

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 January 3, 2024, 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

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The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **December 6, 2023**, in the Board of Education office and called to order at **4:00 PM**. The following board members were present: Faul, Makay, Weiss, Kent, and Middaugh. Absent: None.

Weiss moved to approve the 12/06/23 draft agenda as presented. Supported by Kent. Roll call vote. Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Makay moved to approve the Consent Agenda (*November 1, 2023, Minutes; Voucher Budget Summary, Imprest and Payroll Summaries*). Supported by Faul. Roll call vote: Faul – yes, Kent – yes, Weiss – yes, Makay – yes, and Middaugh – yes. Motion carried.

Weiss moved to approve Board/Superintendent Travel for December. Supported by Kent. Roll call vote. Kent – yes, Weiss – yes, Makay – yes, Faul – yes, and Middaugh - yes. Weiss moved to amend Board/Superintendent Travel to reflect the correct conference dates for the upcoming NSBA Conference in April 2024. Supported by Kent. Roll call vote. Weiss – yes, Makay – yes, Faul – yes, Kent – yes, and Middaugh - yes. Motion carried.

The 2023 MASB Annual Leadership Conference in November was attended by all Board members along with Superintendent Manson. They all spoke very highly about their training. Middaugh addressed risk management issues with the Board. The Board received department updates from Human Resources, Instructional Services, Multilingual and Migrant Services, Career & Technical Education, and Superintendent Manson. The Agriculture and Natural Resources Program made a presentation to the Board.

Faul made the motion to approve the following resolution:

RESOLVED, that the Board of Education accept the base bid from Becht Construction for cabinetry at the Bert Goens Learning Center, including removal and disposal of existing cabinets, countertops, backsplash, plumbing fixtures, and installation of new cabinets, countertops, backsplash, and plumbing fixtures at a cost of \$69,559.

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

Weiss moved to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the posting of an additional Early Literacy Coach/Consultant position.

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

Makay made motion to approve the following resolution:

RESOLVED that the Board of Education approve the addition of an Early Childhood Programs & Services nurse.

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

Faul made motion to approve the following resolution:

RESOLVED, that the Board of Education approve the following policies as presented for second reading:

<i>Policy 1540</i>	<i>Administrative Staff Reductions/Recalls - NEW</i>
<i>Policy 7217</i>	<i>Weapons - Revised</i>
<i>Policy 7540.03</i>	<i>Student Technology Acceptable Use & Safety – Revised</i>
<i>Policy 8305</i>	<i>Information Security – Revised</i>
<i>Policy 8531</i>	<i>Free and Reduced Meals - Revised</i>

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

Kent made motion to approve the following resolution:

RESOLVED, that the Board of Education approve the employment of Samantha Reisterer, ECSE Teacher, annual salary of \$61,692.00, starting 11/27/2023; Kara Weberg, EC Grant Accountant, annual salary of \$58,000.00**, sign-on bonus of \$1,000.00, starting 12/19/2023. Note***Increase to \$62,000 effective 07/01/2024 with an effective/highly effective evaluation*

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


Weiss made motion to approve the following resolution:

RESOLVED, that the Board of Education accept the resignation of Melvin Clark, Automotive Instructor, effective 11/17/23.

Supported by Makay. Voice vote. Motion carried.

Motion by Makay, supported by Faul to adjourn the meeting. Voice vote. Motion carried. Meeting adjourned at 4:51 pm.

Respectfully submitted,



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



CONFERENCE ATTENDANCE
Superintendent/Board of Education
December 6, 2023

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST
John Faul	April 5-8, 2024	National School Boards Association Conference 2024, New Orleans, LA	\$2565
Kenneth Kent	April 5-8, 2024	National School Boards Association Conference 2024, New Orleans, LA	\$2565
Mary Ann Middaugh	April 5-8, 2024	National School Boards Association Conference 2024, New Orleans, LA	\$2565
Dave Manson	April 5-8, 2024	National School Boards Association Conference 2024, New Orleans, LA	\$2565
Karen Makay	April 5-8, 2024	National School Boards Association Conference 2024, New Orleans, LA	\$2565
John Weiss	April 5-8, 2024	National School Boards Association Conference 2024, New Orleans, LA	\$2565

Post Approval

NAME	DATES	LOCATION	COST

A Special Board Work Session meeting of the Van Buren Intermediate Board of Education was held in person on **Wednesday, December 20, 2023**, at Michelle's Restaurant located in Mattawan, Michigan. The following board members were present: Middaugh, Makay, Faul, and Kent. Absent: Weiss. Also present: Dave Manson.

