

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 May 1, 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 an accommodation 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 **April 10, 2024**, in the Board of Education office and called to order at **4:01 PM**. The following board members were present: Faul, Makay, Weiss, Kent, and Middaugh.

Faul moved to approve the draft agenda for March 6, 2024. Supported by Weiss. Roll call vote. Makay – yes, Faul – yes, Kent – yes, Weiss - yes and Middaugh – yes. Motion carried.

Makay moved to approve the Consent Agenda (*March 6, 2024, Minutes; Voucher Budget Summary, Imprest and Payroll Summaries*). Supported by Kent. Roll call vote: Faul – yes, Kent – yes, Weiss – yes, Makay - yes, and Middaugh – yes. Motion carried.

All Board members, along with Superintendent Manson, attended the 2024 National School Board Association Conference in New Orleans on April 4-8, 2024. The conference received high praise from everyone in attendance. The Board was given an update by Superintendent Manson, along with department updates from Instructional Services, Human Resources, Multilingual Migrant Services, and Career & Technical Education. A presentation by the Instructional Services Department was made to the Board.

Kent moved to approve the following resolution:

RESOLVED, that the general appropriations for the General, Special Education, and Career Technical Education Funds of the Van Buren Intermediate School District for the 2023-24 school year are amended as shown in **Attachments 1-3**.

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

Van Buren Intermediate School District, Michigan (the “Intermediate School District”)

A regular meeting of the board of education of the Intermediate School District (the “Board”) was held in the BOARD OF EDUCATION OFFICE, LOCATED IN THE VAN BUREN CONFERENCE CENTER, within the boundaries of the Intermediate School District, on the 10th day of April, 2024, at four o’clock in the p.m. (the “Meeting”).

The Meeting was called to order by MIDDAUGH, President.

Present: Members MIDDAUGH, WEISS, KENT, FAUL, MAKAY

Absent: Members NONE

The following preamble and resolution were offered by Member WEISS and supported by Member KENT:

WHEREAS:

1. This Board intends to submit a proposition at a special election to be held on Tuesday, August 6, 2024.

2. On or before 4:00 p.m. on Tuesday, May 14, 2024, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the Intermediate School District (the “Election Coordinator”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A special election of the electors of the Intermediate School District be called and held on Tuesday, August 6, 2024.

2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A with the Superintendent of Schools authorized to adjust the language of Exhibits A and B, upon consultation with election counsel, to the extent necessary to align with the applicable 2024 millage reduction fraction, or to seek the restoration of millage lost in 2024 as a result of the “Headlee” amendment to the Michigan Constitution of 1963, in order to achieve the total millage stated in Exhibits A and B, if permitted by law.

3. The Election Coordinator is requested to:

a. Utilize COURIER LEADER, THE REPUBLICAN, and SOUTH HAVEN TRIBUNE, a newspaper published or of general circulation within the Intermediate School District, for publication of notices in accordance with the election law requirements.

b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.

c. Provide a proof copy of the ballot to the Intermediate School District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

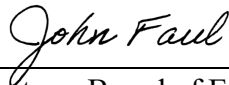
4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the Intermediate School District by 4:00 p.m., on Tuesday, May 14, 2024.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Members WEISS – YES, MAKAY – YES, FAUL – YES, KENT – YES,
and MIDDAUGH - YES


Nays: Members NONE

Resolution declared adopted.



Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Van Buren Intermediate School District, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).



Secretary, Board of Education

RJN/baf

Makay moved to approve the following resolution:

RESOLVED that the Board of Education approves up to 29 hours of professional development to count as hours of pupil instruction for the 2024-2025 school year.

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

Kent moved to approve the following resolution:

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, accepts the donation of a buildable, residential, lot from Decatur Public Schools.

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

Weiss moved to approve the following resolution:

RESOLVED that the VBISD Board of Education approve amending the Van Buren Intermediate School District Tuition Assistance Plan to include flexibility to the maximum amount as shown in **Attachment 4** with an effective date of April 10, 2024.

Supported by Kent. 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 approves the posting for a Science Consultant position to begin during the 2024-25 school year.

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

Faul moved to approve the following resolution.

RESOLVED that the Board of Education approves the posting for a Sports Medicine Career & Technical Education instructor.

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

EXHIBIT A

VAN BUREN INTERMEDIATE SCHOOL DISTRICT SPECIAL EDUCATION MILLAGE RENEWAL PROPOSAL

This proposal will permit the intermediate school district to continue to levy special education millage previously approved by the electors.

Shall the currently authorized millage rate limitation of 0.8955 mill (\$0.8955 on each \$1,000 of taxable valuation) on the amount of taxes which may be assessed against all property in Van Buren Intermediate School District, Michigan, to provide funds for the education of students with a disability, be renewed for a period of 5 years, 2025 to 2029, inclusive; the estimate of the revenue the intermediate school district will collect if the millage is approved and levied in 2025 is approximately \$4,506,437 from local property taxes authorized herein (this is a renewal of millage that will expire with the 2024 tax levy)?

EXHIBIT B

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

**VAN BUREN INTERMEDIATE SCHOOL DISTRICT
SPECIAL EDUCATION MILLAGE RENEWAL PROPOSAL
0.8955 MILL FOR 5 YEARS**

Full text of the ballot proposition may be obtained at the administrative offices of Van Buren Intermediate School District, 490 South Paw Paw Street, Lawrence, Michigan 49064, telephone: (269) 674-8091.

Weiss moved to approve the following resolution.

RESOLVED, the VBISD Board of Education approves the 2024 Migrant Summer School Pay scale as shown below.

**2024 Summer Migrant Education Hourly Pay Rates
Migrant 2024 Instructional Staff Pay Rates**

Position	Hourly Rate
Lead Teacher	\$38-\$40
Teacher/Counselor	\$35-\$38
HQ Parapro w/ETS,60 credit hours, or grandfathered in with work keys	\$16-\$18
HQ Parapro with a Bachelor's degree, HQ Parapro with CDA, Certified Lifeguard, and Home Outreach Staff	\$18-\$20

Migrant 2024 Misc. Staff Pay Rates

- Certified Medical Assistants, Nurse assistants, or Nurses (LPN/RN), and Social Worker
- will receive \$18-\$35 based on certifications, licenses, and years of experience
- Lead Recruiter, Recruiters, and Parent Involvement lead \$16-30.00 per hour

Tiers	Clerical Summer Staff
I	\$14.50
II	\$15.25
III	\$16.00
IV	\$16.75
V	\$17.50
VI	\$18.25
VII	\$19.00

Tiers are every three years of experience at the Migrant Directors discretion

- Bus Driver & Bus Attendant hourly pay rates for 2024 will be the same as the VBISD pay scale for bus driver and bus attendant rates. ***However, we will start all transportation on the pay scale that is effective July 1st, 2024 when the Summer Migrant begins on June 18th.*** Bus Drivers from other districts who work for the Summer Migrant Program will be rewarded for their years of experience on the VBISD transportation pay scale for the 2024 Summer Migrant Program. Bus drivers/Bus Aides are guaranteed 2.5 hours per run.
- Bus Drivers or aides cannot miss more than two days to be eligible for the stipend, including the last week of the program. Bus Drivers will receive anywhere from a \$750-\$1000 stipend and Bus Aides will receive a \$375-\$500 Stipend. Part-time staff are not eligible for the stipend.

