

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 August 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 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 (July 10, 2024)

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The **ORGANIZATIONAL MEETING** of the Van Buren Intermediate School District Board of Education was held in person on **July 10, 2024**, in the Board of Education office and called to order at **4:00 PM**. The following board members were present: Kent, Weiss, Faul, and Middaugh. Absent: Makay

Weiss moved to approve the following resolution:

RESOLVED, the Van Buren Intermediate Board of Education approves the election of officers to the Van Buren Intermediate School District Board of Education for 2024-2025 as follows:

President – Mary Ann Middaugh
Vice-President – John Weiss
Treasurer – Kenneth Kent
Secretary – John Faul
Trustee – Karen Makay

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

Makay moved to approve the following resolution:

RESOLVED, that the Van Buren ISD Board of Education meeting dates for the 2024-2025 school year are approved as shown below:

Wednesday, July 10, 2024
Wednesday, August 7, 2024
Wednesday, September 11, 2024
Wednesday, October 2, 2024
Wednesday, November 6, 2024
Wednesday, December 4, 2024
Thursday, January 2, 2025
Wednesday, February 5, 2025
Wednesday, March 5, 2025
Wednesday, April 9, 2025
Wednesday, May 7, 2025
Monday, June 2, 2025 *Biennial Election (Weiss and Makay)*
Wednesday, June 4, 2025 *Budget Hearing @3:30 pm; Regular Board Meeting @ 4 pm*

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

Faul moved to approve the following resolution:

RESOLVED, the following employees/individuals are hereby authorized to sign checks written on accounts of the Van Buren Intermediate School District and electronic means using the automatic clearing house (ACH) system as outlined in Board Policy 6144.01.

David. D. Manson
Rebecca DePas
Kenneth Kent

Supported by Weiss. Kent – yes, Weiss – yes, Faul – yes, and Middaugh – yes. Motion carried.

Faul moved to approve the following resolution:

RESOLVED, that the following firm be designated as legal counsel to the Board of Education for legal issues and that a retainer be paid:

Thrun Law Firm
2900 West Road Suite 400
PO Box 2575
East Lansing, MI 48826-2575

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

Weiss moved to approve the following resolution:

RESOLVED, the following financial institutions are designated as depositories for VBISD funds for 2024-2025:

Arbor Financial Credit Union
Huntington Bank
Michigan Liquid Asset Fund Plus
PNC

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

The **Regular Meeting** of the Van Buren Intermediate School District Board of Education was held in person on **July 10, 2024**, in the Board of Education office and called to order at **4:20 PM**. The following board members were present: Kent, Weiss, Faul, and Middaugh. Absent: Makay.

Faul moved to approve the 07/10/24 draft agenda as presented. Supported by Weiss. Roll call vote. Kent – yes, Weiss -yes, Faul – yes, and Middaugh – yes. Motion carried.

Weiss moved to approve the Consent Agenda (**June 5, 2024 Minutes; Composite and Summaries June 2024**). Supported by Faul. Roll call vote: Faul – yes, Kent – yes, Weiss – yes, and Middaugh – yes. Motion carried.

Superintendent Manson gave an update along with the following department updates: Finance, Technology Services, Early Childhood, and Special Education were given to the Board. A presentation on Policies and Procedures was made by Thrun Law.

Faul made the motion to approve the following resolution:

RESOLVED, that the Board of Education approve the quote from Edustaff for permanent and temporary staffing solutions for the three-year period effective July 1, 2024.

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

Kent made the motion to approve the following resolution:

RESOLVED, the Board of Education approves the technology staff stipends as outlined below:

- Matthew Rzonca & Michael Wolfe - \$2,000
- Evan Andres & Ryan Cox - \$1,500
- Ernest Klinger - \$1,000

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

Weiss made the motion to approve the following resolution:

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, approve the purchase of a 3D Anatomy & Physiology Virtual Dissection Table from Anatomage for \$105,490.

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

Faul made the motion to approve the following resolution:

RESOLVED, that the Board of Education approve the addition of a part-time Adult Ed ESL Coordinator and Teacher position.

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

Kent made the motion to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the pay adjustments outlined below for supporting the Covert Public Schools Business Services.

- Melissa Nelson, Administrative Secretary, provides accounting services & assists with the processing of payroll for Covert. Recommending a stipend of \$9,000. Effective July 1, 2024.
- Rhonda Plumley, Payroll/Benefits Coordinator, continues to assist on the benefits side (health insurance, dental, vision, etc.). Recommending a stipend of \$4,000. Effective July 1, 2024.

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

Weiss made the motion to approve the following resolution:

RESOLVED, the VBISD Board of Education approves the posting of a full-time Multilingual Consultant.

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

Faul made the motion to approve the following resolution:

RESOLVED, that the Board of Education approve the purchase of four (4) school buses for special education from Hoekstra Transportation at a cost of \$680,632.00.

