

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 7, 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 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 **January 3, 2024**, 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.

Kent moved to amend the draft agenda for January 3, 2024, to reflect the additional Action Item III.H.– Approval of Sub Rate for Deaf & Hard of Hearing. Supported by Faul. Roll call vote. Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Kent moved to approve the January 3, 2024; draft agenda as amended. Supported by Faul. Roll call vote. Makay – yes, Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Weiss moved to approve the Consent Agenda (***December 6, 2023, Minutes; Voucher Budget Summary, Imprest and Payroll Summaries***). Supported by Makay. Roll call vote: Faul – yes, Weiss – yes, Makay – yes, Kent – yes, and Middaugh – yes. Motion carried.

Makay moved to approve Board/Superintendent Travel for December. Supported by Faul. Roll call vote. Kent – yes, Weiss – yes, Makay – yes, Faul – yes, and Middaugh - yes.

Holiday events hosted by the district throughout December were attended by Board members. The Board received department updates from Technology Services, Finance, Special Education, Early Childhood, and Superintendent Manson. Technology Services made a presentation to the Board.

Faul moved to approve the following resolution:

RESOLVED, that the Board of Education accept the resignations/retirements of the staff listed below.

<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

Supported by Weiss. Voice vote. Motion carried.

Weiss moved to approve the following resolution:

RESOLVED, that the Board of Education approve the employment of the following staff Melissa Corona, Director of Instructional Services, annual salary of \$118,500* effective 1/15/2024; Kyle Rybicki, Auto Tech Instructor, annual salary of \$59,050*, with a bonus of \$1,500.00 effective 12/18/2023; Mackenzie Dunbar, RR Teacher, annual salary \$46,529* with a bonus of \$1,500.00 effective 1/22/2024. *Salary may be prorated based on start date

Supported by Kent. Voice vote. Motion carried.

Faul made motion to approve the following resolution:

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

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

Kent made motion to approve the following resolution:

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

- 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.

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

Makay moved to approve the following resolution:

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

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

Weiss made motion to approve the following resolution:

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.

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

Faul made motion to approve the following resolution:

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.

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

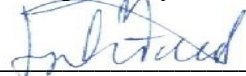
Faul moved to approve the following resolution:

RESOLVED, that the Board of Education approve the sub rate for Educational Interpreters for students who are Deaf and Hard of Hearing (DHH) ranging between \$28 to \$38/hour, which will be determined by years of experience, certification levels as well as other factors determined by Administration.

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

Motion by Weiss, supported by Kent, to adjourn the meeting. Voice vote. Motion carried. Meeting adjourned at 5:01 pm.

Respectfully submitted,



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



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

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

7

**VAN BUREN INTERMEDIATE SCHOOL DISTRICT
JANUARY 2024**

BUDGET TO EXPENDITURE COMPARISON 23-24

FUND	BUDGET	ACTUAL & ENCUMBERED EXPENSES	UNENCUMBERED BALANCE	YEAR TO DATE VARIANCE
General	17,989,071	9,119,506	8,869,565	624,574
Special Education	41,926,148	17,171,799	24,754,349	5,538,198
Career Tech Education	15,140,366	6,908,455	8,231,911	1,292,577
Food Service	233	181	52	(55)
Capital Projects	947,599	393,335	554,264	119,948

CASH FLOW SUMMARY

	ENDING BALANCE 11/30/2023	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING BALANCE 12/31/2023
General	3,267,559	1,743,148	3,081,299	1,929,407
Special Education	9,836,435	2,689,905	3,642,315	8,884,025
Career Tech Education	12,198,355	1,099,462	1,450,082	11,847,735
Student Activity Fund	30,983	1,362	1,014	31,331
Food Service	11,505	181	181	11,505
Capital Projects	83	35,000	29,559	5,524
Total	25,344,920	5,569,058	8,204,450	22,709,527

VAN BUREN INTERMEDIATE SCHOOL DISTRICT
JANUARY 2024

VOUCHERS

Imprest Fund	755,677.42
Payroll Fund	4,047,697.05
Purchasing Cards	96,687.83
EduStaff ACH	14,787.26

PAYROLL SUMMARY

General	1,155,403.69
Special Education	2,224,361.29
Vocational Education	667,932.07
Student Activity Fund	-
Food Service Fund	-
Total	4,047,697.05

IMPREST VOUCHER SUMMARY

FUND	CHECKS	TRAVEL REIMBURSEMENT	PURCHASING CARDS	TRANS/SALES TAX/INTEREST/ FEES	TOTAL
General	151,243.32	12,853.33	40,601.48	(8,747.37)	195,950.76
Special Eduation	387,956.83	23,510.08	23,602.45	3,157.82	438,227.18
Vocational Education	178,636.19	2,544.53	32,383.90	7,912.19	221,476.81
Capital Projects	34,489.19	-	-		34,489.19
Food Service	179.00	-	-		179.95
Student Activity Fund	850.25	-	100.00		950.25
Total	753,354.78	38,907.94	96,687.83	2,322.64	891,274.14