- \$2,000 stipend for a staff member to take the lead on routing bus stops for the summer migrant program and communicating with bus drivers
**Stipends are contingent on the grant allocation*

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

Faul moved to approve the following resolution.

RESOLVED, that the Board of Education accepts the bid from Sport View Television LCC for the installation of the IP Clocks and Paging System for Van Buren Tech at a total cost of \$32,969.18.

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

Weiss moved to approve the following resolution.

RESOLVED that the Board of Education approve the employment of Brittany Collins, BRIDGE Consultant, salary \$53,738.00, effective 3/25/2024; Kami Jominy, Early Childhood Nurse, salary \$52,715.00, sign on bonus \$1,500.00, effective 4/15/2024; Kara Webberg, Finance Supervisor, salary \$72,500, effective 03/25/2024. **Salary may be prorated based on start date*

Supported by Kent. Voice vote. Motion carried.

Faul moved to approve the following resolution.


RESOLVED, that the Board of Education accept the resignations and/or retirements of the staff listed below:

<u>Name</u>	<u>Resignation/Retirement Date</u>
Marilyn Mead, IT Support Specialist	Resignation - 3/15/2024
Kimberly DeBoom, Data Support & Educ Tech Supervisor	Retirement - 6/30/2024
Lise Black, Administrator of GSRP	Retirement - 6/28/2024
Dennis Huffman, Instructor Cyber Security	Retirement - 6/14/2024
Aaron Chew, Instructor Culinary	Resignation - 3/20/2024
Donna Hellenthal, Early On Teacher	Resignation - 3/28/2024
Drew Dolby, Technology Site Coordinator	Resignation - 4/9/2024

Supported by Kent. Voice vote. Motion carried.

Motion by Weiss to adjourn the meeting. Supported by Makay. Voice vote. Motion carried.
 Meeting **adjourned at 5:40 pm.**

Respectfully submitted,



John Faul, Board Secretary

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

MEMO

DATE: APRIL 10, 2024
TO: BOARD OF EDUCATION
FROM: REBECCA DEPAS, DIRECTOR OF FINANCE & OPERATIONS
RE: AMENDMENT TO THE 2023-24 GENERAL APPROPRIATIONS

The proposed changes to the 2023-24 budgets are predominately a result of new or increased funding sources which resulted in the hiring of new staff and program expansion.

The following table describes the changes that were out of the norm and/or had a significant impact on the budget.

Type	Description	Net Increase (decrease)
	GENERAL FUND	
Local Sources	NEW Educator on Loan Agreement Increase Medicaid C4S Revenue	\$87,500 \$200,000
State Sources	Increase in GSRP Program Grant Increase in Section 81 Intermediate Districts NEW GSRP Start Up Grant Increase 35a4 Grant	\$550,000 \$80,000 \$50,000 \$88,000
Federal Sources	Increase Grow your Own Grant Increase School Year Migrant Grant NEW VBC Youth Initiative Grant NEW Title I Regional Assistance	\$1,150,000 \$300,000 \$78,000 \$96,000
Incoming Transfers and Other Transactions	Increase in Business Services to Local Schools Increase in ESL Services to Local Schools	\$129,000 \$210,000
Financing Sources	Increase in Indirect costs from Other Funds	\$675,000
Instruction-Basic Needs	Increase in GSRP Programming	\$210,000
Instruction-Added Needs	Added additional ESL Instructor Increase in School Year Migrant Programming	\$150,000 \$160,000

Support Services - Pupil	Increase in Recruiter Activities Across Multiple Grants Increase in Truancy Services Decrease EC&E due to staffing adjustments Increase in Mental Health Clinician staffing VBC Youth Initiative Programming	\$55,000 \$42,000 (\$98,500) \$130,000 \$50,000
Support Services - Instructional Staff	Increase in Instructional Consultant staffing Increase in Professional Development held by Inst. Serv. Department Increase in EC&E Supervision due to staffing adjustments NEW GYO Support Staff (not funded by grant) Increase GYO Grant (instructional personnel) costs NEW YBC Youth Initiative Coordinator	\$155,000 \$50,000 \$220,000 \$65,000 \$710,000 \$28,300
Support Services - Business	Increase in Accounting Staff / Retirement Payouts / Resignations	\$195,000
Supporting Services - Central	NEW Educator on Loan (shift in expenses) Decrease Marketing Position staffing Increase GYO Grant costs (non-instructional personnel) Increase in Technology Department staffing/costs SBITAS (GASB Accounting Statement purposes)	\$87,000 (\$142,000) \$240,000 \$70,000 \$320,000
Facilities Construction and Improvements	Decrease Construction Projects to actual	(\$320,000)
Outgoing Transfers and Other Transactions	Increase GSRP Sub-recipients payments Increase in Title III / Title I Regional Assistance Grant Sub-Grantee payments	\$134,000 \$128,000
	SPECIAL EDUCATION FUND	
State Sources	Increase in State Aid Special Education Funding Increase in State 94D Grant Programming	\$1,300,000 \$375,000
Support Services - Pupil	Increase in Teacher Consultants across multiple programs Increase in Speech Therapists	\$295,000 \$250,000
Support Services - Transportation	Increase in Transportation Staffing	\$190,000
Outgoing Transfers and Other Transactions	Increase in SE Payments to Local Schools Increase in FL Subgrantee Payments (based on formula)	\$500,000 \$170,000
	CAREER TECHNICAL EDUCATION FUND	
State Sources	Increase in 61i Grant Programming (not spent in PY)	\$500,000

Support Services- Instructional Staff	Increase in 61i Grant Expenses (Tuition payments for staff retention/recruitment)	\$200,000
Facilities Construction and Improvements	Increase in 61i Grant expenses	\$200,000
	Increase in Other Building Improvements	\$45,000