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

Weiss made the motion to approve the following resolution:

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

Policy 2410 Prohibition of Referral or Assistance - RESCIND
Policy 2414 Revised Reproductive Health and Family Planning - Revised

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

Kent made the motion to approve the following resolution:

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

<u>Business Office</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Gabriella Shultz, Sports Medicine Instructor	\$54,781.00		8/19/2024
Jane Windell, Early On Teacher	\$85,381.79		7/8/2024
Samantha Gomez, ESL Teacher	\$48,593.00		7/1/2024
Kevin Farmer, Science Consultant	\$72,318.00	\$500.00	8/19/2024
Kayla Ferry, School Social Worker (<i>internal transfer</i>)	\$49,292.00		8/19/2024
Heidi Anson, Supervisor, GSRP(<i>internal transfer</i>)	\$70,000.00		7/1/2024
Angela Van Heest, School Social Worker	\$62,552.00		8/19/2024
Joshua Avery, Culinary Arts Instructor	\$40,348.00		7/8/2024
Nancy Ely, Regional Supervisor	\$85,490.00		8/1/2024
Anna Weber, Regional Supervisor (<i>internal transfer</i>)	\$85,490.00		8/1/2024

* Salary may be based on the 23-24 rate

**Salary may be prorated based on start date

Supported by Faul. Voice vote. Motion carried.

Weiss made the motion 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>
Janine Loughrin, Mental Health Clinician	6/7/2024
Russell Lee, Math Consultant	6/7/2024
Cody Bartow-Tomalia, School Psychologist	8/8/2024

Supported by Kent. Voice vote. Motion carried.

Faul made the motion to adjourn the meeting. Supported by Kent. Voice vote. Meeting adjourned at 5:30 PM.


Respectfully submitted,

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

VAN BUREN INTERMEDIATE SCHOOL DISTRICT
JULY 2024

VOUCHERS

Imprest Fund	1,822,775.38
Payroll Fund	3,957,893.46
Purchasing Cards	78,976.82
EduStaff ACH	26,071.34

PAYROLL SUMMARY

General	1,203,285.86
Special Education	2,044,094.39
Vocational Education	710,513.21
Student Activity Fund	-
Food Service Fund	-
Total	3,957,893.46

IMPREST VOUCHER SUMMARY

FUND	CHECKS	TRAVEL	PURCHASING	TRFS/SALES	TOTAL
General	938,833.66	19,619.29	34,931.46	(8,145.88)	985,238.53
Special Education	741,049.54	32,568.04	24,411.42	5,926.35	803,955.35
Vocational Education	142,892.18	11,055.99	19,633.94	2,219.53	175,801.64
Capital Projects	-	-	-	-	-
Food Service	-	-	-	-	-
Student Activity Fund	-	-	-	-	-
Total	1,822,775.38	63,243.32	78,976.82	0.00	1,964,995.52

VAN BUREN INTERMEDIATE SCHOOL DISTRICT

JULY 2024

BUDGET TO EXPENDITURE COMPARISON 23-24

FUND	BUDGET	ACTUAL & ENCUMBERED EXPENSES	UNENCUMBERED BALANCE	YEAR TO DATE VARIANCE
General	22,332,961	20,072,917	2,260,044	2,260,044
Special Education	42,580,943	39,407,611	3,173,332	3,173,332
Career Tech Education	15,691,638	13,846,603	1,845,035	1,845,035
Food Service	233	181	52	52
Capital Projects	947,599	414,370	533,229	533,229

CASH FLOW SUMMARY

	ENDING BALANCE 05/31/2024	CASH RECEIPTS	CASH DISBURSEMENTS	ENDING BALANCE 06/30/2024
General	2,348,570	4,086,215	2,383,950	4,050,834
Special Education	16,801,996	7,042,256	6,056,715	17,787,537
Career Tech Education	11,875,008	1,450,977	2,354,282	10,971,703
Student Activity Fund	34,227	159	953	33,433
Food Service	10,740	-	-	10,740
Capital Projects	-	-	-	-
Total	31,070,542	12,579,607	10,795,900	32,854,248

C. Communications
D. Public Comments
II. INFORMATIONAL ITEMS
A. Board Updates
B. Superintendent Update

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

VBISD Opening Day: (Staff Relations, Instructional Leadership)

Van Buren ISD Opening Day

Theme: Educators Perform Magic Every Day!

Where: Paw Paw Performing Arts Center @ PPHS

When: Tuesday, August 20, 2024 - 8am-11:30am

Parking: Please park in the back parking lot area by the PAC entrance

Reminder: No food or beverages are allowed inside Performing Arts Center *(only water)*

Attire: Magic Theme or Business Casual

Agenda

8a-8:30a - Arrival & Registration

8:30a-9:15a - VBISD Updates and Awards *(Dave Manson)*

9:15a-9:45a - The Magic of Trino

9:45a-10a - Break

10a-11:30a - Policies and Practices *(Katie Broaddus - Thrun Law Firm)*

11:30a-12:30p - Lunch

12:30p-end of day - Individual Departments

Lunch: Boxed lunches can be eaten outside of the PAC
under the tents or grab and go!





MASB Awards: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

VBISD is proud to announce the achievements of John Weiss and Kenny Kent.