Meeting was called to order at **8:32 am** by President Middaugh
The following items were discussed and reviewed by the Board:

- 1) VB Tech – *Robert Smith*
- 2) Special Education – *Katy Holverstott*
- 3) Technology Services – *Damian Koob*
- 4) Instructional Services – *Cheryl-Marie Manson*
- 5) Early Childhood – *Susan Reynolds*
- 6) Finance – *Rebecca DePas*
- 7) Superintendent's Performance Review & Evaluation- *Manson*
- 8) District Improvement Plan results - *Manson*
- 9) Proposed Non-Union Wage Adjustments - *Manson*

The meeting adjourned at **11:56 am**.

Respectfully submitted,



John Faul, Board Secretary
Van Buren Intermediate Board of Education

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

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Van Buren Intermediate School District
December

Imprest Fund Vouchers	\$ 897,632.10
Payroll Fund Vouchers	6,209,012.01
Purchasing Card Vouchers	72,366.91
EDUSTAFF ACH Payments	16,388.13
	\$ 7,195,399.15

Budget-to-Expenditure Comparison 22-23

December 15, 2023

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	17,989,071	7,886,730	10,102,341	358,261
Special Education	41,926,148	14,674,947	27,251,201	4,541,205
Career Tech Education	15,140,366	6,229,705	8,910,661	709,630
Food Service	10,000	0	10,000	4,583
Capital Projects	0	407,541	N/A	(407,541)

Cash Flow Summary

	Ending Balance 10/31/2023	Cash Receipts	Cash Disbursements	Ending Balance 11/30/2023
General	2,680,949	3,411,712	2,825,102	3,267,559
Special Education	10,483,565	2,017,349	2,664,479	9,836,435
Career Tech Education	12,911,045	641,312	1,354,003	12,198,355
Student Activity Fund	31,173	0	241	30,932
Food Service	11,460	45	0	11,505
Capital Projects	1,960	23,500	25,377	83
	26,120,151	6,093,919	6,869,201 *	25,344,869

* 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
December 2023

GENERAL	1,708,134.36
SPECIAL EDUCATION	3,405,456.95
VOCATIONAL EDUCATION	1,095,420.70
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	6,209,012.01

IMPREST VOUCHER SUMMARY

December 2023

FUND NAME	CHECKS	PURCHASING CARDS	TRANSFERS/ INTEREST/FEES	TOTAL
General Fund	141,806.58	22,935.82	(9,532.12)	155,210.28
Special Education	340,137.82	24,331.64	(20,222.57)	344,246.89
Vocational Education	407,290.16	24,935.49	(15,840.89)	416,384.76
Capital Projects	53,993.12	0.00	0.00	53,993.12
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	163.96	0.00	163.96
TOTAL	943,227.68	72,366.91	(45,595.58)	969,999.01

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

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CONFERENCE ATTENDANCE
Superintendent/Board of Education
January 3, 2024

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST

Post Approval

NAME	DATES	LOCATION	COST
John Faul	November 9-13, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing, MI	\$1345.76
Mary Ann Middaugh	November 9-13, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing, MI	\$806.21
Dave Manson	November 9-13, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing, MI	\$715.74

D. Communications
E. Public Comments
II. INFORMATIONAL ITEMS

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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

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Date: January 3, 2024
To: Board of Education
From: David D. Manson, Superintendent
Subject: **Superintendent Update**

Holiday Dance and Holiday Breakfast: (Governance & Board Relations, Community Relations, Staff Relations)

The Joyce Ogden-Stinchcomb Holiday Dance and VBISD Holiday Breakfast were very successful events during the month of December. For the first time since the pandemic, both events appeared to have rebounded and offered VBISD staff and families an opportunity to enjoy each other and celebrate the holiday season. Special thanks to the VBISD School Board, Dawn Blum, Andrea Chapman, Aaron Chew, and Diana Stump for their continued support.



Regional Enhancement Millage: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

The Special Education Regional Enhancement Millage passed in early 2020 will need to be renewed prior to December 2024 if school districts do not want to see a disruption in our current funding model. As a result, we are in the process of planning for a renewal vote in collaboration with our local districts. Since the initial millage passed, an increase in property values has provided more revenue than expected. VBISD and our local districts are working proactively to ensure that this additional funding is utilized to benefit students.