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

11



CONFERENCE ATTENDANCE
Superintendent/Board of Education
February 7, 2024

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST

Post Approval

NAME	DATES	LOCATION	COST
John Weiss	November 9-13, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing, MI	\$842.77
Karen Makay	November 9-13, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing, MI	\$1251.49
Kenneth Kent	November 9-13, 2023	MASB 2023 Annual Leadership Conference Lansing Center, Lansing, MI	\$997.46

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



Upcoming Events/Key Dates February/March 2024

- 2/7 **February Board Meeting @ Conference Center 4p
- 2/29 **Educational Hero Awards Banquet @ Conference Center 5-7p
- 3/4 *Whole Child Summit @ Conference Center 8a-3:30p
- 3/6 **March Board Meeting @ Conference Center 4p

KEY: Informational only
*Board attendance voluntary
**Board attendance requested

E. Public Comments
II. Board Updates
III. Superintendent Update

16



Date: February 7, 2024
 To: Board of Education
 From: David D. Manson, Superintendent
 Subject: **Superintendent Update**

Educational Hero Awards Banquet: (Governance & Board Relations, Staff Relations, Community Relations, Instructional Leadership)

After a 2 year pandemic related hiatus, the Educational Hero Awards banquet is slated to take place from 5-7p on February 29th at the Conference Center. The Educational Hero Awards are designed to recognize two individuals from each district in Van Buren County that have made a difference in the overall quality of education by:

- Demonstrating knowledge and skill in their area of responsibility
- Developing unique programs that have enhanced learning experiences
- Playing a leadership role in education
- Providing support for a program, service or event that significantly impacts education
- Exhibiting an attitude that promotes a positive working and learning environment and reflects positively on the school district
- Making an impact on the quality of an individual student's educational experience
- Demonstrating sensitivity to the needs of individual students
- Providing service "above and beyond"

We are excited to recognize the following winners:

District	Winner #1	Winner #2
Bangor	Beth Squires	Deb Fritz
Bloomingtondale	Victor Gonzales	Torrey Wenger
Covert	Carolina Sanchez	Jeremy Payne
Decatur	Candy Haas	Cherry Holmes
Gobles	Stephen Carrillo	Stacy Thorpe
Hartford	Heather McNitt	Sarah Manning

Lawrence	Lauryn King	Greg Rozeveld
Lawton	Susan Douglas	Steve Carroll
Mattawan	Nancy Garman	Brandy Wessels
Paw Paw	Amy Gronda	Cari Houston
South Haven	Kimberly Wise	Jennifer Otto
VBISD	Gabe Kooyers	Mary Stap

Preparing for Bargaining in a New World - Thrun Presentation: (Governance & Board Relations, Staff Relations, Business & Finance)

On January 31st, VBISD hosted administrators from thirteen school districts for a presentation by Katie Broaddus from Thrun Law Firm. The presentation focused on significant reforms that have taken place in the world of contract negotiations due to legislative changes that have reinstated several union rights that existed before 2011. The extent of these reforms are likely to make contract negotiations more challenging than in the past.

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 Detroit on January 24-26. It was a terrific opportunity to network with other administrators and educational organizations throughout the state. Here are some of the sessions that I was able to attend:

- Office of Retirement Services update - Dr. Tina Kerr
- Talent Together (GYO) - Phase Two - Jack Elsey and Greg Nyen
- MASA Region 7 - Rob Ridgeway
- MEA Updates - Chandra Madafferi
- Ruling Our eXperiences (ROX) Girls Without Limits - Dr. Lisa Hinkelman
- Unlocking the Multiverse of AI Tools for Education - Dr. Shawn Bishop
- Diving Deeper Into Legislative Advocacy - Matt Schueller
- Legal Updates on Labor Law - Daniel Martin

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

On January 15th, 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 55 Great Job nominations, 25 staff members were selected to be honored.

Great Job Award Winners		
Albert Compton	Tracy Pasley	Amy Zmick
Craig Karvanek	Tonya Conklin	Laura Crandall
Katy Carpenter	Marney Burchfield-Santo	Jenny Romero
Tony Galvan	Paula Kana'an	Matthew Rzonca
Andrea Chapman	Kim Deboom	David Silva
Erin Rumery	Amy Faber	Matt Wilger
Josh Bridges	Katy Harman	Erinn Hess
Taylor Mueller	Chris Roberts	Jeff Fisher
Jason Forler		
Helping Hands Award Winners		
Robin Taylor	Shirley Rigozzi	Geanice Miller

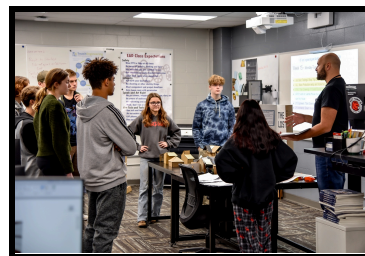
IV. Department Updates
A. Career & Technical Education

MEMO

DATE: FEBRUARY 7, 2024
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

10th GRADE VISITS

During the week of December 4-8, Van Buren Tech opened our doors to enthusiastic 10th graders for its annual 10th Grade Visit event. As part of the week, all 10th-grade students toured the center, visited the programs, and learned how Van Buren Tech is empowering the next generation of innovators and unlocking potential among our students. Today's visit- tomorrow's leaders! Students dive into diverse programs, exploring exciting possibilities and charting their paths for the future. From cutting-edge technology to creative arts, there's something for everyone at Van Buren Tech.



