

# 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 6, 2025, 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](mailto:dmanson@vbisd.org).

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

### **I. REGULAR MEETING**

A. Approval of Draft Agenda (**ROLL CALL VOTE**)

B. Consent Agenda - (**ROLL CALL VOTE**)

1. Minutes

2

The **ORGANIZATIONAL MEETING** of the Van Buren Intermediate School District Board of Education was held in person on **July 9, 2025**, in the Board of Education office and called to order at **4:00 PM**. The following board members were present: Makay, Kent, Weiss, Faul, and Middaugh.

Weiss moved to approve the draft agenda presented. Supported by Kent. Roll call vote. Kent - yes, Weiss - yes, Makay – yes, and Middaugh – yes. Motion carried.

Makay moved to approve the Consent Agenda (***June 4, 2025, minutes, Composites and Imprest and Payroll Summaries***). Supported by Faul. Roll call vote: Weiss - yes, Faul - yes, Makay – yes, Kent - yes, and Middaugh – yes. Motion carried.

Kent 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 2025-2026 as follows:

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

Supported by Makay. Roll call vote: Makay – yes, 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 2025-2026 school year are approved as shown below:

***Wednesday, July 9, 2025***  
***Wednesday, August 6, 2025***  
***Wednesday, September 10, 2025***  
***Wednesday, October 1, 2025***  
***Wednesday, November 5, 2025***  
***Wednesday, December 3, 2025***  
***Wednesday, January 7, 2026***  
***Wednesday, February 4, 2026***  
***Wednesday, March 11, 2026***  
*VB Tech Center – Boardroom*  
***Wednesday, April 8, 2026***  
***Wednesday, May 6, 2026***  
***Wednesday, June 3, 2026***  
*Budget Hearing at 3:30 pm*  
*Regular Board Meeting at 4 pm*

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

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

Kent 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**

Supported by Weiss. Roll call vote: Makay – yes, 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 **4:00 PM**. The following board members were present: Kent, Weiss, Faul, Makay, and Middaugh.

Weiss moved to approve the Board/Superintendent Travel for July 2025 as shown below:

***Pre-Approval***

NAME	DATES	LOCATION	ESTIMATED COST
John Weiss	August 15 – 16, 2025	MASB 2025 Summer Institute Lansing, Michigan	\$700
Karen Makay	August 15 – 16, 2025	MASB 2025 Summer Institute Lansing, Michigan	\$700
Kenneth Kent	August 15 – 16, 2025	MASB 2025 Summer Institute Lansing, Michigan	\$700

***Post Approval***

NAME	DATES	LOCATION	COST
Dave Manson	June 18-20, 2025	MAISA Summer Conference 2025 Frankenmuth, Michigan	\$738.76

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

On Wednesday, June 1, Ms. Middaugh and Mr. Kent attended the Fire Sciences graduation ceremony, where they observed an impressive turnout from the community and multiple representatives from local fire departments.

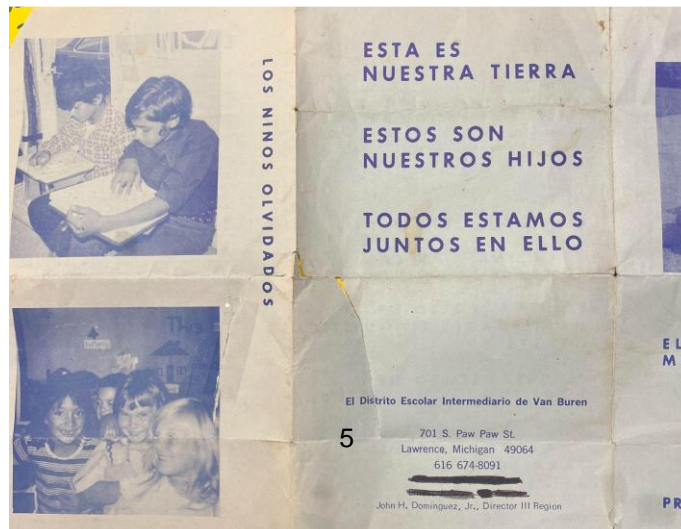
Superintendent Manson shared a collaborative shared space plan, resulting in the Migrant/Multilingual department relocating within Lawrence Elementary, which aligns with VBISD’s long-term commitment to hosting the summer migrant education program in Lawrence.