Grow Your Own and Deaf Education: (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

Given the Instructional Services Department's success with the Grow Your Own initiative, VBISD is exploring the possibility of serving as a state conduit for providing Grow Your Own opportunities to potential educators interested in focusing on deaf education. This partnership would involve expanding Grow Your Own outside of the state because Michigan does not have any institutions of higher education that provide teaching certificates in deaf education.

C. Department Updates
1. Technology Services

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MEMO

DATE: JANUARY 3, 2024
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES BOARD REPORT

County Tech Director Meeting Update (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

We held our third County Tech Director meeting of the 2023-24 school year on November 8th. We had all but one District represented, which meeting notes were taken and shared to keep everyone updated.

Much of the discussion for this meeting focused on Districts' cybersecurity efforts and a new countywide phone solution. We discussed best practices for staff and students on PC security, email phishing solutions, and how our new VBISD Firewall can help alleviate these threats. In most cases, holes in firewalls and staff clicking on phishing email links is most widely used for such attacks. This prompted the discussion we are having at the State level to leverage E-Rate funds to purchase cyber security solutions.

This is a very cordial group willing to share ideas and ask for assistance/recommendations. I appreciate the collaboration we have between all the Districts within the county. Most Districts utilize the same or very similar solutions, which helps with our talks and discussions. I am appreciative of these folks and our conversations.

Cybersecurity in K12 School Districts (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

The state of cyber security in education (K12 school districts in particular) is becoming a major concern for educators, parents, and students alike. As technology continues to advance, schools are becoming more and more reliant on the internet and other digital tools to support teaching and learning. However, this increased reliance on technology also creates new vulnerabilities and risks, such as the potential for cyberattacks, data breaches, and other forms of online misconduct, which we have experienced to some extent

In recent years, there have been numerous reports of cyber security breaches in K12 schools. These incidents have exposed sensitive student and staff data, disrupted educational services, and caused significant financial losses. In some cases, these breaches have even resulted in the temporary closure of schools. In response to these challenges, many school districts are taking steps to improve their cyber security practices, including implementing stronger security protocols, training staff and students on digital safety, and collaborating with law enforcement and other agencies to address cyber threats.

Overall, the state of cyber security in K12 schools remains a significant concern. While schools are making progress in addressing these challenges, there is still a need for ongoing efforts to improve cyber security practices and protect student and staff data. By continuing to focus on this issue, school districts can help ensure that students and staff can use technology safely and securely to support teaching and learning.

December 20, 2023 Board Work Session (Leadership , Communication Skills, Professional Preparation, Planner and Organizer)

Thank you to the Board and Mr. Manson for allowing me to attend the December 20th Board Work session. I appreciate the time to go over the ‘State of the Department’ and all the great things we are doing for VBISD and our local districts. We have a great team and I appreciate the time to show how you what we do and the shared services models that we support.



(Half of the Technology Services Staff at our VB Tech Office.)



BOARD OF EDUCATION

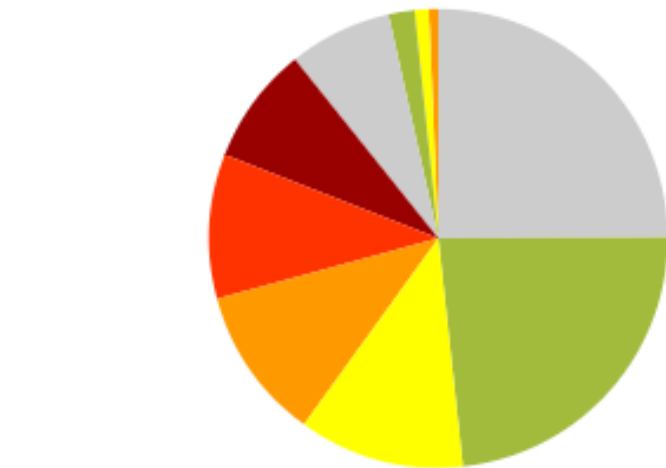
TECHNOLOGY SERVICES PRESENTATION – JANUARY 3, 2024

The IT Support Specialist Team!