John Weiss recently received the MASB Master Diamond Award for the completion of certification levels one through four; fourteen 200 or 300 level classes; and a minimum of 528 education credits.

Kenny Kent recently received the MASB Award of Distinction for the completion of certification levels one and two; four 200 and 300 level classes; and a minimum of 208 education credits.

Congratulations on the milestones!

VBISD Truancy Services: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance)

VBISD in partnership with the Sheriff's Department provides countywide truancy services to all local districts. Our truancy officer, Amy Zmick has worked diligently to provide proactive services to students and families in an effort to avoid using the court system to address this concern. The following information is a snapshot of some of the statistics related to truancy during the 2023-24 school year.

169 referrals processed

16% of referrals forwarded to the court system (down from 30% in 2022-23)

54% of referrals were male

46% of referrals were female

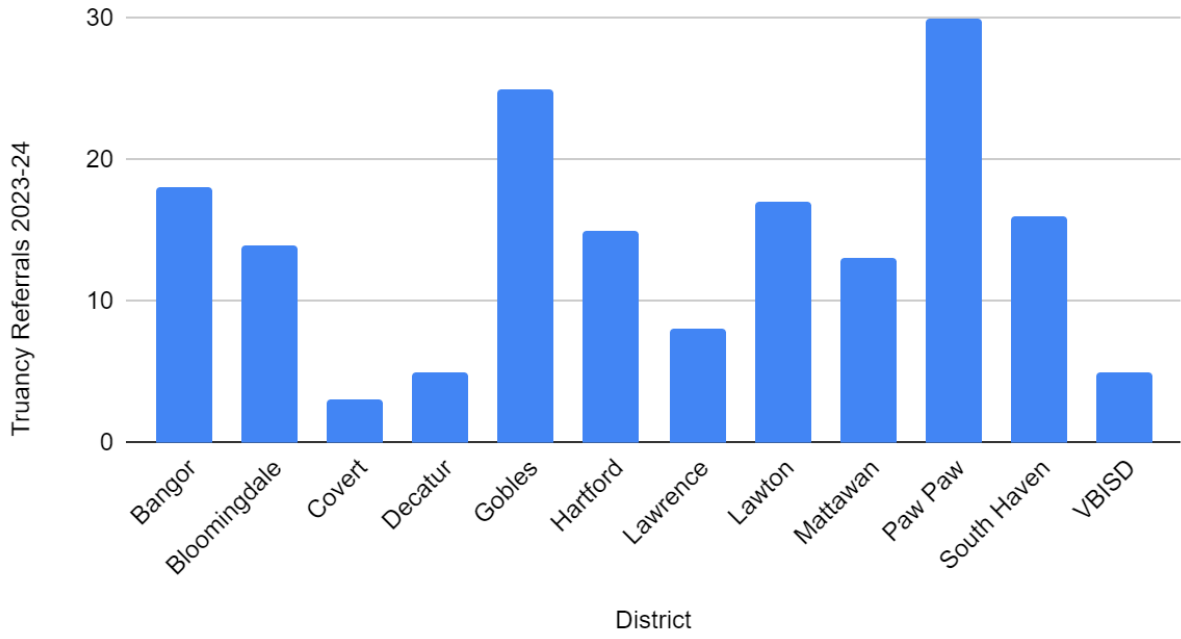
36% of referrals were K-5th

37% of referrals were 6th-8th

27% of referrals were 9th-12th

26% of referrals were for students with disabilities

Truancy Referrals 2023-24 vs. District



C. Department Updates

1. Presentation - Multilingual Migrant Services
2. Multilingual Migrant Services

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Memorandum	
Date:	August 07, 2024
To:	VBISD Board of Education
From:	Angie Gutiérrez <i>Administrator of Multilingual and Migrant Services</i>
Subject:	Multilingual/Migrant Services Update



Katya Davila has worked for the VBISD Migrant program for the past two summers. She has worked in a variety of different roles. This year she has worked with our reading intervention team at the school. She also works on our Home team and provides instruction in the camps. Katya works well with students and staff. She is always willing to step in and assist with anything that needs to be done. She prioritizes her time and has formed relationships with students and families. This year, she also assisted in our Camp events held July 28th and 29th. She gave

out books, math games from our curriculum, Project Smart, and completed surveys with our families. Alma Robles, lead teacher, states, “ This summer, Katya has shown her dedication and commitment to serving students and families. She is an asset to our program, and her work is greatly appreciated.”

During the school year, she worked at Lawrence Public Schools as a Title 1 Paraprofessional. She is an excellent addition to our program!



Successful Dental Outreach at Covert

Project NOMAD is pleased to report another year of the partnership's success with the Van Buren/Cass Health Department. The Outreach team led by Emily Flowers recently visited Covert, where they provided vital preventive dental care to participating students. This year, there was an impressive turnout, with a significant number of permission slips returned, allowing the team to reach many students.

The new wrap on the outreach trailer was well-received, garnering numerous compliments. Additionally, the program's mascot, "Maxi Molar," was a highlight for the students, bringing smiles and engagement.