Additionally, Superintendent Manson announced that the Instructional Services Department, along with two Community-Based Transition Center classrooms, will relocate to Cedar Street Elementary in Paw Paw, allowing the entire Instructional Services team to be housed together.



Ana Aleman-Putman, the new superintendent in South Haven shared a deeply personal story connected to our Migrant Education Program. She described a flyer she has carried throughout her entire educational career, from paraprofessional to superintendent. On that flyer is a photo of herself attending the VBISD summer migrant program housed in Bangor. She shared that this program, and the educators who made it possible, helped shape her journey and gave her a sense of belonging and hope. She called it her "why" for staying in education. She expressed her gratitude for the work we continue to do to support migrant students and families, particularly during a time when many face growing uncertainty and hardship.



The Board received updates from Special Education, Early Childhood, Finance, and Technology. The Technology department presented data related to VBISD’s approach to cybersecurity and the importance of continuing to educate the community about common fraudulent ploys.

Weiss made the motion to approve the following resolution:

**RESOLVED**, that the Board of Education approve Option 1 for Dental and Option 3 for Vision from Set Seg for the offering of Dental and Vision Insurance Benefits for non-union/admin staff effective August 1, 2025.

	<b>Benefit Changes</b>	<b>Estimated Annual Cost</b>
Set-Seg Dental Option 1	Basic/Major Annual Maximum \$2,000 Orthodontic Lifetime Maximum \$2,000	\$43,726
Set-Seg Vision Option 3	Necessary Contacts 100% Cosmetic Contacts Covered up to \$250	\$3,662

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

Faul made the motion to approve the following resolution:

**WHEREAS**, the Michigan Court of Claims entered an Order settling the case of Batista v Office of Retirement Services, Case No. 19-000019-MZ on April 15, 2025, and a second Order closing the case in its entirety on May 20, 2025, and

**WHEREAS**, the Batista case addressed the determination of compensation for school administrators for the purpose of retirement calculations, and the April 15 Order sets certain boundaries on determination considerations for compensation increases for administrators during certain school years, and

**WHEREAS**, the April 15, 2025, Order provides that if there is a dispute or concern relative to compensation increases for an administrator, the concern may be overcome by: “The reporting unit's board of control . . . pass[ing] a resolution attesting that the subject compensation was not paid for the specific purpose of increasing final average compensation (also known as "spiking").”;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby attests to the following:

1. All non-union members increase in total compensation for 2025-2026 school year were based on the negotiated increase of professional staff members and/or market conditions and
2. All non-union members compensation for 2025-2026, or any other school year, was not paid for the specific purpose of increasing final average compensation (also known as “spiking”); and

3. The Board of Education has made these attestations with the intent that all non-union staff members receive full credit for retirement purposes for all reported compensation for 2025-2026, and that the Board of Education intended such pay to be retirement eligible when it passed and approved the Administrator's employment contract; and

4. The Board of Education intends this resolution to be in full compliance with the April 15, 2025, Order in Batista.

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

Makay made the motion to approve the following resolution:

**RESOLVED**, the VBISD Board of Education approves the following system of bonuses for the remainder of the 2025-26 school year.

**Sign on**

- **New VBISD Support Staff employees (VBIESPA)** are eligible to receive a \$500 signing bonus under the following conditions:
  - Employees who begin employment **before January 1, 2026**, must remain employed through **June 15, 2026**, to receive the bonus.
  - Employees who begin employment **between January 2, 2026, and May 20, 2026**, must remain employed through **September 15, 2026**, to qualify.