- Ernest Klingler – Bangor
- Severiano Sandoval – Decatur
- Forrest Ward – Hartford
- Colton Janecke - Lawton
- Matt Rzonca – VBISD
 - (Jr. Network/Server Specialist)
- Evan Andres – VBISD
- Tyler Hunt – Gobles

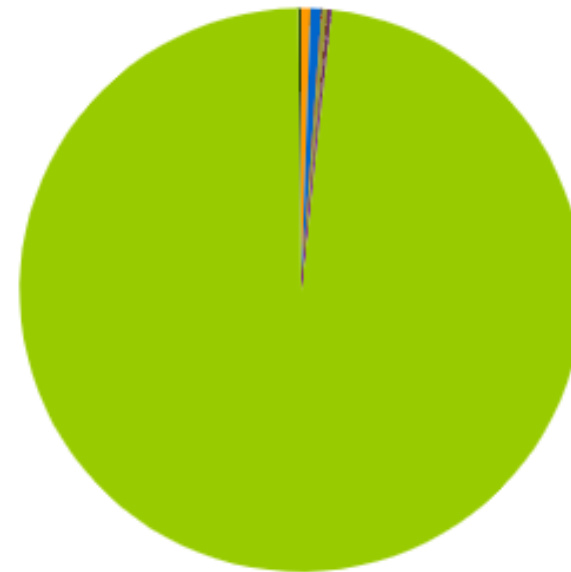
- Fun Facts:
 - 7,800 – Chromebooks managed by the Tech staff
 - 14,200 – Users serviced daily by the Tech Services Dept.
 - 6,815 – Tickets placed in our ticket system:
 - This school year (July 1, 2023 – December 27, 2023)
 - 6,685 tickets closed of the 6,815

Tickets by Category



- VBISD Support
- Bangor Support
- Hartford Support
- Lawton Support
- PowerSchool Support
- Decatur Support
- Gobles Support
- Lawrence Support
- Ordering
- Others

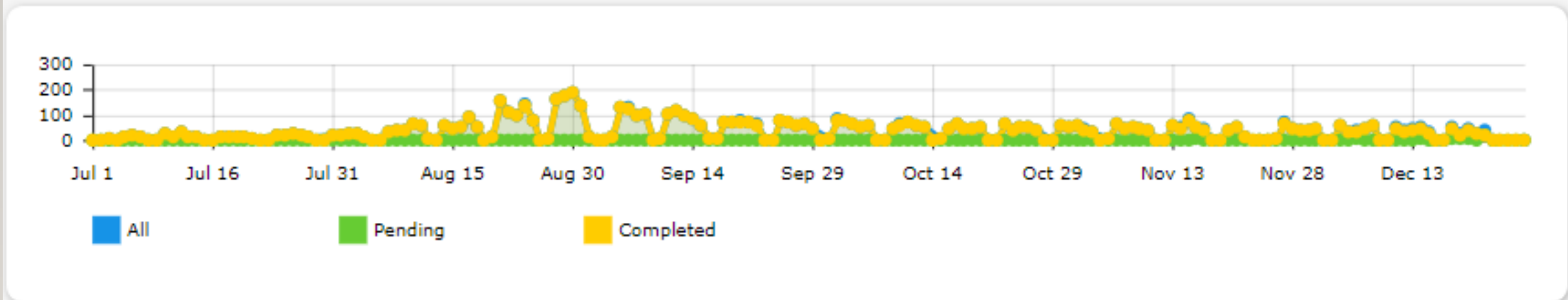
Tickets by Status



- New
- In Progress
- Escalated
- On Hold
- Waiting on PO
- On Order
- Order Received
- Closed
- Waiting on reply

Number of Tickets + Add to dashboard

View by: **Status** Assignment Priority



WHAT QUESTIONS CAN WE ANSWER FOR YOU?

THANK YOU!

MEMO

DATE: JANUARY 3, 2024

TO: BOARD OF EDUCATION

FROM: REBECCA DEPAS, DIRECTOR OF FINANCE AND OPERATIONS

RE: FINANCE & OPERATIONS DEPARTMENT UPDATE

Annual Web Reports (13,19)

PA 630 of 2007 requires intermediate school districts to post certain information on our website available for the public to view. Our 2022-23 report is now posted and available to view.

Medicaid Audit Update (2,4,8,10,13,19)

On November 30 we received our School Services Program Preliminary Analysis for the FY2021 Financial Audit. Susan Starkweather, Medicaid Coordinator, and I then meet with the team from DHHS to go over the preliminary results. We received much praise for our cooperation and supporting backup documentation. Overall the audit was a success with very few exceptions noted. I then had to submit the required corrective action plan to DHHS. The action plan will be incorporated into our final report and then posted on the state's website. We plan on working with the local business offices to provide more training on the Medicaid program as we move forward.