**GENERAL FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**


	ACTUAL <u>2020-21</u>	ACTUAL <u>2021-22</u>	ACTUAL <u>2022-23</u>	ORIGINAL BUDGET <u>2023-24</u>	PROPOSED BUDGET <u>2023-24</u>
REVENUES					
<i>Local Sources</i>	\$883,605	\$1,077,049	\$1,169,631	\$908,633	\$1,275,038
<i>Non-Educational Entity Sources</i>	3,867	1,847	1,847	1,847	4,625
<i>State Sources</i>	6,673,894	7,603,249	8,013,161	8,148,416	8,935,842
<i>Federal Sources</i>	2,452,713	2,472,531	2,795,957	3,547,786	5,253,903
<i>Incoming Transfers and Other Transactions</i>	1,153,209	2,187,199	2,652,693	2,572,059	2,888,594
TOTAL REVENUES	11,167,288	13,341,875	14,633,289	15,178,741	18,358,002
EXPENDITURES					
<i>Instruction</i>					
<i>Basic Program</i>	1,584,614	1,772,480	2,039,536	2,132,839	2,348,995
<i>Added Needs</i>	1,054,733	1,032,915	1,324,349	1,268,647	1,715,910
<i>Adult Continuing Education</i>	46,960	85,109	47,592	87,231	68,190
<i>Supporting Services</i>					
<i>Pupil</i>	1,863,622	2,590,413	3,105,242	3,190,948	3,409,897
<i>Instructional Staff</i>	2,461,084	2,845,348	2,740,733	3,557,886	5,025,801
<i>General Administration</i>	595,393	609,029	514,907	529,439	569,021
<i>School Administration</i>	15,000	19,200	20,400	20,400	22,100
<i>Business</i>	1,117,721	1,109,332	1,340,420	1,345,208	1,561,490
<i>Operations and Maintenance</i>	627,982	852,135	920,670	876,886	1,033,457
<i>Transportation</i>	92,406	262,339	368,875	365,996	461,310
<i>Central</i>	2,288,173	2,643,064	3,292,755	3,186,016	3,803,854
<i>Community Services</i>	279,582	267,133	366,282	366,779	449,636
<i>Facilities Construction and Improvements</i>	5,874	6,628	239,266	400,000	78,575
<i>Debt Service</i>					
<i>Principal</i>	0	0	82,453	0	85,000
<i>Interest</i>	0	0	4,174	0	5,000
<i>Outgoing Transfers and Other Transactions</i>	832,990	738,751	641,605	660,796	923,257
TOTAL EXPENDITURES	12,866,134	14,833,876	17,049,259	17,989,071	21,561,493
EXCESS OF REVENUES OVER EXPENDITURES	(1,698,846)	(1,492,001)	(2,415,970)	(2,810,330)	(3,203,491)
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	0	3,200	0	0	3,000
<i>Proceeds from subscription-based IT arrangements</i>	0	0	318,528	0	320,000
<i>Transfer In</i>	1,981,382	2,097,662	2,277,102	2,310,673	2,953,121
<i>Transfers out</i>	(50,549)	(90)	0	0	0
TOTAL OTHER FINANCING SOURCES (USES)	1,930,833	2,100,772	2,595,630	2,310,673	3,276,121
NET CHANGE IN FUND BALANCE	231,987	608,771	179,660	(499,657)	72,630
FUND BALANCE, JULY 1	2,184,117	2,416,104	3,024,875	3,204,535	3,204,535
FUND BALANCE, JUNE 30	\$2,416,104	\$3,024,875	\$3,204,535	\$2,704,878	\$3,277,165

**SPECIAL EDUCATION FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

	ACTUAL <u>2020-21</u>	ACTUAL <u>2021-22</u>	ACTUAL <u>2022-23</u>	ORIGINAL BUDGET <u>2023-24</u>	PROPOSED BUDGET <u>2023-24</u>
REVENUES					
<i>Local Sources</i>	\$19,530,523	\$19,947,851	\$21,281,659	\$22,479,700	\$22,409,018
<i>Non-Educational Entity Sources</i>	34,275	59,493	55,368	55,000	\$56,146
<i>State Sources</i>	10,075,818	11,423,746	15,517,116	13,853,562	\$15,574,329
<i>Federal Sources</i>	4,359,242	4,596,819	5,551,612	6,323,591	\$6,140,541
<i>Incoming Transfers and Other Transactions</i>	148,877	175,715	142,318	57,500	\$100,000
TOTAL REVENUES	34,148,735	36,203,624	42,548,073	42,769,353	44,280,034
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	8,730,291	9,005,841	10,744,679	9,770,792	9,573,875
<i>Supporting Services</i>					
<i>Pupil</i>	10,640,089	11,719,318	13,132,845	15,545,595	16,085,943
<i>Instructional Staff</i>	3,060,063	2,968,805	3,103,422	3,520,389	3,668,381
<i>Business</i>	21,673	10,041	25,367	35,717	35,727
<i>Operations and Maintenance</i>	1,047,891	1,065,892	1,151,616	1,424,433	1,613,729
<i>Transportation</i>	2,767,310	2,681,437	2,775,529	3,207,845	3,460,012
<i>Central</i>	229,411	517,888	661,243	985,295	1,019,085
<i>Other</i>	0	0	0	0	31,196
<i>Community Services</i>	31,212	36,749	19,405	73,192	164,653
<i>Facilities Construction and Improvements</i>	1,639,700	146,845	242,668	921,000	835,000
<i>Debt Service</i>					
<i>Principal</i>	0	120,336	105,353	108,302	108,302
<i>Interest</i>	0	0	12,304	9,355	9,355
<i>Outgoing Transfers and Other Transactions</i>	3,045,987	3,102,114	3,135,734	3,142,400	3,823,149
TOTAL EXPENDITURES	31,213,627	31,375,266	35,110,165	38,744,315	40,428,407
EXCESS OF REVENUES OVER EXPENDITURES	2,935,108	4,828,358	7,437,908	4,025,038	3,851,627
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	4,400	15,050	4,625	3,000	17,150
<i>Proceeds from Long term Loan</i>	541,925	0	0	0	0
<i>Transfer In</i>	45,517	20,501	84,166	92,000	90,000
<i>Transfers out</i>	(1,105,161)	(2,488,579)	(2,576,502)	(3,181,833)	(3,553,331)
TOTAL OTHER FINANCING SOURCES (USES)	(513,319)	(2,453,028)	(2,487,711)	(3,086,833)	(3,446,181)
NET CHANGE IN FUND BALANCE	2,421,789	2,375,330	4,950,197	938,205	405,446
FUND BALANCE, JULY 1	6,136,009	8,557,798	10,933,128	15,883,325	15,883,325
FUND BALANCE, JUNE 30	\$8,557,798	\$10,933,128	\$15,883,325	\$16,821,530	\$16,288,771

