for Lawrence and Mattawan. Phoenicia has returned to VBISD after living out of state with her family for several years. Prior to her supervisory role, she was an early childhood special education teacher and a diagnostic teacher consultant. Jodi was a recent hire as an

occupational therapist prior to accepting the supervisor position. Jodi has a private practice in addition to several years of experience working in school systems in the Traverse City area.

Below is a chart showing our new supervisors, as well as our returning supervisors, and the regions or programs they serve.

VBISD Special Education Department Program & Regional Supervisors of Special Education	
Bert Goens Learning Center Greenhouse & Papermaking Adriene Davis, Principal Heather Burleson, Assistant Principal	Bangor Public Schools, Wood School Covert Public Schools Callie Campbell
	Bloomington Public Schools Gobles Public Schools Amy Paul
Community-based Transition Center & Home-based Transition Program Melanie Giddings, Principal	Decatur Public Schools Lawton Community Schools Aaron Tennant
	Hartford Public Schools Lynn Buchkowski
Maple Creek Education Center Monica Mansfield, Principal Amanda Chiotti, Assistant Principal	Paw Paw Public Schools Phoenicia Green
	Lawrence Public Schools & Mattawan Consolidated School Deaf & Hard of Hearing Program Jodi Carroll
Transportation Department Terry Lechenet, Transportation Supervisor Sunny Hudson, Assistant Supervisor Nate Richardson, Assistant Supervisor	South Haven Public Schools Heidi Diaz

Staffing Update Resourcefulness, Crisis Manager, Faculty & Staff Personnel

The summer was spent searching for staff to fill positions. Cold calls, atypical negotiations and impromptu interviews have become the norm. Luckily, the reputation of the VBISD of being a

supportive and family-friendly organization is getting around and many positions have been filled. Below is a summary:

- Local District Assigned Service Providers: There is a significant shortage of School Social Workers that affects Bloomingdale, Decatur, Lawrence and Mattawan. There is also a shortage of a School Psychologist/Diagnostic Teacher Consultant in Lawrence. Lastly, both Bloomingdale and Decatur are short Speech and Language service providers. Ancillary communities of practice have been asked to work together to create coverage plans until the positions are filled.
- Special Education Program Staff: All positions are filled!
- Transportation Staff: Two key positions have been filled: the Garage Supervisor and Secretary; however, there continues to be a shortage of drivers and bus support staff.

Results & Compliance Leadership, Level of Professional Awareness, Professional Standards & Ethics, Communication Skills, Planner & Organizer, Supervisor, Evaluator, Policy Implementer, Community Relations, Student Achievement

Collectively, the Van Buren County schools have been determined by the Michigan Department of Education to “need intervention” with regard to special education results and compliance. Results and compliance refers to the participation and performance of students with disabilities on state assessments, graduation and drop out rates of students with disabilities, the quality of Individual Education Programs for transition-age students (ages 16 to 26), and timely submission of data.

To address these issues, a VBISD team with member district representation will engage in training with the Office of Special Education. In addition, a VBISD team, led by the Director and Administrator of Program Accountability will meet individually with districts to (a) identify district-specific needs, (b) develop action plans, (c) provide training and support, and (d) measure progress with the goals of improving results and compliance and supports and services for students with disabilities.



Improve student
OUTCOMES

VBISD Center-based Program Participation Across the County

Leadership, Level of Professional Awareness, Planner & Organizer, Evaluator, Community Relations, Fiscal Management, Student Achievement

Since the last Special Education Board Report, end-of-year data were compiled to show the distribution of Van Buren County students who participated in the VBISD center-based programs.

District	Participation Per District			
	Maple Creek Education Center	Bert Goens Learning Center	Community-based Transition Center	Early Childhood Special Education (Preschool)
Bangor	11%	11%	14%	7%
Bloomington	6%	11%	12%	9%
Covert	2%	2%	6%	2%
Decatur	9%	7%	6%	9%
Gobles	5%	6%	4%	6%
Hartford	11%	5%	4%	13%
Lawrence	2%	6%	6%	1%
Lawton	17%	13%	6%	3%
Mattawan	17%	12%	26%	24%
Paw Paw	14%	13%	6%	11%
South Haven	4%	14%	8%	16%
TOTAL number of students:	65	94	77	101

Below are a few highlights of each program.