Medical Plans Update (4,13,19)

Reminder, January 1, 2024 Medical Hard Caps (the amount VBISD contributes towards health care) have gone up by 4.1%

- Single person coverage: \$7,702.85
- Individual and spouse coverage: \$16,109.06
- Full family coverage: \$21,007.83

Changes to Medical Plan offerings based on Health Consortium meeting: 1) HSA Plans have increased their deductible from \$1500/\$3,000 to \$1,600/\$3,200 with HSA limitations also increasing from \$3,850/\$7,750 to \$4,150/\$8,300 (per IRS, 7% increase from 2023)
2) No changes to Vision and Dental Plans
3) Mandatory mail-in NO LONGER REQUIRED
4) Prescription plans have moved from a two-tier model to a three-tier model

MEMO

DATE: JANUARY 3, 2024
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE



January Professional Learning Day Leadership, Level of Professional Awareness, Planner & Organizer, Faculty & Staff Personnel, Student Achievement

January 15, 2024, is the next scheduled Professional Learning Day. The afternoon presentation for the Special Education Department will feature “From Inclusion to Belonging” with [Dr. Erik Carter](#). The concept of “belonging” is an extension of the work around inclusion (specifically, including people with disabilities). Although being included is important, educators are starting to recognize that belonging is truly what most people, with or without a disability, seek. In the presentation on January 15, Dr. Carter will describe his model of belonging which includes 10 dimensions as shown to the right. Information gathered in this presentation will be used to inform practices and battle ableism and other forms of discrimination.



Early Childhood Bridge Team Leadership, Level of Professional Awareness, Decision Maker, Faculty & Staff Personnel, Student Achievements

The Bridge Consultant Team, a part of the VBISD Special Education Department, focuses on providing consultation, intervention, and professional learning for students with behavioral, communication, and instructional needs. The Bridge Consultant Team includes both a centralized team and regionally assigned teams to serve students and educators across the county. The effectiveness of the regional teamwork was rated overwhelmingly positive by local school district staff and administrators via a survey last school year. On the following page is a list of the regional Bridge Teams and their district assignments.



Early Childhood Bridge Team (Continued)

Bangor & Hartford	Bloomington & Gobles
Lindsay Clark, Bridge Consultant	Beth Baker, Bridge Consultant
Michele Johnson, Bridge Interventionist	Bert Compton, Bridge Interventionist
	Kara Graham, Bridge Interventionist
Lawton & Paw Paw	Mattawan
Taylor Mueller, Bridge Consultant	Matt Wilger, Bridge Consultant
Shannah Horsfall, Bridge Interventionist	Nicole Johnson, Bridge Interventionist
	Amber Stacy, Bridge Interventionist
Covert & South Haven	Decatur & Lawrence
Dana Brower, Bridge Consultant	Karen Ryder, Bridge Consultant
Melissa Thompson, Bridge Interventionist	Laura Crandall, Bridge Interventionist

A similar model of consultant and specialist teams exists for the same purposes at the Bert Goens Learning Center, the Community-based Transition Center, and the Maple Creek Education Center; however, this service is missing from the Early Childhood Special Education Program. Given the need for both behavioral and academic support in the Early Childhood Special Education Preschool classrooms, it is requested that the Board approve an additional Bridge Consultant position to serve this program. This consultation team would be supervised, trained and supported by the Bridge supervisor, Laura Thornburg, in collaboration with Anna Austin and Susan Reynolds.

Special Education Results & Compliance Project: Update Leadership, Level of Professional Awareness, Professional Standards & Ethics, Evaluator, Student Achievement



The VBISD and Bloomington team is on track with the Special Education Results and Compliance Project. The overall goal is to improve graduation rates for students eligible for special education. Towards this larger goal, the team identified four objectives: (a) improve the quality of accommodations provided in the general education classroom, (b) improve the use of the accommodations provided in the general education classroom, (c) increase the amount of time students in special education stay in the general education classroom, and (d) increase students' feelings of belonging in the general education classroom.

Special Education Results & Compliance Project: Update (Continued)

At this time, the team is collecting baseline data to measure current conditions for comparison after the interventions are implemented. A rubric was developed to assess the quality of the accommodations, observations have been scheduled to measure accommodation use and tablets have been programmed to measure the amount of time students stay in the general education classroom and a rating of their feelings of belonging. Intervention development and implementation are the next steps, which will begin in early February.