Summary of Services Provided:

- Prophylaxis (Dental Cleaning): 83
- Topical Fluoride Treatment: 121

- Dental Screening: 121
- Primary Molar Sealant: 7
- Premolar Sealant: 119
- 1st Molar Sealant: 148
- 2nd Molar Sealant: 43

Total Sealants Applied: 317
Students Receiving Sealants: 383
Urgent Care Needs Identified: 5
Restorative Treatment Needed: 38

Highlight: A Record Number of Sealants!

317 sealants were applied during this visit, marking a significant achievement in the prevention of tooth decay. This effort underscores the program's commitment to proactive dental care and the student's health.



Financial Impact

The team provided approximately \$7,000 worth of dental services at no cost to the students or their families. This achievement was made possible by the partnership between the Van Buren/Cass Department and Project NOMAD. We look forward to partnering with them again next year!



VBISD Project NOMAD's Exciting Trip to the Kalamazoo Air Zoo

On Thursday, July 25th, the VBISD Project NOMAD program took 58 enthusiastic 3rd-6th graders on an exciting educational trip to the Kalamazoo Air Zoo. This trip was made possible by a scholarship awarded to Project NOMAD from the Science Inspiration Scholarship Fund, which partners with the Kalamazoo Air Zoo. The students had a fantastic time engaging in a STEM building activity, where they were challenged to construct skyscrapers using various materials. The highlight of the challenge was testing their creations against a simulated "hurricane" using a hair dryer and a leaf blower. The students eagerly watched to see if their buildings could withstand the simulated storm, making for a thrilling and

educational experience.

In addition to the STEM activity, the students explored the museum's extensive collection of aircraft and learned about the fascinating technology behind them. The excitement continued as the children enjoyed various rides, including simulators, the Paratrooper, hot air balloons, a mini ferris wheel, and airplane-themed attractions.

Overall, the trip was a memorable experience for the opportunity to learn and have fun, leaving everyone with



expressed their gratitude for the fun, learning, adventure, and

True Vine Equestrian Center Located in Mattawan



The True Vine Equestrian Center is ideal for taking the students on a field trip. The students learned how to be safe around large animals, they were given a demonstration and experienced grooming a horse, and they learned about what a horse eats and how to care for the horses. The most exciting part for most of the students was taking a small ride on a horse. The staff led the horses on a short trail as the students sat in the saddle. Some students were unsure of this activity when we started, but as they experienced the horse moving under them and talked with the staff members, many overcame their fears and had a great time. The best part of this field trip was that everyone was able to participate, including the VBISD Nomad staff.



Project NOMAD Visits Potawatomi Zoo



On July 23rd, 2024, Project NOMAD's Kindergarten, first, and second graders enjoyed an exciting field trip to the Potawatomi Zoo in South Bend, Indiana. For many of the students, this was their first visit to a zoo, making the experience even more special.

To ensure a personalized and engaging experience, the students were divided into small groups of 5-6, allowing them to explore the zoo according to their group's interests. Despite their excitement, the students adhered to all expectations set by the zoo and program staff. Their exemplary behavior was noted, as the group received several compliments from other patrons and zoo staff.

The visit concluded with a fun carousel ride and a playful time at the playground outside the zoo. During debriefing conversations, many students shared that this was their favorite day of the Summer Program.



WMU Visit

On July 9, 2024 seven high school students from Project NOMAD summer program visited WMU in Kalamazoo. The Multicultural Affairs staff hosted our students. Students engaged in an ice breaker activity followed by discussion questions. The presentation included statistics about the importance of post secondary education, the cost of college, financial aid, finding the right college among other topics. FASFA was a new topic for most of our students, so the staff spent most of the time addressing financial aid including steps parents need to take and the responsibility of the student, sharing their personal experiences with financing college and the struggles to get there and make it "home." Staff included information about community colleges and apprenticeships as well.

Students then went on a tour of the campus (taking lots of pictures). Campus life is not what it used to be! There are so many amenities, activities and opportunities for students! No college visit is complete without lunch in the dining hall. Students were amazed at the choices, and staff shared their tips of how to maximize dining dollars.

As we have been in camps, migrant parents have made positive comments about what their students learned. They can see that there are more educational opportunities here than in many states.



Representative Joey Andrews Visits Project NOMAD

On July 30th, Project NOMAD had the honor of hosting Representative Joey Andrews. During his visit, Representative Andrews took a tour of the facility, visited several classrooms, and gained firsthand experience of the Project NOMAD program. He observed our STEM classroom and learned about the diverse curriculum and the various services offered to our students.



The visit coincided with a special collaboration with partners from Detroit, who organized a series of engaging activities for the students over the past few days. These activities included a captivating puppet show, an energetic music and dance class, arts & crafts sessions, and more. Representative Andrews had the opportunity to observe these activities and see the joy and creativity they brought to the students.

It was a wonderful experience for Representative Andrews to visit the program, allowing him to witness the impact of Project NOMAD firsthand and understand the valuable opportunities it provides to students.