**CAREER TECHNICAL EDUCATION FUND
DETAIL BUDGET PROJECTION
FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

	ACTUAL 2020-21	ACTUAL 2021-22	ACTUAL 2022-23	ORIGINAL BUDGET 2023-24	PROPOSED BUDGET 2023-24
REVENUES					
<i>Local Sources</i>	\$10,410,306	\$10,947,379	\$11,854,336	\$12,643,614	\$12,494,498
<i>Non-Educational Entity Sources</i>	25,709	35,102	32,668	33,000	33,128
<i>State Sources</i>	1,429,238	1,544,310	2,429,418	2,134,110	2,741,113
<i>Federal Sources</i>	145,652	203,016	211,391	179,505	249,472
<i>Incoming Transfers and Other Transactions</i>	308,172	445,189	480,182	494,300	324,655
TOTAL REVENUES	12,319,077	13,174,996	15,007,995	15,484,529	15,842,866
EXPENDITURES					
<i>Instruction</i>					
<i>Added Needs</i>	6,173,079	6,450,169	7,015,974	7,532,156	7,653,776
<i>Supporting Services</i>					
<i>Pupil</i>	1,145,126	1,337,799	1,656,014	1,565,891	1,706,327
<i>Instructional Staff</i>	618,900	603,004	708,853	846,638	1,047,972
<i>School Administration</i>	589,782	663,868	674,980	688,956	802,845
<i>Business</i>	69,979	76,967	39,059	23,000	27,700
<i>Operations and Maintenance</i>	786,283	888,767	1,030,712	1,031,179	1,092,135
<i>Transportation</i>	1,888	4,891	23,960	23,884	37,600
<i>Central</i>	47,021	121,674	162,750	386,926	279,758
<i>Community Services</i>	8,629	2,585	14,095	16,536	16,575
<i>Facilities Construction and Improvements</i>	188,871	792,368	1,068,279	1,958,200	2,206,819
<i>Debt Service</i>					
<i>Principal</i>	0	0	0	0	0
<i>Interest</i>	0	0	0	0	0
<i>Outgoing Transfers and Other Transactions</i>	666	0	0	0	0
TOTAL EXPENDITURES	9,630,224	10,942,092	12,394,676	14,073,366	14,871,507
EXCESS OF REVENUES OVER EXPENDITURES	2,688,853	2,232,904	2,613,319	1,411,163	971,359
OTHER FINANCING SOURCES (USES)					
<i>Proceeds from Sales of Capital Assets</i>	6,085	12,821	0	0	0
<i>Transfer In</i>	37,873	0	0	0	0
<i>Transfers out</i>	(2,695,803)	(1,100,892)	(1,062,626)	(1,067,000)	(1,065,000)
TOTAL OTHER FINANCING SOURCES (USES)	(2,651,845)	(1,088,071)	(1,062,626)	(1,067,000)	(1,065,000)
NET CHANGE IN FUND BALANCE	37,008	1,144,833	1,550,693	344,163	(93,641)
FUND BALANCE, JULY 1	9,479,886	9,516,894	10,661,727	12,212,420	12,212,420
FUND BALANCE, JUNE 30	\$9,516,894	\$10,661,727	\$12,212,420	\$12,556,583	\$12,118,779

VAN BUREN INTERMEDIATE SCHOOL DISTRICT TUITION ASSISTANCE PLAN 
Effective October 4, 2023

Introduction

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

Grant Funded Pathway

As grant funds become available in the District and allow for educational assistance, employees may be eligible for:

- **\$10,000 maximum tuition reimbursement per calendar year unless another limit is specified in the grant or additional grant opportunities become available then will increase up to an additional \$2,000 for a maximum of \$12,000 tuition reimbursement.**
 - Covers tuition, fees and books
 - Covers student loan forgiveness. (Available through December 31st, 2025 unless extended by law.) The grant must specifically state it can be used for student loan forgiveness.
 - Doesn't cover meals, lodging, transportation or parking fees, tools or supplies that can be used or kept after the course.
- Employees will have to complete an application form within required timelines as specified in the grant funded tuition reimbursement announcement. Employees must meet the qualifications below:
 - Are an active full-time or part-time employee
 - Must be rated Highly Effective/Effective or in Good Standing at the time of application unless the grant is awarded for purposes related to performance improvement. Exceptions may be made for an employee new to the District.
 - Tuition reimbursements must align with career goals at VBISD or current position and/or job responsibilities. In accordance with Internal Revenue Code, the first \$5,250 of reimbursement per year for qualified educational programs will be tax-free. Should lawmakers enact an increase or decrease to the \$5,250 ceiling, this Plan automatically adopts the new ceiling on its effective date. Tuition reimbursement over \$5,250 per calendar year may be taxable unless certain requirements are met.
 - Maintains or improves skills required by the District, including refresher courses and courses dealing with current developments in the employee's profession and

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

Non-Grant Funded Pathway

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

- A \$4,000 maximum reimbursement per calendar year
 - Covers tuition or fees
 - Doesn't cover meals, lodging, transportation or parking, tools or supplies that can be used or kept after the course.
- Administrators will have to complete an application form. Administrators must meet the qualifications below:
 - Be an active full-time employee
 - Must be rated Highly Effective/Effective or in Good Standing at the time of application. Exceptions may be made for an employee new to the District.
 - Tuition reimbursements must align with required certification for their current position and/or job responsibilities. The tuition reimbursement may be taxable unless certain requirements are met. The education:
 - Maintains or improves skills required by the District, including refresher courses and courses dealing with current developments in the employee's profession and
 - Meets the requirements of any applicable law or regulation or any expressed requirements imposed by the District for bona fide business reasons as a condition to the employee's continued employment, status or rate of compensation.
- Upon completion of the course(s) with a passing grade of C or better, the employee must submit her/his grade(s) with detailed invoices and proof of payment (showing the cost of each credit hour) to Human Resources for the approved course(s) within 30 days of the course end date.
- In limited circumstances determined by Human Resources, tuition and related costs may be paid directly to the educational institution. In these cases, if the employee does not pass the course with C or better or remain employed during the semester enrolled they will be required to pay back the total amount advanced.

VAN BUREN INTERMEDIATE SCHOOL DISTRICT

APRIL 2024

VOUCHERS

Imprest Fund	3,184,067.73
Payroll Fund	4,248,271.88
Purchasing Cards	114,363.23
EduStaff ACH	15,419.90

PAYROLL SUMMARY

General	1,156,151.67
Special Education	2,383,851.29
Vocational Education	708,268.92
Student Activity Fund	-
Food Service Fund	-
Total	4,248,271.88

IMPREST VOUCHER SUMMARY

FUND	CHECKS	REIMBURSEMENT	CARDS	TAX/INTEREST/	TOTAL
General	1,061,095.77	7,429.32	49,405.26	(9,217.12)	1,108,713.23
Special Education	2,067,190.78	17,431.41	22,921.07	4,361.96	2,111,905.22
Vocational Education	55,781.18	4,329.31	42,036.90	4,855.16	107,002.55
Capital Projects	-	-	-	-	-
Food Service	-	-	-	-	-
Student Activity Fund	-	-	-	-	-
Total	3,184,067.73	29,190.04	114,363.23	(0.00)	3,327,621.00



CONFERENCE ATTENDANCE
Superintendent/Board of Education
May 2024

Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST

Post Approval

NAME	DATES	LOCATION	COST
John Faul	April 5-8, 2024	NSBA 2024 Conference New Orleans, LA	\$3069
Kenneth Kent	April 5-8, 2024	NSBA 2024 Conference New Orleans, LA	\$3029
Karen Makay	April 5-8, 2024	NSBA 2024 Conference New Orleans, LA	\$3165
Mary Ann Middaugh	April 5-8, 2024	NSBA 2024 Conference New Orleans, LA	\$2925
John Weiss	April 5-8, 2024	NSBA 2024 Conference New Orleans, LA	\$2972
Dave Manson	April 5-8, 2024	NSBA 2024 Conference New Orleans, LA	\$3252