- Early Childhood Special Education - Average student growth rating across the program was 3.84 (out of 4). Also, the implementation of the new Pyramid Model went from 40% to 96% implementation fidelity.
- Bert Goens Learning Center - Ten students achieved their goals and were able to show a higher level of independence to be able to participate at the Community-based Transition Center.

VBISD Center-based Program Participation Across the County (Continued)

- Community-based Transition Center - Twenty-five students participated in work-based learning, seven students were hired as co-ops, and 15 students achieved paid employment in the community.
- Maple Creek Education Center - Eighteen students gained the skills necessary to return to their local school district. This is a record breaker number!

MEMO

DATE: SEPTEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES BOARD REPORT

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

The start of the school year is a very stressful time for folks that have to manage the student data within their districts or buildings, but we do our best to help assist and ease this stress. Our PowerSchool Division, led by Lukas Enciso, has been making great strides in assisting our local Districts. Lisa Thorne, Kim DeBoom, Marilyn Mead, Dawn Everett, and Pam Manning have been working tirelessly with our PowerSchool Shared Services Districts to train administrative and office staff on best practices for managing/entering their data and how to make the start of the school year much less stressful. This great team of individuals has also been holding virtual ‘pop-in’ times during the day for office staff to connect and answer any questions they may have.

I have received many great compliments from our local Districts, as well as compliments from many Districts not in our County regarding our customer service and knowledge of PowerSchool. We are excited to assist and provide this very important service for our Districts. I greatly appreciate the Board’s support with this group.

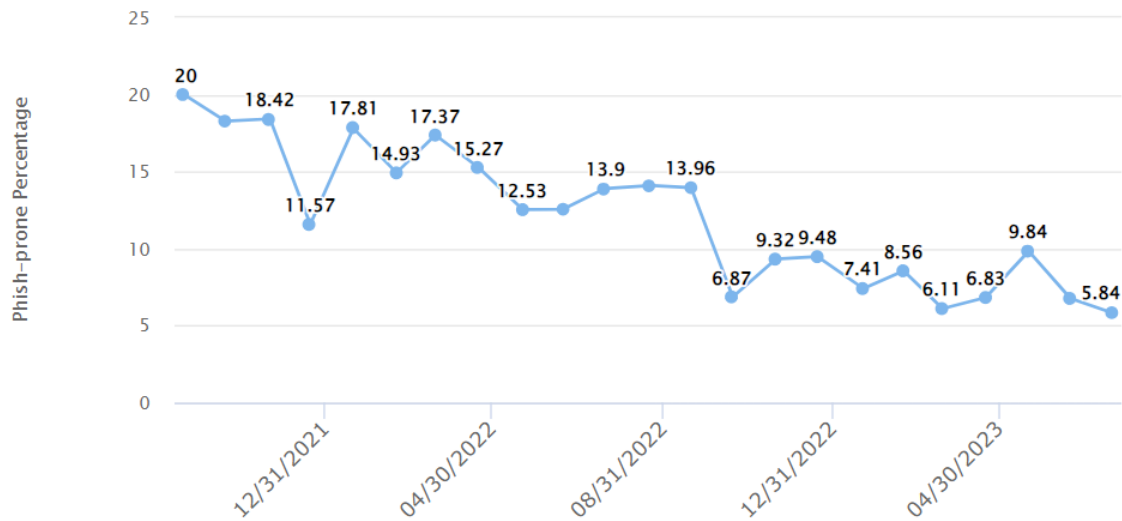
Cybersecurity and Phishing Email Training(Leadership, Planner and Organizer, Professional Preparation, Professional Standards)

The VBISD Technology Services Department has partnered with KnowBe4, a cybersecurity and phishing solutions training provider. KnowBe4 will assist us in our efforts to help the staff at VBISD become security aware with detecting valid and ‘bad actor’ emails. I have presented at previous Professional Development days on the same subject, so our staff have been pretty diligent when it comes to these types of scams. We’ve been in partnership with KnowBe4 for two years now, which helps us check a few of the security boxes with the various auditors that take a look at our operations.