10th GRADE VISITS OPEN HOUSE

On Monday, December 11th, Van Buren Tech hosted its 2nd annual 10th Grade Visit Open House, where parents and family members had the opportunity to get a closer look at the Career & Technical Education programs that their students recently visited. Overall, there was a great turnout, with over 450 visitors in attendance. Thank you to all of the families who joined us and explored the exciting career and technical education programs VBT offers.



2023 FIRE INSTRUCTOR OF THE YEAR

Van Buren Tech proudly congratulates Fire Science Academy instructor, Jeromy Robertson, on being named the 2023 Fire Instructor of the Year by the Michigan Fire Service Instructors Association. In addition to his position at Van Buren Tech, Instructor Robertson participates on the County Training Committee for Van Buren County. He also provides instructional courses for fire service personnel including hazardous materials, fire officers, and other fire service leadership Q-courses that have been approved by the Michigan Fire Fighters Training Council.



2023-2024 STUDENT OF THE QUARTER

Congratulations to the Student of the Quarter winners for the first quarter!

One AM and one PM student was selected from each career cluster at Van Buren Tech: Health, Phys Tech, Human Services, and Info Tech. Winners were selected based on the recommendation from their instructor and their excellence and exceptional behavior.



MARKETING, SALES & BUSINESS PROGRAM

The Marketing, Sales & Business program took two teams to the Junior Achievement Titan Business Challenge at WMU's Haworth College of Business on Friday, December 15. In addition to meeting with business professionals, students heard from keynote speaker Jeff Fielder, President and CEO of Advia Credit Union about the challenges of operating in today's business world.

JA Titan is a simulation-based program in which high school students compete as business CEOs in the phone industry, experiencing firsthand how an organization evaluates alternatives, makes decisions, analyzes the outcomes of those decisions, and then strategizes what to do next. With a focus on financial literacy and insights into the workforce, JA Titan brings business economics to life. As students work in teams, or on their own, to make financial decisions about production, marketing, research and development (R&D), and corporate social responsibility (CSR), they begin to see how every choice made in an organization relates to its future success.



INTERDISCIPLINARY LEARNING PROJECT

Van Buren Tech's Engineering and Architectural Design program joined the Culinary Arts & Catering Management program to create gingerbread houses. Combining creativity and precision, our students crafted sweet masterpieces that showcase the perfect blend of design and culinary skills. The team-oriented activity was an excellent way for students from both programs



to apply their knowledge and skills to a real-world project involving other professions. Great job students!

BUSINESS PROFESSIONALS of AMERICA

On January 19th, 2024, forty-six students from the Cyber Security & Computer Network Technology, Finance Investment & Technology, and Software Engineering Programs at Van Buren Tech participated in the Business Professionals of America Region 1 Leadership Conference at Davenport University in Grand Rapids Michigan. With approximately four hundred students from high schools and career centers from New Buffalo to Edwardsburg to Kalamazoo to Grand Rapids to Newago to Holland. thirty-two Van Buren Tech students received sixty-one awards. Twenty-nine students have qualified to compete at the BPA State Leadership Conference from March 7th through the 10th 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. Outstanding work by all participating!



MICHIGAN CAREER EDUCATION CONFERENCE



The 2024 Michigan Career Education Conference was held Sunday, January 28th - Tuesday, January 30th at the Amway Grand Hotel in Grand Rapids, MI. With a theme of “The Future of Education,” this year’s conference featured several keynote speakers, breakout sessions, and product vendors emphasizing cutting-edge instructional tools and instructional best practices. This year, seventeen VB Tech staff members were in attendance and 6 led sessions highlighting innovative teaching and learning strategies that are taking place at VB Tech. Over 1,000 people were in attendance for the 3-day event. Great job VB Tech staff!



Memorandum

Date:	February 2024
To:	VBISD Board of Education
From:	Melissa Corona <i>Director of Instructional Services</i>
Subject:	Instructional Services Monthly Update



Staff Spotlight



Amanda Cook is a math consultant with 17 years of experience, currently serving her 3rd year with the VBISD. Her overarching goal is to reduce math anxiety among students, fostering an environment where all students can enjoy math class and take pride in overcoming challenges. In the 2023-24 academic year, Amanda plans to focus on building teacher understanding around number sense and how its strength positively impacts the learning of grade level content.

This year she organized a successful Mix & Mingle session around the book [Nix the Tricks](#), where county educators examined common math tricks and more effective instruction teachers could choose instead of tricks to ensure lasting understanding.