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 May, June & July 2024

5/1	**School Board Meeting 4p
5/2	*FFA Banquet & Awards Night - VB Tech - 6:00p
5/7	*EMC 13th Year Recognition - Conference Center - 5:30p
5/8	*Maple Creek Education Center Talent Show, 12-1:30p 1 - 2:30p
5/8	*Annual Mock Disaster - VB Tech - 8:30a -10:30a and 12:30p - 2p
5/9	**Board Work Session - Michigan Maritime Museum 9a - 2:30p
5/13-5/17	Annual Plant Sale from 7:30-4p each day (pre-sale 5/10)
5/14	Special Education Parent Advisory Council Meeting, 6 - 7p
5/15 & 5/16	Free Health Screening - VB Tech 8:30a - 4p
5/22	*Bert Goens Learning Center Graduation Ceremony, 12:30p
5/23	*Maple Creek Education Center Graduation Ceremony, 12:30p
5/30	*Bert Goens Learning Center Student Picnic, 11a
5/31	*PAC Awards Ceremony POSTPONED
6/3	*Bert Goens Learning Center Student Awards Ceremony, 8:30 - 10:30a
6/5	**Budget Hearing 3:30p; School Board Meeting 4p
6/6 & 6/7	Dumpster Days at SSC - The Big Clean Out!
6/6	Retirement Celebration @ Conference Center 2:30 - 4p Last Day for Community-based Transition Center Students Last Day for Maple Creek Education Center Students
6/7	Last Day for Bert Goens Learning Center Students
6/13	*VB Tech Career Camp Open House - TBD
6/18	Project NOMAD Opening Day @ Covert 8a
7/28-7/31	Project NOMAD Camp Meetings - TBD
7/29-7/30	Project NOMAD Activity days @Covert Public Schools (9a - 2p)

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

E. Public Comments
II. INFORMATIONAL ITEMS
A. Board Updates
B. Superintendent Update

26

Date: May 1, 2024
To: Board of Education
From: David D. Manson, Superintendent
Subject: **Superintendent Update**

National School Board Association Conference: (Governance & Board Relations, Staff Relations, Community Relations, Business & Finance, Instructional Leadership)

I wanted to thank the school board for the opportunity to attend the NSBA Conference from April 5-8. I was able to attend multiple learning opportunities and develop some terrific connections with both statewide and national colleagues. While I attended a number of breakout sessions, the general sessions featuring Ruby Bridges on Equity, Education and Empathy and Timothy Shriver on Strategies and Skills for Bridging Political and Cultural Divides were two of the most impactful sessions.





Increased Funding to Local Districts: (Governance & Board Relations, Staff Relations, Community Relations, Business & Finance, Instructional Leadership)

VBISD continues to explore ways in which we can provide assistance to our local districts. Typically, this has been done through the addition of VBISD programs and/or services, but we are also exploring the possibility of providing districts with increased funding for special education and career & technical education.

In the area of special education, VBISD has moved from providing \$1 million a year to our districts in 2019-2020 to \$3 million a year presently. We are discussing increasing this reimbursement to \$3.5 million a year if the special education millage passes as well as passing along an additional \$1.86 million in millage overages through FY 2025-2026.

In the area of career & technical education, VB Tech is exploring the addition and/or restructuring of programs offered both on-site and in local districts. We have also begun the process of budgeting \$1 million a year in reimbursement for transportation to and from VB Tech.

Van Buren County Association of School Board (VBCASB) Scholarships:
(Governance & Board Relations, Staff Relations, Community Relations, Business & Finance)

The Van Buren County Association of School Boards is pleased to honor and recognize five (5) high school seniors with a \$500 scholarship funded through the West Michigan Educational Research and Development Foundation. These seniors were selected from the twenty-three (23) applications because they demonstrated an ability to:

- Make a positive impact in the school district and community in which they live
- Volunteer for activities that help the school, students and community
- Serve as a true “team player” in a school setting
- Exhibit an attitude that promotes a positive learning environment that reflects positively on the school district
- Demonstrate sensitivity to the needs of individual students and community members

The Award Winners are:

Nolan Collins - Lawton
Joseph Patrick Creagan - Decatur
Ellie Galvan - Hartford
Jordyn Gillan - Bloomingdale
Ian McDonald - Paw Paw

C. Department Updates

1. Presentation - Career & Technical Education
2. Finance

30

MEMO

DATE: MAY 1, 2024
TO: BOARD OF EDUCATION
FROM: REBECCA DEPAS, DIRECTOR OF FINANCE & OPERATIONS
RE: FINANCE & OPERATIONS UPDATE

Business Office Update(1, 11, 19)

Kara Weberg has taken over as the Finance Supervisor and has hit the ground running! She has picked up many duties and responsibilities that will help the business office operate smoothly. Bianca Deckard has transitioned into the payroll specialist position and Allison Shockley is now on board in the accounting specialist role. She comes to us with countless years of accounts payables experience so we are excited to see what improvements we can make within the business office. Huge THANK YOU to the whole business office for stepping up and taking on additional responsibilities as we continue to fill open positions.

Public Employer Medical Plan Cost Limitation (2, 10, 13, 19)

The Michigan Department of Treasury recently announced the medical benefit plan annual cost limitations for the year 2025 as established by MCL 15.563, as last amended by 2018 Public Act 477. This law limits the amount public employers may contribute to a medical benefit plan. The limits for 2025 increased by 0.2% percent from 2024. The limits are as follows:

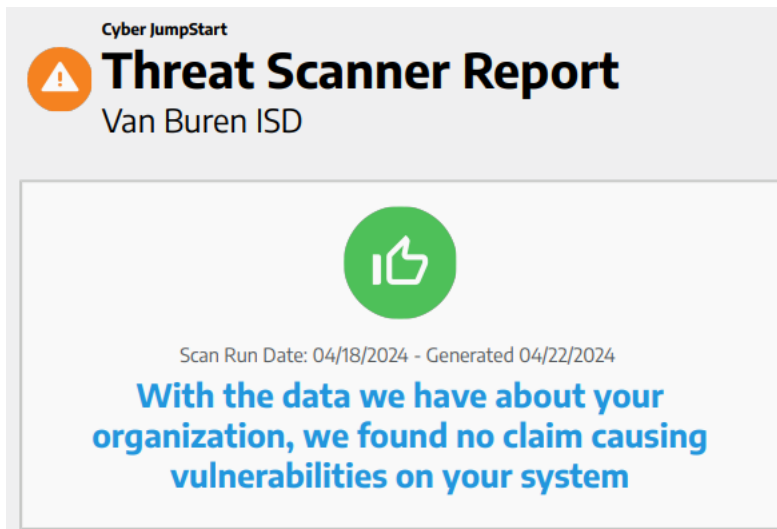
Single person coverage: \$7,718.26
Individual and spouse coverage: \$16,141.28
Full family coverage: \$21,049.85

MEMO

DATE: MAY 1, 2024
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES BOARD REPORT

SetSeg Cyber JumpStart Vulnerability Scanning Requirement (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