Camp Events

On July 28, 29, and 30th, we held three meetings for families and students in the camps. Several agencies joined us, including the UFW Foundation, Telamon, DHS, LEO, and the Detroit/Chicago Korean Presbyterian Church. Project NOMAD provided information about summer school, gave out math games from our curriculum, Project SMART, and discussed the registration process for the fall school year. The local agencies all discussed the different services they offer to the families. Our partners also coordinated dinner each night at the camps for families, agencies, and volunteers. The Detroit/Chicago Koran Presbyterian Church volunteers provided many activities, including crafts, face painting, games, music, and a puppet show. The group also provided donations of clothes and household items. They also provided haircuts and played some fun games with the parents.

During the day, when many volunteers were leading activities for students at the school, another group was feeding many of the agricultural workers lunch at the surrounding farms in Van Buren County. Abel Robles drove our U-haul to different sites, including Brookside Farms and Barry Brothers. They set up tables, chairs, and the grill. The farm workers were very grateful for a warm meal at lunchtime. These events were made possible by the Paw Paw Presbyterian Church and the Korean Presbyterian Churches from Detroit and Chicago.









ESL (English as a second language) is provided to seven districts in Van Buren County. Each year, a comprehensive needs assessment is conducted. We examine each district's WIDA (Annual English Assessment) scores, review their Language Assistance Plan (Minutes each week students are serviced based on their proficiency

level), and meet with district leaders to determine ESL services needed at each district. During the 2024-2025 school year Covert will have two full-time teachers. Decatur, Lawrence, Paw Paw, and Mattawan will each have one full-time teacher. Gobles will have a teacher three days per week, and Lawton will have a teacher two days per week. Our goal is to support our local school districts, multilingual learners, families, and staff. We anticipate providing more coaching and support to all of our districts this coming year.

Memorandum

Date:	August 7, 2024
To:	VBISD Board of Education
From:	Melissa Corona <i>Director of Instructional Services</i>
Subject:	Instructional Services Update



Project SHINE Highlight

Project SHINE has continued to support students across the county during the summer by increasing the awareness of eating fresh fruits and veggies through direct education and learning how to grow veggies. In addition, a new program was used called RecConnect. This is a program that promotes increased physical activity. Students took part in a variety of fun physical movement activities such as games with beach balls and a scavenger hunt. Students were also introduced to gardening and learned how to plant basil, beans, and zucchini.

This year, the Nutrition Educators will be putting a bigger emphasis on community engagement and working with the communities to support larger scale projects within the schools. A few projects that they will be working on are supporting a jog-a-thon vs. candy bar sales for a school-wide fundraiser and working with community organizations to implement programs that will impact more individuals and will be sustainable. We will be spending some more time gathering information regarding the needs of the communities regarding health education.



Math Highlight

We held our 2nd Math Tournament on May 29th and 30th, when 23 teams of students from grades 4 to 7 converged at VBISD, representing districts from across the county. They participated in a series of rigorous individual and team math challenges that tested their problem-solving skills and ability to collaborate under pressure. The event included an exciting escape room-style team competition where students applied their math knowledge to unravel challenging tasks. Trophies and medals were awarded to recognize their achievements, both as individuals and as part of cohesive teams.

In addition to the intense math competitions, students engaged in math-related movement games designed to keep them active and involved throughout the event. Beyond academic prowess, students earned tickets for demonstrating good sportsmanship, assisting with event setup and cleanup, and achieving victories in the various games. A random draw also saw lucky winners taking home prize baskets, adding to the excitement and rewarding their efforts with items aimed at enhancing their summer enjoyment.



Grow Your Own

The success of the GYO Program to date:

- 241 Candidates
- 140 Seeking initial teaching certification
- 101 Seeking additional endorsements or Masters
- Over \$13.5 million earmarked for candidates

We are currently waiting to hear from MDE as to whether or not we will be receiving Round 3 funds. We are working to secure a partnership with Madonna University in their DHH program as well as Olivet University to support our candidates that want to pursue an initial teaching certificate in secondary education.

Mix & Mingle will be Wednesday, August 21, 2024 at Paw Paw High School
Doors open at 8:00am

MIX AND
MINGLE 2024
Engage & Inspire

MEMO

DATE: JULY 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.)

Conference Center Reorganization



Since my last update, we have hired Katie Boyer as the new event coordinator. Katie has done an incredible job quickly getting up to speed into the position. She has learned extremely quickly and is an amazing addition to our team!

Adopt-A-Highway Clean Up



The Instructional Services and Business Office department had an opportunity to volunteer for the July Adopt-A-Highway event on Saturday, July 20. There were a total of 7 volunteers. We all had a great time together helping to clean up in the community. A huge thank you to those that volunteered!