Greg Greenfield is a mental health clinician. He is working in Mattawan Middle School. Greg has been with the VBISD for 3 years. Professionally, he is working on an Addiction Certification through the University of Michigan and working toward connecting those pieces of knowledge with supporting the youth that he works with.



Greg has worked in several different school districts in the county and finds it is interesting to see how the culture of a school can be slightly different from one to another. Yet at the same time, their vision to help students grow and become successful people share similar ideals. He finds it to be very fulfilling to work with young people. Greg enjoys getting to know their ideas, goals, and challenges. The students are energetic, funny, and they fill his heart and make the rest of the work easier.

Personally, Greg is working on remodeling his "This Old House" home. He enjoys the creativity of taking something old and a little worn and revitalizing it. He also likes working in his gardens. Greg is hoping to get back into practicing guitar, as time allows.

Mental Health Highlight

Empowering Youth Voices: The Van Buren County Whole Child Collaborative Initiates Youth Advisory Council

The Van Buren County Whole Child Collaborative (VBCWCC) is making significant strides this school year by recognizing the importance of amplifying youth voices in its mission to support and serve the local community. Formed to bring together organizations that cater to the needs of youth and families in Van Buren County, the collaborative aims to create a space where the crucial perspective of young people is at the forefront of its endeavors.

In an effort to center their work around the needs and experiences of young individuals, the VBCWCC is establishing a Youth Advisory Council (VBCYAC). This council will play a pivotal role in participating in meetings and events, serving on student speaker panels, and sharing insights with professionals and organizations committed to serving and supporting youth.

The VBCYAC will comprise two youth representatives from every local school district in Van Buren County – one from middle school and one from high school. School-based mental health professionals will collaborate with administrators to identify suitable candidates, ensuring representation from diverse backgrounds.

Youth members of the VBCYAC will undergo training on topics related to the Van Buren County Whole Child Collaborative. This will equip them to become student ambassadors for the collaborative's work. Additionally, participants will have opportunities to learn from healthcare, mental health, and human services professionals, fostering personal growth and leadership development.

The VBCWCC aims to identify and select youth representatives for the VBCYAC before its first meeting on February 27, 2023. Subsequently, these representatives will attend the next county-wide summit on March 20, 2023. This timeline underscores the commitment of the collaborative to swiftly integrate youth perspectives into its ongoing initiatives.

The formation of the Youth Advisory Council within the Van Buren County Whole Child Collaborative reflects a dedicated effort to prioritize the voices and experiences of young individuals. By actively involving youth in decision-making processes, the collaborative is taking a crucial step toward creating a more inclusive, impactful, and supportive community for all.

Project SHINE (LEAN) Highlight



Project SHINE is making waves in classrooms across the county as it strives to instill a love for healthy living in young minds. The initiative's primary goal is to raise awareness among children about the numerous benefits of maintaining a balanced diet and incorporating regular physical activity into their lives. The dedicated health educators of Project SHINE tirelessly employ a curriculum tailored for each grade level, ensuring that students not only learn but also have fun in the process. The enthusiasm with which students welcome Project SHINE into their classrooms reflects the program's success in making health education an engaging experience.

One highlight of Project SHINE's curriculum is the intriguing recipe titled "Sticks, Stones, and Bricks." Comprising cucumber, cheese cubes, grapes, and pretzels, this inventive snack encourages children to do more than just eat – they are prompted to build structures from their food. This unique approach aims to stimulate their tactile senses, allowing them to explore the textures of different foods before consuming them. By transforming healthy ingredients into edible creations, students gain a hands-on understanding of nutrition that goes beyond the traditional classroom setting.

The impact of Project SHINE extends beyond the classroom, as students discover a newfound appreciation for diverse and nutritious foods. Through engaging lessons, many children realize that they enjoy a variety of healthy foods they might not have considered trying otherwise. This shift in perspective is a testament to the program's success in fostering positive habits and encouraging a lifelong commitment to well-being. Project SHINE is not just teaching children about health – it's inspiring them to savor the joys of a healthy lifestyle.





Instructional Coaching

Literacy Leader Network (LLN)



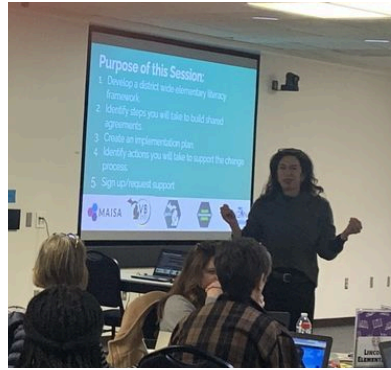
LITERACY
LEADER
NETWORK

BUILDING TEACHER EXPERTISE AND A SCHOOLWIDE CULTURE OF
LITERACY & ACHIEVEMENT

The Michigan Literacy Leader Network is a model that supports organization-wide literacy improvements based on practices that build collective capacity for continuous improvement. It's supported by 35a grant funds and is a collaboration with MAISA and MEMSPA. There is no cost to local districts to participate. The core of the work is a tight partnership with intermediate school districts, specifically the early literacy coaches.