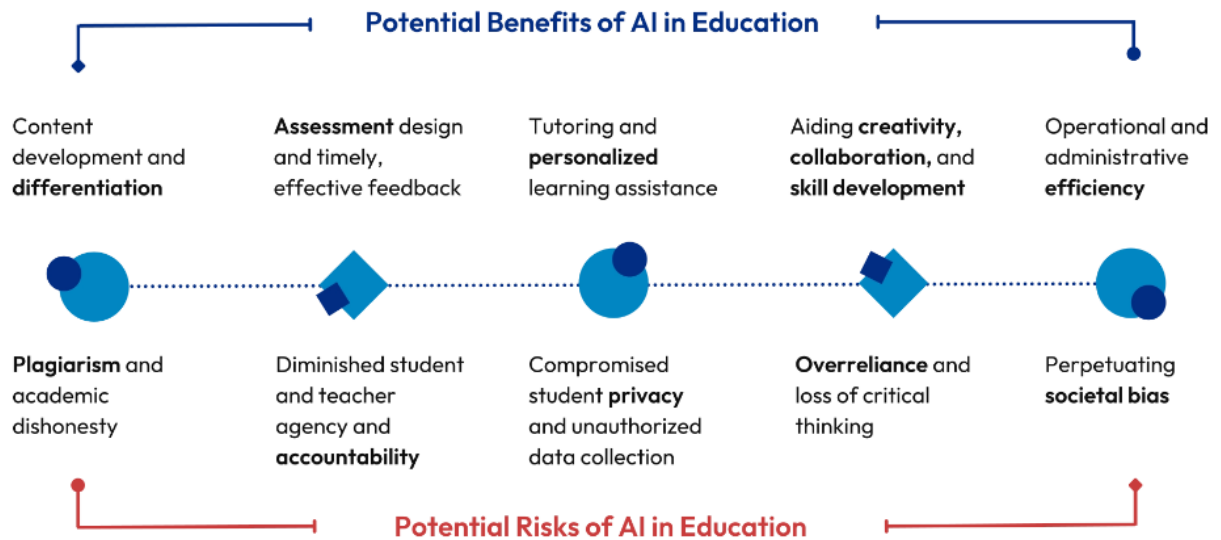
Starting July 1, 2024, SetSeg, our Property/Casualty/Cyber insurance carrier is going to require all school districts under their umbrella to perform weekly vulnerability scans on their networks. This will be done from the public facing Internet connection to see if they can find any ‘holes’ in the network to access sensitive data/services. SetSeg partnered with one of the leading cybersecurity firms, Arctic Wolf, for this service and called the solution ‘Cyber JumpStart’. VBISD has implemented this scan for our connections, as well as the connections of our supported districts within our county.



I am happy to report that we have been getting clean scans since our implementation... which I am confident we will continue seeing with the great work Michael Wolfe, our Network Server Analyst, does to secure our network. I applaud this initiative and am glad they offer this as a free service to help protect our staff and student information.

AI Toolkit via teacherai.org (Leadership, Professional Standards and Ethics, Communication Skills, Planner and Organizer, Professional Preparation)

There's a lot of buzz and discussion around AI in education today. Some are looking to block and 'squash' it and some are looking to 'steer into the skid' with it. There are lots of thoughts on this topic and many opinions. This website, <https://www.teachai.org/toolkit>, does a great job of simplifying the potential benefits and risks of AI in Education, which I appreciate.



The guidance that this site and many others are coming up with are really focusing on the policies, organizational learning strategies, and the improvement of support for educators on how to handle this new tool. Thoughtful guidance, feedback, and willingness to listen to new ideas are going to be key in how education navigates through this process. I look forward to seeing how we effectively start using AI in our daily processes.

MACUL (Michigan Association of Computer User Learners) Conference (Leadership, Professional Awareness, Communication Skills, Professional Preparation)

On March 15th and 16th, I was accompanied by a team of seven Technology Staff members to the annual MACUL conference in Grand Rapids. The MACUL conference is a fantastic venue for K-12 educators to attend more than 200 sessions discussing technology from classrooms to District-wide solutions. I attended a few sessions on cloud computing and network security, as well as vendor product highlights with the latest technologies. This has always been a great venue to do some networking with folks in other Districts and ISDs and I enjoyed the conversations and learned quite a bit! I would like to thank the Board and Mr. Manson for giving me the opportunity to attend this conference and bring along my team for some great professional development and networking opportunities.



MSBO (Michigan School Business Officials) Annual Conference (Leadership, Professional Awareness, Communication Skills, Professional Preparation)

Lukas Enciso and I attended the annual Michigan School Business Officials (MSBO) conference held at the DeVos Place/Amway Grand Hotel on April 24th and 25th. My focus for this year's conference was on AI policies and cybersecurity. There were two separate sessions on a District's journey through a cyber-attack, do's and don'ts as well as AI in regards to data governance that I felt delivered important

information. I would like to thank the Board for allowing Lukas and myself the opportunity to attend this conference for the professional development and networking opportunities.



MEMO



DATE: MAY 1, 2024

TO: BOARD OF EDUCATION

FROM: SUSAN REYNOLDS, DIRECTOR OF EARLY CHILDHOOD

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

Administrative Assistant Highlights (Focus area 3 - Collaboration and Efficiencies)



They don't get better than this! It's no secret to members of the Early Childhood Team that Gwen Doneruse and Gaby Mason are at the heart of the department. Not only are they the face of Early Childhood, Gwen and Gaby lead by example and have been collaborating long before their two departments became one. This "Double G" pair is often the first contact parents have when calling for assistance. They are positive and eager to help in any way they can, even sharing their sweet treats and calling in favors with the maintenance and transportation departments!

Gwen came to Early Childhood from VB Tech and can bring the spunk to any office. She is professional, funny, loyal and committed to her work. Pink is her favorite color and she is a die-hard Packers fan. Gaby is the calm in our storm. She brings a soft spoken yet confident vibe to our office. Gaby is intuitive and is always one step ahead of staff. She is a true team player!

Gaby Mason & Gwen Doneruse

Van Buren Great Start Collaborative Partner Grants

(Focus area 2- Reduce Barriers for Families)

The purpose of the Van Buren Great Start Collaborative, which is funded by a grant from MDE and the State of Michigan, is to support the systems that support young children and their families before they enter kindergarten. We are charged with improving the way organizations work together and removing barriers for families accessing services that help children develop and grow. To this end, we occasionally offer mini grants to partner organizations to address a need or barrier to access.



Grant awards are available for \$3,500 to \$15,000 each, with a total of \$33,000 to be awarded. While the grant application period is still open, we are looking at projects that include:

- "Train the trainer" for domestic violence prevention staff who will then train community partners
- Removing financial barriers to accessing pre-school by assisting families in obtaining birth certificates for their children
- Increasing access to hearing and vision screening tools for home visiting, thus improving family access and program fidelity
- Expanding access to trauma education for all parents and caregivers in the community as it currently limited to Community Mental Health clients
- Providing supports/incentives for father involvement workshop which has been shown to improve outcomes for children



Collaborative outreach event: Bronson Healthcare and Teen Hope Parent Education Program.

Teaching the Next Generation of Educators (Focus area 3 - Collaboration and Efficiencies)



The VBISD Early Childhood Department continues to demonstrate the R.I.C.E. principles on a daily basis and wants to pass this on to the next generation of educators. GSRP teacher Tina King sees the value of working across our department and wants to make sure the students she teaches at Kalamazoo Valley Community College do as well. Bonita Suter and Meghan VanWoert from the Early On team were featured guest speakers at one of Tina's KVCC classes in April. They spoke to students about Early On and shared their experiences as educators in Early Childhood. We are grateful for this collaboration and for the opportunity to showcase all that Early Childhood and VBISD have to offer.