Retirement Celebration



We had an amazing time celebrating and honoring all of our retirees at the retirement celebration on June 7! We wish each of them the very



best and can't thank them each enough for their years of service at the ISD

New Hire Orientation

We are excited to have another new hire orientation for all new hires on Friday, August 16. We have made a few minor adjustments for this year's orientation based on feedback from our survey last year. For example, last year's orientation was a day and a half and this year we have reduced it to one day. We have reviewed the agenda and are still able to host a successful and informational orientation in that timeframe. I am extremely grateful for Jodi Sower who continues to manage all of the new hires and getting them ready to start prior to August 16. She strives to provide the best experience possible for every new hire! I also want to thank the committee as well as the supervisors and directors for all of their assistance and support to make this day successful!

our annual Career Camp Open House, where they could bring their parents to meet their instructors and see what they were working on all week during. This year's event was highly attended and successful.



INCOMING VAN BUREN COUNTY MIDDLE COLLEGE STUDENTS

The Van Buren Middle College program hosted the 2024-25 incoming cohort of Middle College students for their annual College Success Bootcamp June 10-12. This college readiness course is designed to not only provide incoming students with an orientation to the program, but also help students bridge the gap between high school and college. Over the next three years, this group of students from around Van Buren County will have the opportunity to earn up to an Associate's Degree for FREE while still in high school. We can't wait to see all they accomplish!



MANUFACTURING EDUCATION BEST PRACTICES

Over the course of the past few years, Gabe Kooyers, Advanced Manufacturing Instructor at Van Buren Tech, has been leading the charge for changes to Computer Numeric Control (CNC) manufacturing education not only in Michigan but throughout the United States and Worldwide. Partnering with *Titans of CNC* founder and international business mogul, Titan Gilroy, Gabe has become the unofficial spokesperson for redesigning existing training programs to include more robust, real-world application tasks. Utilizing the *Titans of CNC* curriculum as a foundational building block, Gabe has been recognized Internationally for his instructional prowess and the feats that his students have accomplished. While his students have received several honors and awards for their work, Gabe and his program have also been featured in business articles, podcasts, and training videos. In addition, Gabe has been chosen to be the chair of the Michigan Manufacturing Education Association, where he has led the charge to have Michigan become the first state to approve the *Titans of CNC* curriculum as an approved Perkins V credential. Since that time, other States have taken notice and Gabe has become the unofficial National spokesperson for high school advanced manufacturing programs and the *Titans of CNC* curriculum. Gabe has also been invited to several National training events, hosted several industry and educational professionals, has had his program featured in industry publications, and has been asked to speak on various podcasts to discuss why this change is needed and is

best for students worldwide. Thank you and congratulations to Gabe for being a pioneer and for always keeping students first.

CEPD EXECUTIVE BOARD CHAIR

Due largely to the overwhelming success and positive reputation that Van Buren Tech has earned around the State, during the 2023-24 school year I have been asked to serve as the Chair of the Michigan Career Education Planning District (CEPD) Council Executive Board. Beginning with the 2024-25 school year, I will serve a two-year term in this role, where I will primarily be responsible for coordinating statewide CTE Director meetings and events, meeting with the State CTE Director and the staff at the Office of Career & Technical Education, and providing leadership in regards to CTE goals and initiatives. I look forward to the opportunity to work closely with state officials to continue growing CTE around the state and Nation and thank you for your support in making this possible.

2024 MICHIGAN FFA ENVIRONMENTAL SKILLS CONTEST

The Michigan FFA Chapter announced the winners and finalists of the 2024 Michigan FFA Environmental Skills Contest, which was held on April 19 on the campus of Michigan State University. This event was part of the Michigan FFA Agricultural Skills Contests, which achieved a record-breaking participation of 2,972 students competing across 16 events, an increase of over 250 participants from last year.

The high school division was won by the Van Buren Tech Team, consisting of Brad Wildey, Zoie Wood, Orion Ennis, Autumn Conine, and Juliana Gutierrez.

The Environmental Skills Contest challenges students to demonstrate their understanding and abilities in areas such as environmental science, natural resource management, and sustainability practices. Participants are evaluated on their knowledge of environmental issues, problem-solving skills, and practical applications of environmental science principles. The contest aims to foster a deeper awareness and expertise in environmental stewardship among students, preparing them for future careers in environmental and agricultural fields.

As the high school state winners, the Van Buren Tech Team will represent Michigan FFA at the 97th National FFA Convention and Expo, scheduled for October 23-26, 2024, in Indianapolis. This national event offers a platform for students to showcase their skills on a larger stage and to engage with peers from across the country.



III. ACTION ITEMS

A. Approval of VBCEA VBIEA Contract 2024-2026 (**ROLL CALL VOTE**)

39



Date: August 7, 2024

To: VBISD Board of Education

From: David D. Manson, Superintendent

Subject: Approval of VBCEA/VBIEA Agreement 2024-2026

Attached is the tentative agreement between the Van Buren County Education Association/Van Buren Intermediate Educational Association (VBCEA/VBIEA) and the Van Buren Intermediate School District that is dated July 11, 2024.

Based on the review of this agreement, I am recommending that the board approve the following resolution:

RESOLVED, that the Board of Education approves a two year agreement with the VBCEA/VBIEA for the period of September 1, 2024 through August 31, 2026.

B. Approval of Sign On Retention & Referral Bonuses 2024 (ROLL CALL VOTE)

41



Date: August 7, 2024

To: VBISD Board of Education

From: Dave Manson, Superintendent

Subject: Approval of Sign On, Retention & 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 2024-25 school year.