Special Services “Face Lift” Leadership, Creativity & Innovativeness, Appearance & Style, Planner & Organizer, Faculty & Staff Personnel, School Plant & Facilities, Community Relations, Fiscal Management

In collaboration with the Early Childhood Department, the Special Education Department has been working to improve the environment for staff and for the children and families who receive services at the Special Services Center. A committee composed of staff from both departments has developed a plan to create a warm welcome with colors in alignment with the VBISD logo along with bright accents to interest preschool children. Painting, new signs, and a new wall cove base are scheduled to be installed in the first week of January. Below is the color scheme. “After” pictures will be forthcoming.



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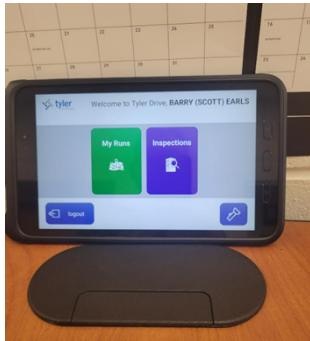
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Staff Shortage Update Leadership, Level of Professional Awareness, Resourcefulness, Decision Maker, Planner & Organizer, Faculty & Staff Personnel, Fiscal Management, Student Achievement

As shared at the December Board Work Session, a new staffing model, in combination with many efforts to ensure staff retention, is being used to manage the staff shortage. Unfortunately, two already retired School Psychologists have decided to reduce their days resulting in a shortage. The School Psychology/Diagnostic Teacher Consultant Department has collaborated to develop an arrangement in which the team providing service for Bloomingdale, Bangor and Gobles will pick up Covert, which provides enough days for a full time Diagnostic Teacher Consultant to serve Lawrence and Mattawan. This position has been posted and interviews will occur the second week of January. This department is already working together to develop a more balanced team approach in alignment with the new model for the next school year. All other positions in the Special Education Department have been filled.

New Tech on Buses Level of Professional Awareness, Innovativeness, Crisis Manager, Faculty & Staff Personnel, School Plant & Facilities, Student Personnel, Community Relations, Fiscal Management, Student Achievement

To promote safety and efficiency, the Transportation Department has implemented new technology that includes a new routing system and tablets (pictured below and to the left) for each bus.



The routing system allows flexibility in adapting to daily schedule changes which are communicated to drivers in real time via the tablets. In addition, the tablets have a GPS function, store student information and collect student attendance. While there are always challenges when adopting new technology, Sunny Hudson and Cindy Krall (pictured above right) have been working closely with staff to help them manage the change and accept the new technology.



Team Highlight Leadership, Faculty & Staff Personnel

The best things about VBISD are all the wonderful people who make up our teams. Below are the teams highlighted in the November and December Special Education News & Notes. To the left is the Decatur Team, including (left to right) Brandon Morkut, Jodi Johnson, Hali Thompson and Aaron Tennant (seated). Mariela Contreras-Barajas wasn't available for the group picture and is pictured separately. To the right is the Paw Paw Team, including (left to right) Joe DeYoung, Katelyn Segur, Jen Krause, Stephanie Bahr, Stacy Gildea, Phoenicia Green (seated), Victoria White, Emma Israels, Jenny Nondorf and Carolyn Gundy. We're thankful for both our Decatur and Paw Paw Teams!



MEMO

DATE: JANUARY 3, 2024

TO: BOARD OF EDUCATION

FROM: SUSAN REYNOLDS, DIRECTOR
OF EARLY CHILDHOOD



VBISD Special Education Department:
Serving kindness and quality since 1960

RE: EARLY CHILDHOOD UPDATE

Early Childhood Department Focus 2023-2024

1. Increase Inclusive Opportunities with Appropriate Supports
2. Reduce Barriers for Families
3. Promote Collaboration & Efficiencies Across the Department

Transition to MiLEAP for Early Childhood

On December 1, 2023, the Michigan Department of Lifelong Education, Advancement and Potential (MiLEAP) went into operation after being established by Governor Whitmer's executive order in July 2023. This newly formed department means the majority of VBISD's Early Childhood Department has had a change in state-level leadership. Moving from the MDE's oversight, the Office of Great Start, including *Early On*, is now under the administration of MiLEAP's Office of Early Childhood Education.