We launch continuous phishing campaigns throughout the year and offer training opportunities for the VBISD staff through this solution as well. I am very pleased with the results thus far and believe that our previous efforts are helping with keeping our digital infrastructure secure. KnowBe4 recommends that we have a “Phish-Prone” score of less than 25%, which we seem to hover around 7%. ☺ Phish-Prone means a percentage of folks that clicked on a link that was included in a ‘bad’ email. It’s going to happen, but every time we send a campaign email, it sends the user to a training link on KnowBe4’s website if they click on a link. This is going to help folks in the future to keep the ISD’s data and their personal data secure. Here is a snapshot of the latest phishing campaign report:

Phish-prone % Over Time (1 year)

Click and drag in the plot area to zoom in



Start of the School Year (Leadership, Planner and Organizer, Professional Preparation, Professional Standards)

The start of the school year is always a stressful time for the technology staff, as well as the organization as a whole. Most of the tickets we are addressing have to do with new staff accounts and password changes, as well as student account creations for new students. We have programming scripts that automatically create the student's account, but sometimes that process gets bugged up when there is an update to PowerSchool or Google. We've been addressing these issues in multiple districts and have a fix to help eliminate that issue until the next update. 😊 Shipping delays on devices have been clearing up for the most part and staff have been very patient with us if there is a delay in getting a device to them or their students.

Kudos to the entire Technology Services Department for their hard work and dedication...they are fantastic employees and I have heard many compliments in regards to their hard work and dedication. Thank you for allowing me to build such a great team!



Memorandum

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



Staff Spotlight

Diane Witzel, has been with the ISD for 8 months as a Mental Health Clinician. With an extensive background spanning over a decade, she is enjoying her time so far at Lawrence Elementary and Davis Elementary in Decatur. During her tenure as a therapist, Diane has delved into the realm of somatic therapy tools, seeking to augment her repertoire of techniques for practical application. Her focus lies in enhancing her ability to guide students effectively in utilizing these tools, enabling them to navigate their emotions adeptly. Working collaboratively within a dynamic and supportive team, Diane has found an environment that not only nurtures her professional growth but also infuses an element of enjoyment and camaraderie.



At Lawrence Elementary and Davis Elementary, Diane Witzel has truly discovered her vocational calling. Over the course of one enriching month, she has leveraged her experience of over a decade to contribute meaningfully to the educational community. Her mission revolves around harnessing somatic therapy tools, a journey she embarked upon with utmost dedication and enthusiasm. Within her collaborative team, she has found not only a supportive professional network but also a source of joy and shared purpose. Diane's greatest reward lies in her role as a guide for the students, as she empowers them to navigate their

emotional landscapes and equips them with the skills to maintain their emotional grounding during moments of stress.



Geanice Miller stands as a pillar of experience and expertise within the education field, with an three decades dedicated to the pursuit of fostering learning. As the Lead Literacy Coach, a Grow Your Own Success navigator, and the Adult Education Coordinator, Geanice's impact in Van Buren County is far and wide. Known affectionately as the "OG" of the department, her presence brings a wealth of knowledge to the table and has been at VBISD for 7 years. Her responsibilities range from

administrating the CLEP Primary Testing Center to her position as Past Chair of MAISA GELN's ELA Leadership Group, not to mention her participation in the Early Literacy Task Force.