**Retention**

- **All VBISD Vehicle Drivers and Attendants (VBIESPA)** are eligible to receive a \$1,000 retention bonus under each of the following conditions:
  - Employees who do not exceed three working days off from August 25, 2025, through January 1, 2026
  - Employees who do not exceed three working days off from January 2, 2026, through June 15, 2026.
- **All VBISD transportation substitutes** will receive a \$250 retention bonus after every 50 days worked for the 2025-2026 school year, beginning on August 25, 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 \$47 per run if pre-approved by the department. Hourly employees will receive their hourly rate.

**Referral**

- **All VBISD staff** are eligible to receive a \$250 referral bonus under the following conditions:
  - If they refer any individual who begins employment **before January 1, 2026**, and remains employed through **June 15, 2026**.
  - If they refer any individual who begins employment **between January 2, 2026, and May 20, 2026**, and remains employed through **September 15, 2026**.
    - \*Note: Referral bonuses will only be paid to individuals remaining employed by VBISD at the time they are eligible to receive them.*

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

Weiss made the motion to approve the following resolution:

**RESOLVED**, that the Board of Education approve an additional full-time Teacher of the Visually Impaired to begin on August 18, 2025.

Supported by Kent. Roll call vote: Faul – yes, Makay – 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 approves posting for an Associate Network Server Analyst position.

Supported by Weiss. Roll call vote: Makay – yes, 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 approves a 3.5% wage increase for VBISD Lead Teachers, a 4% increase for Associate Teachers' pay scales, and the addition of the GSRP Longevity chart for the 2025-2026 school year as follows:

2025-2026 GSRP Professional Staff: 182 Days or Early Childhood Specialists (ECS): 187 Days								
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>Bachelor Degree</b>	\$ 42,950	\$ 44,892	\$ 46,833	\$ 47,352	\$ 49,237	\$ 51,122	\$ 53,005	\$ 54,605
<b>Master Degree</b>	\$ 43,796	\$ 45,689	\$ 47,582	\$ 49,476	\$ 51,369	\$ 53,262	\$ 55,155	\$ 56,763
<b>Master Degree - ECS</b>	\$ 44,999	\$ 46,944	\$ 48,889	\$ 50,835	\$ 52,780	\$ 54,725	\$ 56,670	\$ 58,322
<i>*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.</i>								

2025-2026 GSRP Associate Teachers and Floaters: 180 Work/2 Paid Holidays *aligns with support staff								
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>CDA</b>	\$ 16.43	\$ 16.83	\$ 17.33	\$ 17.61	\$ 18.42	\$ 18.80	\$ 18.80	\$ 19.13
<b>Associate Degree</b>	\$ 17.01	\$ 17.41	\$ 17.79	\$ 18.19	\$ 18.60	\$ 19.00	\$ 19.38	\$ 19.69
<i>*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.</i>								

GSRP Longevity	
Years of Service	
5-9	\$500
10-14	\$1,000
15+	\$1,500

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

Kent made the motion to approve the following resolution:

**RESOLVED**, that the Board of Education approves the addition of 5 contract days for General Education Early Childhood Supervisors beginning in the 2025–2026 school year.

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

Faul made the motion to approve the following resolution:

**RESOLVED**, that the Board of Education, upon the recommendation of the Van Buren Tech Administration, approves the purchase of 4 thirty-foot, 21,000 lb. trailer chassis from Iron Eagle Trailers Inc. for a total price not to exceed \$43,530.

Supported by Makay. Roll call vote: Makay – yes, 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, upon the recommendation of the Van Buren Tech Administration, approves the sale of the 2024-25 Onsite Construction Trades home to Mr. David Rigozzi for a total price of \$60,000.