Pictured: Tina King, GSRP Teacher; Meghan VanWoert, Early On Coordinator; Bonita Suter, Early On Facilitator

Family Links Home Visiting (Focus area 2- Reduce Barriers for Families)

Family Links is enjoying another successful year of home visiting. We have enrolled 102 families to date and have made 974 home visits/family contacts through mid April. Program fidelity continues to be our goal and we have achieved over 90 percent in 9 out of 10 essential requirements. We are proud of our hard work.



Our team will be heading to the National Parents as Teachers conference held in San Diego, CA, next October where we will be recognized as a Blue Ribbon Program. The Blue Ribbon of Excellence was achieved in October 2023 after going through a year-long accreditation process. The team was awarded a \$10,000 grant to offset the expense of attending.

Outside of regularly providing home visits to enrolled families we have participated in and organized several community events such as: Kids in the Kitchen in November; Winter event in December; Books, Blocks and Balls in February; Sweet Dreamzzzz sleep training in March; Community Baby Shower in April; and, Touch a Truck in May. We have offered 42 Playgroups around the county held at the local library. Playgroups are offered September through the end of May. We are grateful for the opportunity to continue to provide these services to the families of Van Buren County.

Curriculum Training for Preschool Teams (Focus area 1 & 3 - Increase Inclusive Opportunities with Appropriate Supports; Promote Collaboration & Efficiencies Across the Department)

The Early Childhood Preschool Team came together for a two day foundational training in HighScope called "Getting Started." The trainer,

Shelley Nemeth, customized discussion to meet

the needs of special education and GSRP around the shared goal of building individualized

support for students while maintaining the integrity of the HighScope curriculum.

HighScope is a research based, developmentally appropriate program that has a

long history of supporting inclusion and meeting the needs of all children in the classroom. Key elements include: building executive functioning

skills through a problem solving approach; promoting activities designed for active learning and student input; providing an environment built to support child choice and empower self efficacy and team work; having a consistent routine and lesson planning which considers children's developmental levels and interests and scaffolds their learning; and ensuring that teachers partner with families in order to support optimal growth for children.



MEMO

DATE: MAY 1, 2024
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: SPECIAL EDUCATION UPDATE

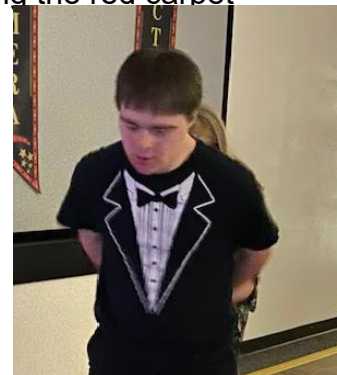


A Red Carpet Event Leadership, Supervisor, Student Achievement

Once again, the Bert Goens Learning Center Prom was a success! Students and their escorts alike enjoyed a special evening that included a home cooked meal and dancing to their favorite songs. Special appreciation goes to the prom committee and volunteers, including Susan Adamic-Sargeant, Christina Bailey, Heather Burseson, Samantha Crider, Adriene Davis, Brooke Flanders, Laura Getty, Brenda Jarka and Sally Norg. Pictured below are students and family members

tr

enjoying the red carpet



"HG

VBISD Leadership, Creativity & Innovativeness, Faculty & Staff Personnel, School Plant & Facilities, Community Relations, Fiscal Management

Given the competition between districts for staff and the changes in attitudes with regard to workspaces since the pandemic, the environment in which staff work is more important than ever. To improve the environment at the Special Services Center for both staff and families accessing early childhood services, a committee, led by Laura Thornburg, and fondly known as “HG VBISD” was created to make low cost improvements. Below are images of the results thus far.



VBISD Adopt A Highway Community Relations

On Saturday, April 20, 2024, the Special Education Department and Early Childhood Department teamed together to clean up the stretch of M-40 in Paw Paw between the boat launch and the blueberry farms. For four hours straight the team pictured below cleaned both sides of the highway, found many interesting items and got an intense workout.



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

The VBISD and Bloomingdale team, in collaboration with the MDE Office of Special Education, has reached the implementation phase of the project to improve State identified results and compliance scores for students with disabilities. This phase involves a 20, 40 and 60 day plan to increase differentiation strategies to increase belonging and engagement in the general education classroom toward the long term goal of improving achievement and graduation rates. This implementation plan, as well as data collected thus far, will be presented in Lansing at the next meeting on May 30, 2024, and will be shared with the Board in a future meeting.

New Community Resource Leadership, Level of Professional Awareness, Communication Skills, Supervisor, Faculty & Staff Personnel, School Plant & Facilities, Community Relations

The VBISD Special Education Department includes nearly 300 staff members who provide a number of highly specialized services in a variety of places across the county. Given the complexity of the structure and systems, efforts are being made to create resources to share information about the department in a concise and accessible manner. One such resource is the new Special Education Department Resource shown below.

Front:

The infographic features a header with the Van Buren ISD logo and the text "Special Education" and "Van Buren ISD Special Education Department Programs and Services". Below this is a dark blue bar with the word "Programs" in white. Underneath are four circular icons of school buildings, each with text below: "Bert Goens Learning Center Lawrence, MI", "Community-based Transition Center Paw Paw, MI", "Deaf and Hard of Hearing Mattawan, MI", and "Maple Creek Education Center Bangor, MI". A second dark blue bar contains the word "Services" in white. Below this are two columns of rounded rectangular buttons, each with an icon and text: "Audiology Services", "Bridge Consultant Team", "Consultants for Deaf & Hard of Hearing", "Consultants for Visually Impaired", "Diagnostic Teacher Consultants", "Occupational Therapy", "Physical Therapy", "Professional Learning & Support", "Parent Advisory Committee", "Post-Secondary & Transition Services", "School Psychology Services", "School Social Work Services", "Speech & Language Therapy", and "Transportation Services". At the bottom, the address "Van Buren Intermediate School District | 490 South Paw Paw Street | Lawrence, MI 49064" is listed.