Reflecting on her journey, Geanice expresses awe at the growth of the Instructional Services Department since her arrival in February 2016. The depth and breadth of the department's work have left an indelible mark on her, and her passion for creating and nurturing relationships with educators and administrators across Van Buren County is palpable. Her collaboration extends statewide, a testament to her dedication to advancing education collectively. Geanice's commitment to her role is underscored by her recognition that while the path of hard work isn't without its challenges, the outcomes it yields are always resoundingly worthwhile. Beyond her ISD involvement, she is an integral part of the Michigan Learning Channel's Read, Write, Roar Program, showcasing her multifaceted engagement by crafting scripts and providing coaching at both PreK and Second Grade levels. Geanice Miller's enduring impact as a leader, collaborator, and advocate for enhanced education is a testament to her unwavering dedication and boundless expertise.

Mix & Mingle 2023: A Gathering of Educators Focused on Motivation and Engagement

Van Buren County, August 25, 2023 – On August 23rd, educators from across Van Buren County and beyond came together at Paw Paw High School for the 5th annual Mix & Mingle event. With a theme centered around motivation and engagement, the event marked a significant milestone in the educational community's journey towards fostering excellence in professional learning.

Since its inception in 2018, Mix & Mingle has evolved into a platform that champions high-quality professional development accessible to educators across the region. This year's event welcomed over 600 educators, bringing together a diverse community of professionals united by their commitment to providing the best possible education for their students.

The event boasted an impressive lineup of 110 presenters and 120 sessions, offering participants a rich array of topics and insights. The theme of motivation and engagement

resonated throughout the sessions, inspiring educators to explore innovative approaches to keeping students actively involved in their learning journey.



Manson spoke passionately about the event's purpose, saying, "This event is a love letter to educators... a love letter for which you all

deserve... Thank you to the presenters for sharing their time and talents."

As a highlight of the event, Monica Genta, a renowned educational consultant and author, delivered a keynote address that resonated deeply with the audience. Monica's expertise in classroom dynamics, motivation, and engagement provided attendees with actionable strategies to create vibrant and impactful learning environments.

The success of Mix & Mingle would not have been possible without the unwavering support of sponsors, partners, and volunteers. The dedication of everyone involved, from the planning committee to the maintenance team, ensured a seamless experience for all participants. The event also acknowledged the enduring commitment of Van Buren ISD and Paw Paw High School. Rick Reo, Superintendent of Paw Paw Schools, and Tammy Southworth, the Principal of the high school, were recognized for their invaluable contributions.





Program	\$ of Candidates	Cost Per Candidate	Total
GVSU Graduate Special Education	4	\$35,464.00	\$141,856.00
GVSU Graduate Teacher Certification – Secondary (6-12)	2	\$39,799.00	\$79,598.00
GVSU PK-12 Reading/Literacy Specialist	4	\$33,195.00	\$132,780.00
GVSU School Counseling	12	\$33,095.00	\$397,140.00
GVSU Secondary teaching endorsement	2	\$33,195.00	\$66,390.00
WMU BA Elementary Education (3 year)	45	\$73,320.00	\$3,299,400.00
WMU Early Childhood Unified Education BK-Gr 3	25	\$73,320.00	\$1,833,000.00
WMU MA in Teaching: Elementary Education	16	\$35,569.00	\$569,104.00
WMU MA Literacy Studies	30	\$30,419.00	\$912,570.00
WMU MA Special Education	19	\$35,569.00	\$675,811.00
WMU MA TESOL	9	\$30,419.00	\$273,771.00
Grand Total	168		\$8,381,420

5. Presentation - Human Resources

III. ACTION ITEMS

A. Approval of MASB Delegation for 2023-24 (**ROLL CALL VOTE**)

36

MEMO

DATE: SEPTEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: **CERTIFICATION OF DELEGATES FOR MASB 2023**

Delegates selected by boards of education across the State will decide MASB's positions on a wide variety of issues affecting education. Delegates for 2023-24 must be appointed by their respective boards of education and certified by Friday, October 27, 2023.

RESOLVED, that the Van Buren Intermediate Board of Education approve one voting delegate and one alternate to represent the Van Buren Intermediate School District at MASB annual or special meetings for the 2023-2024 school year.