Help Me Grow - Van Buren (Focus area 2)

Help Me Grow is a new resource connection service in our early childhood department for families prenatal to school entry supported by the ISD. One of the important services found on this website is the link to the ASQ (Ages and Stages Questionnaire), a parent-friendly developmental screening tool. Parents are able to screen their children from home using this tool. Results are calculated and sent to the ISD early childhood department where they are processed and shared with the parent via an email and includes age-appropriate activity suggestions for the parent to do with their child to enhance their developmental growth. If a screen indicates a delay then the parent is contacted and asked if they would like a referral to Early On or Build Up for further assessment. Since the launch of the Help Me Grow website in October, we have seen an influx of Online ASQs being utilized. Just this past week two referrals were made to the ISDs Build Up program for further assessment. Gaby Mason, Early Childhood Secretary, was very responsive and within a day of receiving the referrals the families were scheduled with Build Up for



further assessment. We are excited about this partnership within the ISD to provide these services for the families of our county.

Preschool Cross Training (Focus areas 1 & 3)

Early childhood preschool teams came together in December to deep dive into the Essential Instructional Practices in Early Literacy. Geanice Miller, Coaching Coordinator & Consultant from VBISD Instructional Services, led the team through the updated Essential Instructional Practices document from MAISA/GLEN. Collectively, teaching teams familiarized themselves with the updates and identified ways to move from “knowing” the Essentials to “doing” the Essentials. This was just one of many opportunities provided to support collaboration and focus on increasing high-quality preschool and inclusive opportunities for all preschoolers in Van Buren County.



**Early
On &
the**

State Systemic Improvement Plan (SSIP) (Focus areas 1, 2 & 3)

Early On is our early intervention system for helping infants and toddlers, birth to three years of age who have been identified as having developmental delay(s), a disability, or are at risk for delay(s). It is the charge of the Early On team to connect families with the social, health, and educational services necessary to promote the health and development of their children with special needs.

Data from the *Early On Michigan*, tells us that 1 in 5 children have social-emotional challenges. As a part of the Michigan Part C State Systemic Improvement Plan (SSIP) Action and Evaluation Plan, *Early On Michigan* has identified Annual Performance Report (APR) Indicator 3a as their target. This work involves improving social-emotional outcomes for children in Early On. VBISD's Early On team has been accepted to participate in Chorot 4 and began this work in September 2023. This 18-month commitment involves:



- Intense training and coaching on the Pyramid Model for promoting social-emotional competence in infants and young children;
- Training on the Devereux Early Childhood Assessment for Infants and Toddlers (DECA-I/T) along with electronic access to allow for scoring, planning, and analysis;
- Support through a virtual Community of Practice (COP) with other *Early On* coordinators and SSIP leadership;
- Materials to share with families on the importance of social-emotional development including a Social Emotional Toolkit and Social Emotional Developmental Wheels.

Our involvement with this work aligns with VBISD's mission in "Providing Educational Services for a Better Tomorrow." The goal is to increase provider knowledge of social-emotional milestones in order to better use research-based social-emotional strategies with families to support child growth. Additionally, because the DECA-I/T is more specific than our current evaluation tool, our team will be able to evaluate and qualify children using the social-emotional criteria. We look forward to diving into this work in order to provide the best programming and services for Van Buren's youngest learners.

III. ACTION ITEMS

A. Approval of Staff Resignations and Retirements (**VOICE VOTE**)

41

MEMO

DATE: JANUARY 3, 2024
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: **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>
Terry Anserello, School Psychologist	Resignation - 12/19/2023
Barb Matthews, Director of Finance & Operations	Retirement - 12/29/2023
Allison Graves, Speech & Language Path	Resignation - 12/22/2023
Matt Murphy-Dubay, Accounting Supervisor	Resignation - 12/29/2023

RECOMMENDATION

Resolved that the Board of Education accept the resignations/retirements of the staff listed above.

Attachments

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

43

MEMO

DATE: JANUARY 3, 2024
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>Instructional Services</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Melissa Corona, Director of Instructional Services	\$118,500.00		1/15/2024
<u>VB Tech</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Kyle Rybicki, Auto Tech Instructor	\$59,050.00	\$1,500.00	12/18/2023
<u>Special Education</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Mackenzie Dunbar, RR Teacher	\$46,529.00	\$1,500.00	1/22/2024

**Salary may be prorated based on start date*

RECOMMENDATION

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

C. Approval of Early Childhood Bridge Consultant (**ROLL CALL VOTE**)

45

MEMO

DATE: JANUARY 3, 2024
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
SUSAN REYNOLDS, DIRECTOR OF EARLY CHILDHOOD
RE: APPROVAL OF EARLY CHILDHOOD BRIDGE CONSULTANT

BACKGROUND:

At this time, consultation and support from the Bridge Consultation Team is available to all member school districts but is not available to assist the young learners in the Early Childhood Special Education Program. The frequency and intensity of these learners' behavioral and pre-academic needs necessitate this support.