Sign on

- **New VBISD Support Staff employees (VBIESPA)** will receive a \$500 signing bonus if they begin employment with VBISD prior to January 1, 2025 and remain employed by VBISD through June 15, 2025.

Retention

- Beginning August 26, 2024, **all VBISD transportation substitutes** will receive a \$250 bonus after every 50 days of work for the 2024-2025 school year.
- **All VBISD Bus Drivers and Attendants (VBIESPA)** will receive a \$250 bonus if they do not exceed 2 working days off from August 26, 2024 through January 1, 2025.
- **Any VBISD Professional Staff Member (VBIEA) or Salaried Non-Union Staff Member** serving as a substitute for the transportation department will

be compensated a flat rate of \$45 per run. Hourly employees will receive their hourly rate.

Referral

- Beginning August 7, 2024, **all VBISD staff** are eligible to receive a \$250 referral bonus **if they refer any individual that begins their employment with VBISD** prior to January 1, 2025 and remains employed by VBISD through June 15, 2025.

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

C. Approval of GSRP Wage Scale for 2024-25 (**ROLL CALL VOTE**)

44

MEMO

DATE: AUGUST 7, 2024
TO: BOARD OF EDUCATION
FROM: SUSAN REYNOLDS, DIRECTOR OF EARLY CHILDHOOD
RE: **APPROVAL OF THE 2024-2025 VBISD GSRP PAY SCALE**

BACKGROUND

Historically, wage changes for VBISD GSRP staff have aligned with increases as negotiated with the professional, support or non-union staff union. This year, VBISD professional staff are in negotiations, while VBISD support staff are receiving an increase of 3.25% to 3.5%. As a result, the Early Childhood Department is asking the Board to approve a 3% increase for Lead Teachers to align with the non-union increase and a 3.25% increase for Associate Teachers to match the union support staff increase as detailed in the chart below.

The restructure of the Early Childhood Department led to the redesign of the Early Childhood Specialist position (ECS). Previously, these positions were filled by administrators who were split between being a supervisor and an ECS. We are now able to follow best practice guidance and assign staff to solely cover the ECS role. As a result, an Early Childhood Specialist lane has been added.

RECOMMENDATION:

RESOLVED that the Board of Education approves a 3% wage increase for VBISD Lead Teachers, a 3.25% increase for Associate Teachers and the addition of the Early Childhood Specialist lane on the VBISD GSRP Professional Staff & Associate Teacher pay scales for the 2024-2025 school year as follows:

2024-2025 GSRP Professional Staff Lead Teacher: 182 Days / Early Childhood Specialists (ECS): 187 Days								
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Bachelor Degree	\$ 40,289	\$ 42,111	\$ 43,931	\$ 45,751	\$ 47,572	\$ 49,393	\$ 51,213	\$ 52,758
Master Degree	\$ 42,111	\$ 43,931	\$ 45,751	\$ 47,572	\$ 49,393	\$ 51,213	\$ 53,033	\$ 54,578
Master Degree - ECS	\$ 43,267	\$ 45,137	\$ 47,007	\$ 48,878	\$ 50,750	\$ 52,620	\$ 54,490	\$ 56,077
<i>*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.</i>								
2024-2025 GSRP Associate Teachers 176 Work/6 Paid Holidays								
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CDA	\$ 15.80	\$ 16.18	\$ 16.66	\$ 16.93	\$ 17.33	\$ 17.71	\$ 18.08	\$ 18.39
Associate Degree	\$ 16.36	\$ 16.74	\$ 17.11	\$ 17.49	\$ 17.88	\$ 18.27	\$ 18.64	\$ 18.94
<i>*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.</i>								

MEMO

DATE: AUGUST 7, 2024
TO: BOARD OF EDUCATION
FROM: DAVID D. MANSON, SUPERINTENDENT
RE: CERTIFICATION OF DELEGATES FOR MASB 2024

Delegates selected by boards of education across the State will decide MASB's positions on a wide variety of issues affecting education. Delegates for 2024-2025 must be appointed by their respective boards of education and certified by Friday, October 24, 2024.

RESOLVED, that the Van Buren Intermediate Board of Education approve _____ as delegate and _____ as alternate delegate to represent the Van Buren Intermediate School District at MASB annual or special meetings for the 2024-2025 school year.

E. Approval of Additional Days for Secretarial Support (**ROLL CALL VOTE**)

49

MEMO

DATE: AUGUST 7, 2024
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT & SUSAN REYNOLDS
**RE: APPROVAL OF ADDITIONAL SPECIAL EDUCATION
SECRETARIAL SUPPORT**

To meet increased needs across the Special Education and Early Childhood Department and to prepare for succession planning, two additional Special Education Secretaries are requested for the 2024-2025 school year. These secretaries will provide assistance to parents and staff; will assist with preschool enrollment, purchasing and requisitions, staff support, Medicaid billing, professional learning, and other duties as assigned.