Van Buren ISD has eight districts who have chosen to participate in this work. On November 9th, Dr. KaiLonnie Dunsmore presented the breadth and depth of the work of LLN (Literacy Leader Network) at an Elementary Principals Meeting. Schools opted in to the network and a kickoff was held at VBISD's Conference Center on January 10th. Currently, districts are working on creating their Tier 1 Literacy Frameworks with virtual 1:1 meetings with Dr. Dunsmore. ISD Early Literacy Coaches are in attendance at these meetings to guide and support the work through this phase as well as all others moving forward. Our next countywide work session is on March 11th at VBISD's Conference Center.

We are looking forward to this focused work with our local districts as we build their Tier 1 Literacy Frameworks and implement resources that are tied to research-based best practices alongside them.



Kickoff Event on January 10, 2024

GYO Update



Current numbers by district:

<u>District</u>		<u>Total cost impact</u>
Bangor	2 candidates	\$110,183.00
Bloomingtondale	13 candidates	\$519,807.45
Covert	5 candidates	\$251,742.78
Decatur	2 candidates	\$105,820.26
Gobles	4 candidates	\$169,420.78
Hartford	6 candidates	\$277,826.62
Lawrence	4 candidates	\$258,223.00
Lawton	11 candidates	\$529,375.30
Mattawan	27 candidates	\$1,066,274.64
Paw Paw	33 candidates	\$1,472,949.57
South Haven	17 candidates	\$940,870.55
VBISD	35 candidates	\$1,798,640.86
Totals	159 candidates	\$7,501,135 allocated

Money spent so far: **\$722,065.24**

50 applications received for Round 2 funds

Round 2 for Grow Your Own

The Michigan Department of Education (MDE) announced a grant award of \$5,800,000 to the Van Buren Intermediate School District (VBISD) as part of the Future Proud Michigan Educator Grow Your Own (GYO) staff grants on December 20, 2023. This new round of funding is in addition to a \$9.1 million grant awarded to the VBISD in May 2023.

VBISD, in collaboration with their local school districts, Calhoun ISD, Western Michigan University, Michigan Teachers of Tomorrow, and #T.E.A.C.H. successfully applied for the Round 2 GYO staff grant. As a result of these additional funds, the VBISD will accommodate an additional 85 candidates from Van Buren and Calhoun counties seeking initial teaching certification or additional endorsements. These 85 new candidates will join the 157 candidates already enrolled in the program attending Western Michigan University (WMU) and Grand Valley State University (GVSU).

The next step for VBISD and the collaborating districts involves the careful review of applications and the selection of candidates for the program. Successful applicants will have the opportunity to attend either Western Michigan University, #T.E.A.C.H. or Michigan Teachers of Tomorrow further enriching the talent pool of the teaching profession in Michigan.

We have met with the team at Calhoun ISD to share our process and provide support as they begin to share this opportunity with the staff within the county. Our Success Navigators will be supporting their candidates in the same way they are supporting the Van Buren candidates. Van Buren has a fantastic chance to showcase the work that fills us with pride.

Adult Ed Update

DATE: FEBRUARY 7, 2024
TO: BOARD UPDATES
FROM: TONDA BOOTHBY
RE: ESSA

Regional Assistance Grant (1, 2, 5, 10, 13)

The Michigan Department of Education approved the VBISD Regional Assistance Grant (RAG) for schools identified as needing Comprehensive Support and Improvement. RAG funds are supporting a new reading diagnostic and remediation tool for the Bangor Career Academy students attending middle school or high school classes. The new online tool was rolled out at the beginning of second semester, January 8, to identify reading problems, provide instruction and practice opportunities to correct those problems.

Michigan Online School has been looking forward to using RAG funds to hire a data analyst who can identify areas measured by state or local assessments that need more instructional focus. The data analyst will also review attendance patterns about those students who are on the verge of chronic absenteeism. Teachers and success coaches at the school will use data on student achievement and attendance with students and parents to increase student achievement.

We are currently working on implementation and monitoring plans for RAG activities. Representatives from the Office of Educational Support will meet with the implementation facilitator from the VBISD and the leadership team at each CSI school to review the findings and adjustments, if any, of the plans during each quarter.

Memorandum	
Date:	February 7, 2024
To:	VBISD Board of Education
From:	Angie Gutiérrez <i>Administrator of Multilingual and Migrant Services</i>
Subject:	Multilingual/Migrant Services Update



Jose Nolasco worked as a recruiter in Texas for 12 years before moving to Michigan in 2014. He has worked for the last nine years at Coloma Public Schools, Bangor Public Schools, and the VBISD as a recruiter. He also spent four years as a bus driver. Jose came back to the ISD in 2022 and has been a huge asset to our Region 2 recruitment and effort. He is able to connect with our OSYs (Out-of-School Youth) and we have seen a huge increase in our recruitment with this population. He also supports other districts that need assistance to recruit OSYs, as this can be a difficult group to recruit. He is always willing to go the extra mile to support our families. There have been many instances in which he has helped families that recently arrived in Michigan. He assists them in accessing groceries,

hygiene items, and clothing. Jose also coordinates with local agencies to streamline services such as DHS and LEO (Labor and Economic Opportunity). Jose is an important member of the Multilingual/Migrant department!