Delegate _____

Alternate Delegate _____

B. Approval of Early Childhood Accountant Position (**ROLL CALL VOTE**)

38

MEMO

DATE: SEPTEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: SUSAN REYNOLDS, DIRECTOR OF EARLY CHILDHOOD
RE: APPROVAL FOR AN EARLY CHILDHOOD DEPARTMENT ACCOUNTANT

BACKGROUND:

The new Early Childhood Department is funded by multiple federal and state grants that require careful and continuous oversight to ensure compliance. Given changes with the new Department, the increased demands on the Business Office, and for the purposes of succession planning, it is necessary to create a new position entitled, Early Childhood Department Accountant.

RECOMMENDATION:

RESOLVED that the Board of Education approves the position of a new Early Childhood Department Accountant.

C. Approval of Additional Days for Jennifer Korinek (**ROLL CALL VOTE**)

40

MEMO

DATE: SEPTEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL FOR ADDITIONAL DAYS FOR JENNIFER KORINEK**

BACKGROUND:

The Special Education Department in collaboration with the VBISD Technology Department was responsible for creating an accessible website. To assist with this work, it is being requested that Jennifer Korinek's contract be extended by four additional days given her contributions.

RECOMMENDATION:

RESOLVED that the Board of Education retroactively approves the addition of four additional days for Jennifer Korinek's 2022-2023 contract.

D. Approval of Additional Days for Melanie Giddings (**ROLL CALL VOTE**)

42

MEMO

DATE: SEPTEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: **APPROVAL FOR ADDITIONAL DAYS FOR MELANIE GIDDINGS**

BACKGROUND:

Given the responsibilities of a program supervisor, including those that occur during the summer months, it is requested that Melanie Gidding's contract be increased to 220 days, instead of 215 per school year. This increase would also create consistency across program supervisors.

RECOMMENDATION:

RESOLVED that the Board of Education approves an increase from 215 to 220 days for Melanie Giddings' contract, starting July 1, 2023.

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

44

MEMO

DATE: SEPTEMBER 6, 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 resumes are attached.

<u>Special Education</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Melissa Phillips, AAC Provider	\$78,626.00	\$1,500.00	8/21/2023
*Nathanael Richardson, Asst. Supervisor, Garage	\$63,000.00		8/17/2023
Heather Vaughn, Resource Room Teacher	\$69,664.00	\$1,500.00	8/21/2023
*Phoenicia Green, Regional Supervisor (Internal Transfer)	\$83,000.00		8/17/2023
Amy Jasso, Resource Room Teacher	\$78,626.00	\$1,500.00	8/21/2023
Laurie White, Resource Room Teacher	\$82,301.00		8/21/2023
Jodi Carroll, Regional Supervisor	\$83,000.00		8/21/2023
<u>VB Tech</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
*Josh Fairbanks, Business Finance Instructor	\$51,076.00	\$1,500.00	8/28/2023
<u>Early Childhood</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Jazmin Guzman, GSRP Lead Teacher (Internal Transfer)	\$39,116.00		8/21/2023
Carrie Rondo, GSRP Lead Teacher	\$51,488.00		8/21/2023
<u>Technology</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
*Evan Andres, IT Support Specialist	\$32,000.00		8/17/2023
<u>Instructional Services</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Paula Kana'an, Mental Health Clinician Supervisor (Internal Transfer)	\$87,000		9/05/2023

**Salary may be prorated based on start date*

RECOMMENDATION

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

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

46

MEMO

DATE: SEPTEMBER 6, 2023
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: **APPROVAL OF STAFF RETIREMENTS/RESIGNATIONS**

BACKGROUND

Following is a list of retirements and resignations. Copies of letters are attached.

<u>Name</u>	<u>Resignation/Retirement Date</u>
Ken Grinnage, Business Finance Instructor	7/31/2023
Leah Tundevold, BGLC Teacher	7/25/2023
Araceli Wojciechowski, Adult Education	8/13/2023
Kathryn Racette, School Psychologist	8/16/2023
Sharyn Stacy, BGLC Teacher	8/19/2023
Barb Matthews, Finance & Operations Director	12/31/2023

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.