Specifically, it is recommended that the Board of Education approve the addition of a full-time Bridge Consultant to provide academic and behavioral consultation services to the Early Childhood Special Education Program.

RECOMMENDATION:

RESOLVED that the Board of Education approve the addition of a full-time Bridge Consultant to provide academic and behavioral consultation services to the Early Childhood Special Education program.

D. Approval of Non-Union Pay Adjustments (**ROLL CALL VOTE**)

47



DATE: January 3, 2024
TO: Board of Education
FROM: David D. Manson, Superintendent
SUBJECT: APPROVAL OF NON-UNION PAY ADJUSTMENTS

In the past, we have made mid-year adjustments to non-union staff members in an effort to reward exceptional performance, keep up with market conditions, and account for increasing workloads due to staff shortages. As a result, I am seeking the board's approval of the following:

- 1) The consolidation of the Early Childhood departments has demonstrated some inequities in the salaries provided to supervisors in the department. Hence, I am recommending a \$1,000 salary increase for Heidi Anson, Mechele Brower, and Jayne Bartz.
- 2) Both Angie Gutierrez & Britani Olds continue to take on additional duties in their current roles and have demonstrated exceptional performance. As a result, I am recommending an increase in salary of \$1,500 for each of them.
- 3) Provide a \$1,500 stipend to Paula Kana'an. Paula was hired at the beginning of the school year with the understanding that her performance would be reviewed at mid-year to determine if she qualified for a stipend.
- 4) In the past, the school board has granted the superintendent the ability to make adjustments of up to 8 days per staff member; however, given the shortage of educational personnel, our current staff are being utilized to cover vacancies and absences on a more frequent basis. As a result, I am seeking an increase in the approval to make adjustments from 8 days to 10 days.

RESOLVED, the VBISD Board of Education approves the non-union member pay adjustments and other items presented above with an effective date of January 15, 2024.

E. Approval of Stipend Payment (**ROLL CALL VOTE**)

49

MEMO

DATE: JANUARY 3, 2024
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT, DIRECTOR OF SPECIAL EDUCATION
RE: **APPROVAL FOR STIPEND**

BACKGROUND:

During this past summer and into the fall, Stacie Vezeau performed two secretarial roles at the Bert Goens Learning Center due to staff shortage. This was extremely difficult, especially due to the demands associated with preparing for a new school year, and it is recommended that the Board recognize her extra work with a one-time stipend.

RECOMMENDATION:

RESOLVED that the Board of Education approve a one-time stipend of \$800 to Stacie Vezeau.

F. Approval of Purchase for Model Year 2023 or 2024 Regular Cab
Truck (**ROLL CALL VOTE**)

51

MEMO

DATE: JANUARY 3, 2024
TO: BOARD OF EDUCATION
FROM: TERRY LECHENET, TRANSPORTATION SUPERVISOR
RE: PURCHASE OF ONE MODEL YEAR 2023 OR 2024 REGULAR CAB TRUCK

We recently solicited competitive bids for the purchase of one model year 2023 or 2024 regular cab truck for the construction trades program. The vehicle will replace the van the construction trades program is currently using.

We received one bid for one model year 2023 or 2024 regular cab truck as follows:

COMPANY	MODEL YEAR	TOTAL PRICE
Tapper Ford (Paw Paw)	2024	\$47,528

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

RESOLVED, that the Board of Education accepted the bid from Tapper Ford to purchase one model year 2024 regular cab truck at a cost of \$47,528.

G. Approval of Purchase for Model Year 2021 to 2024 Crew Cab Truck
(ROLL CALL VOTE)

53

MEMO

DATE: JANUARY 3, 2024
TO: BOARD OF EDUCATION
FROM: TERRY LECHENET, TRANSPORTATION SUPERVISOR
RE: PURCHASE OF ONE MODEL YEAR 2021 TO 2024 CREW CAB TRUCK

We recently solicited competitive bids for the purchase of one model year 2021 to 2024 crew cab truck. The vehicle will be used for the agricultural program. The current truck will be transferred to the Learning Center vocational alliance program.

We received one bid for one model year 2021 to 2024 crew cab truck as follows:

COMPANY	MODEL YEAR	TOTAL PRICE
Tapper Ford (Paw Paw)	2024	\$51,837

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

RESOLVED, that the Board of Education accepted the bid from Tapper Ford to purchase one model year 2024 crew cab truck at a cost of \$51,837.

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.