Van Buren ISD
Special Education

Van Buren ISD Special Education Department Programs and Services

Programs

- Bert Goens Learning Center**
Lawrence, MI
- Community-based Transition Center**
Paw Paw, MI
- Deaf and Hard of Hearing**
Mattawan, MI
- Maple Creek Education Center**
Bangor, MI

Services

- Audiology Services**
- Bridge Consultant Team**
- Consultants for Deaf & Hard of Hearing**
- Consultants for Visually Impaired**
- Diagnostic Teacher Consultants**
- Occupational Therapy**
- Physical Therapy**
- Professional Learning & Support**
- Parent Advisory Committee**
- Post-Secondary & Transition Services**
- School Psychology Services**
- School Social Work Services**
- Speech & Language Therapy**
- Transportation Services**

Van Buren Intermediate School District | 490 South Paw Paw Street | Lawrence, MI 49064

New Community Resource (Continued)

Back:

Contacts

<p>Katy Holverstott Director of Special Education Van Buren ISD  kholverstott@vbisd.org</p> <p>Lynn Buchkowski Supervisor of Special Education Hartford Public Schools VI & D/HH Consultants  lbuchkowski@vbisd.org</p> <p>Callie Campbell Supervisor of Special Education Bangor Public Schools Covert Public Schools PAC Liaison  ccampbell@vbisd.org</p> <p>Jodi Carroll Supervisor of Special Education Deaf and Hard of Hearing Program Lawrence Public Schools Mattawan Consolidated Schools  jcarroll@vbisd.org</p> <p>Adriene Davis, Principal Bert Goes Learning Center  addavis@vbisd.org</p> <p>Heidi Diaz Supervisor of Special Education South Haven Public Schools  hdiaz@vbisd.org</p>	<p>Melanie Giddings, Principal Community-based Transition Center  mgiddings@vbisd.org</p> <p>Phoenicia Green Supervisor of Special Education Paw Paw Public Schools  pgreen@vbisd.org</p> <p>Terry Lechenet Transportation Supervisor  tlechenet@vbisd.org</p> <p>Monica Mansfield, Principal Maple Creek Education Center  msmansfield@vbisd.org</p> <p>Amy Paul Supervisor of Special Education Bloomingdale Public Schools Gobles Public Schools  apaul@vbisd.org</p> <p>Aaron Tennant Supervisor of Special Education Decatur Public Schools Lawton Community Schools  atennant@vbisd.org</p> <p>Laura Thornburg Administrator of Program Accountability Bridge Team Supervisor  lthornburg@vbisd.org</p>
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Staff Shortage Update Leadership, Level of Professional Awareness, Resourcefulness, Decision Maker, Planner & Organizer, Faculty & Staff Personnel, Fiscal Management, Student Achievement

Currently the Transportation Department has been experiencing the most difficulty with staff shortages. Although many new staff have been hired, one wave of illness can create a critical shortage necessitating requests for volunteers, sometimes even mid-day. Efforts are being made to not only secure more staff, but to also increase motivation for better attendance.

Planning Ahead Leadership, Level of Professional Awareness, Planner & Organizer, Supervisor, Evaluator, Faculty & Staff Personnel, Fiscal Management, Student Achievement

Planning for the new school year has been in full gear since January. Staff increases, new equipment, supplies and building improvements have been considered. For the Board's preview, below is a list of items that will be brought to the Board for approval.

- **Ancillary Services**: The Special Education Department will request approval for an increase of less than 10 ancillary staff days to accommodate increased costs associated with building the new Early Childhood Department.
- **Professional Learning Services**: To meet the needs of staff from both VBISD programs and member school districts, a Professional Learning Coordinator is needed.
- **Program Services**: Both the Maple Creek Education Center and the Bert Goens Learning Center are in need of an Adaptive Physical Education Teacher
- **Building Improvements**: To improve safety, a remodeled entrance at Maple Creek Education Center is needed.
- **Transportation**: Three cutaway buses are requested to allow for flexibility.

Team Highlight Leadership, Faculty & Staff Personnel

I love the VBISD because of the wonderful people who support our students and districts across the county. Pictured below is the Maple Creek Education Center family. We're so thankful for the supportive and effective environment they provide for students struggling with complex behavioral and emotional challenges.



III. ACTION ITEMS

A. Approval of Copier and Printer Services (ROLL CALL VOTE)

48

MEMO

TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
DATE: 05/01/2024
RE: APPROVAL OF PRINTER/COPIER PURCHASE AND SERVICE AGREEMENT

The Van Buren ISD recently solicited competitive bids for replacing our printer/copier equipment throughout all VBISD buildings. Currently, our printer/copier equipment is five years old and coming off of a five year lease agreement. This replacement will upgrade our fleet to the latest technology and resolve some usage issues/failures that we are experiencing with heavily used equipment. This also affords us the opportunity to enter into a new agreement with lower cost impression rates that are used to service our equipment by the awarded vendor. Six bids were received and opened on April 1st, 2024.

Company	Total Price of Equipment	Impression Rate Total (Annual Cost)
Printer Source Plus	\$157,704.21	\$32,162.40
DL Galavan	\$142,083.40	\$38,880.00
Adams Remco	\$198,771.88	\$25,248.00
Kraft Business Systems	\$152,565.93*	\$56,040.00
Xerox Midwest (MOS)	\$170,547.20	\$42,396.00
Applied Innovation	\$264,450.63	\$33,228.00

*Incomplete bid

After reviewing and checking references, it is my recommendation to accept the bid from Printer Source Plus in Jackson, MI.

Resolved, that the Board of Education accepts the bid from Printer Source Plus for the printer/copier equipment purchase at a cost of \$157,704.21 and enter into a 60 month service agreement to begin after July 1, 2024.

B. Approval of LTD/Life Insurance for Non Union Staff (ROLL CALL VOTE)

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MEMO

DATE: MAY 1, 2024
TO: BOARD OF EDUCATION
FROM: REBECCA DEPAS, DIRECTOR OF FINANCE & OPERATIONS
RE: LTD / LIFE INSURANCE FOR NON-UNION STAFF

We had Set Seg review our current Life Insurance Rates and Long-Term Disability Rates for non-union/admin staff members (97 staff members in total). Quotes were obtained through RSLI and would provide near equal benefits on LTD and increased benefits in Life Insurance at a NET cost savings of \$10,020 per year for the district. I have outline the differences below:

	Benefit Differences	Annual Cost
LTD (NIS)	90% first 6 months/70% thereafter for admin 60% for all other No Survivor Benefit	\$33,257
LTD (RSLI)	70% for admin 60% for all other 3 Month Survivor Benefit	\$21,105
Life Insurance (NIS)	\$40,000 benefit	\$11,174
Life Insurance (RSLI)	\$70,000 benefit	\$13,306

Recommend the following resolution be passed:

RESOLVED, that the Board of Education approve the quotes from RSLI through Set Seg for the offering of LTD and Life Insurance Benefits for non-union/admin staff effective July 1, 2024.

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

52

MEMO

DATE: MAY 1, 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>Special Education</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Anna Weber, Bridge Consultant	\$61,692.00	\$1,500.00	4/11/2024
<u>Technology Services</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Paul George, Software Systems Analyst (internal transfer)	\$47,000.00		4/04/2024
Craig Campbell, District Technology Cood	\$72,000.00		5/06/2024.
April Perry, Data Support Specialist	\$56,000.00		5/06/2024

**Salary may be prorated based on start date*

RECOMMENDATION

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

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

54

MEMO

DATE: MAY 1, 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>
Sheryl Johnson, Early Childhood	Retirement - 6/30/2024
Debra Kollar, School Social Worker	Retirement - 6/30/2024
Lynn Buchkowski, Supervisor	Resignation - 6/28/2024
Dana Brower, Consultant	Retirement - 6/30/2024
Sarita Collins, ESL Teacher	Resignation - 6/30/2024
Jessica Teske-Harden, School Social Worker	Resignation - 4/29/2024

RECOMMENDATION

Resolved that the Board of Education accept the resignations/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.