- 2021 21 OSYs recruited
- 2022 74 OSYs recruited
- 2023 188 OSYs recruited



Multilingual Family Literacy Update:

The Power of Personal Narratives:

Multilingual storytelling is a celebration of diversity, identity, and cultural richness. By creating and sharing personal narratives in multiple languages, individuals contribute to a tapestry of stories that connect people across linguistic boundaries. Embrace the power of your own multilingual narrative, and let it resonate with others in the beautiful symphony of languages



1. **Cultural Bridges:** Personal narratives serve as bridges between cultures, allowing individuals to share their experiences, values, and traditions. When told in multiple languages, these stories become pathways for cultural exchange, fostering understanding and appreciation.
2. **Identity Expression:** Multilingual storytelling provides a platform for individuals to express their identities in a nuanced way. Language is deeply intertwined with one's sense of self, and sharing personal narratives in multiple languages allows for a more comprehensive expression of identity.
3. **Connection Through Diversity:** Each language brings its unique rhythm, nuances, and emotional tones. By telling stories in multiple languages, individuals can convey a richer range of emotions and connect with diverse audiences on a deeper level.

VBISD Covert Family MLL Event



A one-of-a-kind and delightful event unfolded here at Covert on December 6, 2023. Families explored and discovered the special symbols that represent their family history, known as the "Coat of Arms." They wrote about their family members, creating heartwarming stories to compile into a cherished family history book.

We eagerly anticipate the return of these families and extend a warm invitation to others to join us continue the project on February 9, 2024, at 8:00 a.m.

Covert Public Schools

12 106 12023

Mrs. Martinez

Mrs. Kronk

Ms. Collins & Ms. Ledesma





Last spring I shared that our Migrant Teacher, Theresa Gleason, was working hard to create a website that hosts all of our resources in one spot. It has come a long way since Spring and we have been able to share the website with parents, students, teachers, and community partners. She recently shared this resource at the Early Childhood and Education Taskforce meeting on January 22nd at the Conference Center. You can find the website at: www.vbisdresources.com . Theresa sends out weekly newsletters and you can subscribe to receive the weekly updates on the website. Here are some of the features on the website:

- Testing (Standardized state assessments, WIDA (English assessment), CLEP, and Seal of Biliteracy).
- College information and scholarships
- Drivers Education, educational websites, and Mental Health resources
- Early Education (GSRP/Help me grow /Tri-County Head Start)
- GED, and ESL information
- Professional Development Opportunities and Instructional Videos
- Many, Many, more!



VBISD 2024 Interpreter Training

Update:

This year we will be offering Interpreter Training starting in February and finishing in May. The classes will be held from 3:30-5:00 and we will have a total of six sessions. We have 11 participants signed up for the classes. Currently, we have 11 participants signed up. We have participants from the following districts: VBISD(2), Bloomingdale(1), Covert(2), Hartford(2), and South Haven (3). Our first class is February 9th.



Empowering Migrant Families: HOME Program

In a pioneering effort to support migrant families, the Van Buren Intermediate School District (VBISD) Migrant Program has introduced a new initiative targeting preschool children ages 3-5 or Out of School Youth (ages 16-21 not enrolled in school). This unique program brings certified teachers and home/school migrant liaisons directly into the homes of these families, fostering early education and a sense of community.

Home-Based Learning Experience: The heart of this program lies in the engaging and interactive sessions conducted within the comfort of the children's homes. A certified teacher and a dedicated home/school migrant liaison collaborate to provide a rich educational experience for these students. The curriculum covers essential topics such as colors, numbers, and the alphabet through a combination of Spanish and English instruction. Staff also provide ESL classes or referrals to GED programs to Out-of-School Youth. They also refer students to programs in the ISD (Family Links, GSRP, etc.). This is frequently a service that we offer during our summer migrant program, but are now piloting this during the school year for students who are not enrolled in GSRP, Head Start, or a High School/GED program.

Southwest Michigan Migrant Resource Council Spreads Holiday Cheer at Annual Christmas Basket Event

In a heartwarming celebration of community spirit, the Southwest Michigan Migrant Resource Council transformed the Van Buren Intermediate Conference Center into a festive wonderland for its annual Migrant/Seasonal Farmworker Christmas basket event on Saturday, December 9. Beyond the essential provisions of food, toiletries, and Toys for Tots donations, this year's event featured delightful surprises that elevated the holiday cheer to new heights.