RESOLVED, that the Board of Education approves two Special Education secretaries to support the Special Education and Early Childhood Departments for 2024-2025 school year.

F. Approval of Additional Days for Speech Language Pathologist (**ROLL
CALL VOTE**)

51

MEMO

DATE: AUGUST 7, 2024
TO: BOARD OF EDUCATION
FROM: SUSAN REYNOLDS, DIRECTOR OF EARLY CHILDHOOD
**RE: APPROVAL OF ADDITIONAL PROFESSIONAL STAFF SERVICE
FOR EARLY CHILDHOOD**

Due to the growing number of early childhood classrooms, locations, and students across Van Buren County, the Early Childhood Department is requesting additional professional staff services for the 2024-2025 school year. This increase is represented below in days per week. It is noted that this provider may serve in both the Preschool and/or Early On.

- Speech & Language Pathologist: 1 day

RESOLVED, that the Board of Education approves the increase of professional staff service for 2024-2025 school year as listed above.

G. Approval of Main Distribution Panel Purchase for VB Tech (**ROLL
CALL VOTE**)

53

MEMO

DATE: AUGUST 7, 2024
TO: BOARD OF EDUCATION
FROM: DAVID JOHNSON, FACILITIES & OPERATIONS ADMINISTRATOR
RE: **APPROVAL OF THE PURCHASE OF THE MAIN DISTRIBUTION PANEL FOR VAN BUREN TECH**

The Van Buren ISD recently solicited competitive bids for equipment to replace the main distribution panel (main electrical service) at Van Buren Tech.

Approximately six months ago during a power outage, Consumers Energy asked me to throw the main electrical disconnect handle for the Van Buren Tech building to disconnect it from the main power supply before they energized the lines. In doing so, the internal mechanism of the switch broke. This left us unable to disconnect from the main, incoming power. While the situation does not pose an immediate safety or operational threat, we must treat the situation with urgency and begin the process of replacing the equipment.

We received two bids that were opened on July 25, 2024. After reviewing the proposals, it is recommended that the Van Buren ISD accept the bid from Hi-Tech Electric located in Kalamazoo, MI in the amount of \$76,280

COMPANY	BASE BID
Hi-Tech Electric	\$76,280.00
Graybar	\$93,009.74

RESOLVED, that the Board of Education accept the base bid from Hi-Tech Electric to purchase the MDP equipment for Van Buren Tech in the amount of **\$76,280**.

H. Approval of Purchase of Precision Measurement Certification Kit
(ROLL CALL VOTE)

55

MEMO

DATE: AUGUST 7, 2024
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CTE
RE: APPROVAL OF PURCHASE FOR PRECISION MEASUREMENT CERTIFICATION KIT

REVIEW

Precision measuring is the cornerstone of quality, improving the efficiency, competitiveness and acceptance of products in the global market. Van Buren Tech is interested in purchasing a Precision Measurement Certification Kit to be used by multiple programs within the STEM Program cluster.

OVERVIEW

Over the past year, Van Buren Tech's STEM programs (Advanced Manufacturing, Engineering & Architectural Design, Polymer Technologies, and Welding) have been exploring and researching a Precision Measurement Certification Kit that would provide students with expertise and certification in the instruments used in global precision manufacturing labs and meet the expectations of critical industries like aerospace, engineering, manufacturing, power generation, and natural resources. Instructors have been searching for a tool that would allow students to demonstrate proficiency in the use of a variety of instruments, ranging from tapes and rules to calipers and micrometers.

Bids for this project went out on July 17, 2024. Bid specifications included one Precision Measurement Certification Kit V2, one Instructor Verification Kit, 10 Gauge Blocks, 1 Superior Red Granite No Ledge, 1 Outside Micrometer Stand, 1 Layout Dye 4 oz., and 1 Oil Lubricant Case 12. One bid was received and is listed below.

Snap On Industrial - A Division of IDSC Holdings LLC - \$43,552.24

RESOLUTION

THEREFORE, BE IT RESOLVED, that the Van Buren Intermediate School District Board of Education, upon the recommendation of the Van Buren Tech Administration, approve the purchase of a Precision Measurement Certification Kit from NAPA Automotive for \$43,552.24.

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

57

MEMO

DATE: AUGUST 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>Business Office</u>	<u>Salary</u>	<u>Sign-On Bonus</u>	<u>Start Date</u>
Julie Combs, Math Coach/Consultant -internal transfer	\$78,626.00		8/19/2024
Kerri Walvort, Bridge Consultant	\$77,846.00	\$1,500.00	8/19/2024
Kristen Hoag, Bridge Consultant	\$78,626.00		8/19/2024
Amy Ferrell, Mental Health Clinician	\$40,348.00		8/19/2024
Katherine Ott, Instructor, VB Tech	\$52,715.00		8/19/2024

** Salary may be based on the 23-24 rate*

***Salary may be prorated based on start date*

RECOMMENDATION

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

MEMO

DATE: AUGUST 7, 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>
Abigail Voight, Occupational Therapist	6/11/2024
Colton Janecke, Technology	8/2/2024
Amy Faber, Social Worker	8/9/2024

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.