Families were welcomed not only by the warm embrace of community support but also by the magical presence of Mr. and Mrs. Claus. The iconic Christmas couple, spreading joy and laughter, generously offered free pictures to families, creating timeless memories for children and adults alike.

Adding an extra layer of joy to the festivities, a talented DJ curated a lively mix of Christmas and Spanish music, turning the event into a pulsating celebration of cultural diversity. The beats of holiday classics and vibrant Spanish tunes echoed through the conference center, creating a dynamic atmosphere where families, volunteers, and organizers came together in spontaneous moments of dance and celebration.

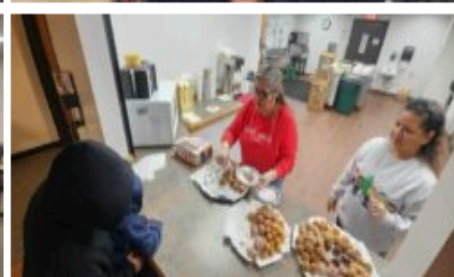
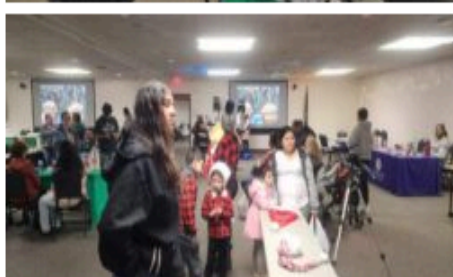
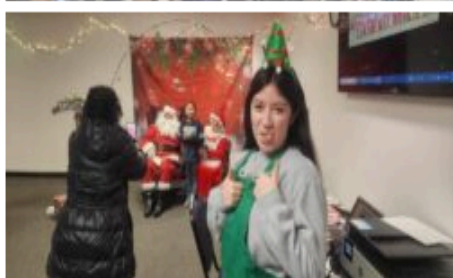
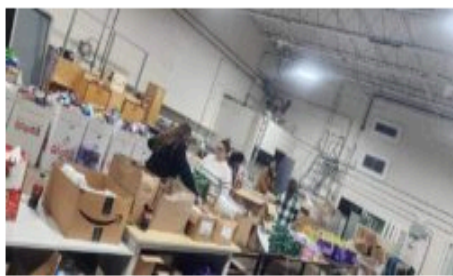
Approximately 350 families were served by the event, with at least 50 dedicated volunteers ensuring its smooth operation. Beyond the essential provisions, families left with Christmas baskets filled with joy, essential items, and cherished photographs—a testament to the Southwest Michigan Migrant Resource Council's commitment to creating a memorable and inclusive experience for all.

Various organizations, including Intercare, MSU Extension, Great Start Coalition of Van Buren County, Van Buren District Library, and Friend of the Court, also played a crucial role in providing information on health care, education, and other resources.

The success of the Christmas Extravaganza underscores the power of community collaboration and the ability to make a meaningful difference, especially during the holiday season. The Southwest Michigan Migrant Resource Council continues to set a shining example of compassion and unity, leaving an indelible mark on the hearts of the South Haven

community. As families departed, baskets in hand and smiles on their faces, the echoes of festive music lingered—a testament to the joy and togetherness that defined this spectacular Christmas event.







English Learner/Multilingual Learner Evaluation Process and Network

Michigan Department of Education consultants concluded their 2023-2024 training webinars on EL/ML Evaluation Process on January 29. The focus this year was on identifying, enrolling, screening, and providing service to their English Learners (EL) or Multilingual Learners (ML). These activities cover the first six indicators from the MDE Office of Civil Rights Title I and Title III Monitoring Indicators. Next year, another section of the monitoring indicators will be covered. The goal is to have written procedures and shared knowledge of how districts address each of the thirty-nine indicators and who is responsible for what activities and records.

As part of our networking efforts to support English Learner/Multilingual teachers, we invited EL/ML teachers and coordinators from area schools to join us at the Conference Center for the webinar series. Bad weather affected our turnout in December, so we did not review English Learner/Multilingual Learner handbooks then. However, we are planning work sessions with EL/ML teachers and school leaders so that districts can share information and resources to meet the first six indicators and develop or refine their handbooks.

At our January meeting, we also had a presentation from Irma Torres, a former world languages and EL/ML consultant for Oakland Schools. Irma has been on the Seal of Biliteracy committee since its inception in 2017. Irma has continued in a leadership role to promote the Michigan Seal of Biliteracy since retiring from Oakland Schools and relocating to Southwest Michigan.

MEMO

DATE: FEBRUARY 7, 2024
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: HUMAN RESOURCES UPDATE

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

GENERAL UPDATES:

2023 MASPA 50th Annual Winter Conference



I had the opportunity to attend the 2023 MASPA 50th Annual Winter Conference in Lansing on Wednesday, December 6 to Friday, December 8. This is one of my favorite conferences to attend as the agenda is usually packed full of great information regarding important legislation updates and best practice sharing. I also enjoy getting a chance to network with other Human Resource professionals as an opportunity to build relationships and connections. Thank you again for the opportunity to attend this conference!

System Updates

Employees who need to make direct deposit changes, change their name, update W4, make changes to their HSA can make all of these changes now online in our Records system. This will save employees a lot of time trying to find the forms and scanning or interoffice mailing it to the business office. We are excited to continue to leverage the systems we already have and continue to provide a more streamlined efficient process for our employees.

E. Presentation - Early Childhood	
V. ACTION ITEMS	
A. Approval of Replacement of Make-Up Air Equipment (ROLL CALL VOTE)	46

MEMO

DATE: FEBRUARY 7, 2024
TO: BOARD OF EDUCATION
FROM: DAVE JOHNSON, FACILITY/MAINTENANCE SUPERVISOR
RE: **APPROVAL OF REPLACEMENT OF MAKE-UP AIR EQUIPMENT**

BACKGROUND

Van Buren Intermediate School District has received bids for the replacement of make-up air equipment at the Transportation and Construction Trades buildings. Three bids were received, with one being from BER HVAC, Inc. of St. Joseph, MI for \$213,206.77 with an add alternate #1 of \$304.50, the second from Mall City Mechanical, Inc. of Kalamazoo, MI for \$195,100.00 with an add alternate #1 of \$4,100.00, and the third from Kalamazoo Mechanical Inc. of Kalamazoo, MI for \$184,000.00 with an add alternate #1 of \$3,600.00.

Tower Pinkster, along with Van Buren ISD staff, has reviewed the bids and interviewed Kalamazoo Mechanical, Inc. and Mall City Mechanical, Inc. to review the details contained within their bids. We are recommending that the contract for this work be awarded to Kalamazoo Mechanical, Inc. for the contract sum of \$187,600.00 which includes base bid and alternate #1.

Tower Pinkster is recommending that the Van Buren ISD carry a contingency of \$10,000 to cover any unforeseen issues that may occur during the project. This amount would be outside of the contract awarded to Kalamazoo Mechanical, Inc. and the use and release of these funds will be controlled by Van Buren Intermediate School District.

RECOMMENDATION

RESOLVED, that the Van Buren Intermediate School District accept the bid and award the contract to Kalamazoo Mechanical with a total budget of 197,600.00, which would include the base bid construction costs, add alternate #1, and the recommended contingency.

B. Approval of 2024 Region 6 MASB Board of Directors Candidate
(ROLL CALL VOTE)

48

MEMO

DATE: FEBRUARY 7, 2024
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: **APPROVAL OF REGION 6 MASB BOARD OF DIRECTORS 2024 CANDIDATE**

The Van Buren Intermediate School District Board of Education has one (1) ballot to vote for the Region 6, 2024 MASB Board of Directors representative. The following candidates are running for this position:

Region 6 (Three-Year Term)

- Robert Becker Barry Intermediate School District, Barry County
- Pamela Dickinson Comstock Public Schools, Kalamazoo County
- Elizabeth O'Dell St. Joseph County ISD, St. Joseph County
- Andrew Robinson Berrien RESA, Berrien County

RESOLVED, the Van Buren Intermediate School District Board of Education approves casting a vote for _____ as the Region 6 MASB Board of Directors 2024 Representative.

C. Approval of Sign On & Referral Bonuses (Feb 2024) (**ROLL CALL VOTE**)

50



Date: February 7, 2024

To: VBISD Board of Education

From: Dave Manson, Superintendent

Subject: **Approval of Sign-On & Referral Bonuses**

Given the staffing shortage in public schools across the State of Michigan, I am recommending the implementation of the following systems.

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

- **New VBISD support staff employees** will receive a \$500 signing bonus if they sign on with VBISD from January 1, 2024, through April 30, 2024, and remain employed by VBISD through September 30, 2024.
- Beginning January 1, 2024, **all VBISD staff** are eligible to receive a \$250 referral bonus **if they refer any individual who is hired by VBISD** between January 1, 2024 & April 30, 2024, and remains employed by VBISD through September 30, 2024.

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

D. Approval of Van Buren Youth Initiative Coordinator Position (**ROLL
CALL VOTE**)

52

MEMO

DATE: February 7, 2024
TO: Board of Education
FROM: Dave Manson, Superintendent
SUBJECT: Posting for Coordinator of the Van Buren Youth Initiative

As you know, VBISD has been named the fiscal agent for approximately \$948,000 in American Rescue Plan Act funds from the county to create an afterschool program focusing on the arts and mental health. This initiative requires the hiring of a full-time coordinator to create, market, sustain, and develop the program. As a result, I am recommending that VBISD post for a non-union, grant-funded position for this endeavor.

RESOLVED, the VBISD Board of Education approves the posting of a Coordinator of the Van Buren Youth Initiative

MEMO

DATE: FEBRUARY 7, 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>Early Childhood</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Laura Nicol, Speech & Language Path	\$73,171.00	\$1,500.00	2/26/2024

**Salary may be prorated based on start date*

RECOMMENDATION

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

VI. 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.