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

Kent made the motion to approve the following resolution:

**RESOLVED**, that the Board of Education accepts the resignations as listed below:

<u>Name</u>	<u>Resignation/Retirement Date</u>
Marisol Rivas, GSRP Lead Teacher	Resignation - 06/06/2025
Brandie Langevin, GSRP Lead Teacher	Resignation - 06/12/2025

Supported by Faul. Voice vote. Motion carried unanimously.

Makay made the motion to approve the following resolution:

**RESOLVED**, that the Board of Education accepts the employment of staff as listed below:

<u>New Employee</u>	<u>Salary</u>	<u>Start Date</u>
Jacob Kidder, District Technology Coordinator	\$73,000.00	07/01/2025
Sarah Highlander, Speech & Language Path	\$57,641.00	08/18/2025
Melanie Anderson, School Psychologist	\$86,885.00	08/18/2025
Elizabeth Hicks, Regional Supervisor	\$89,732.00	08/01/2025

Supported by Weiss. Voice vote. Motion carried unanimously.

Makay made the motion to adjourn the meeting, which was supported by Faul. The motion was carried by voice vote. The meeting was adjourned at 5:50 PM.

Respectfully submitted,



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



**VAN BUREN INTERMEDIATE SCHOOL DISTRICT**  
**JULY 2025**

**VOUCHERS**

Imprest Fund	4,169,061.86
Payroll Fund	3,820,656.36
Purchasing Cards	48,289.74
EduStaff ACH	23,400.82

**PAYROLL SUMMARY**

General	1,148,011.98
Special Education	2,019,849.19
Vocational Education	652,795.19
Student Activity Fund	-
Food Service Fund	-
<b>Total</b>	<b>3,820,656.36</b>

**IMPREST VOUCHER SUMMARY**

FUND	CHECKS	REIMBURSEMENT	CARDS	TAX/INTEREST/	TOTAL
General	1,703,779.19	22,671.67	20,648.56	(8,192.75)	1,738,906.67
Special Education	1,107,802.51	30,525.94	12,960.39	6,459.69	1,157,748.53
Vocational Education	1,357,480.16	5,315.54	14,338.45	1,733.06	1,378,867.21
Student Activity Fund	-	-	342.34	-	342.34
<b>Total</b>	<b>4,169,061.86</b>	<b>58,513.15</b>	<b>48,289.74</b>	<b>(0.00)</b>	<b>4,275,864.75</b>

**VAN BUREN INTERMEDIATE SCHOOL DISTRICT**  
**JULY 2025**

**BUDGET TO EXPENDITURE COMPARISON 25-26**

<b>FUND</b>	<b>BUDGET</b>	<b>ACTUAL &amp; ENCUMBERED EXPENSES</b>	<b>UNENCUMBERED BALANCE</b>	<b>YEAR TO DATE VARIANCE</b>
General	26,720,148	1,069,868	25,650,280	2,270,151
Special Education	49,024,500	1,271,120	47,753,380	4,856,942
Career Tech Education	18,211,942	536,392	17,675,550	1,740,101

**CASH FLOW SUMMARY**

	<b>ENDING BALANCE 06/01/2025</b>	<b>CASH RECEIPTS</b>	<b>CASH DISBURSEMENTS</b>	<b>ENDING BALANCE 06/30/2025</b>
General	4,403,769	6,031,958	2,925,009	7,510,719
Special Education	17,707,228	8,899,739	6,183,750	20,423,217
Career Tech Education	10,923,258	2,384,832	2,094,077	11,214,014
Student Activity Fund	33,553	-	294	33,258
<b>Total</b>	<b>33,067,808</b>	<b>17,316,529</b>	<b>11,203,129</b>	<b>39,181,208</b>

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

14



**CONFERENCE ATTENDANCE**  
Superintendent/Board of Education  
**August 2025**

***Pre-Approval***

NAME	DATES	LOCATION	ESTIMATED COST

***Approved, Not Yet Attended***

NAME	DATES	LOCATION	COST
John Weiss	August 15 – 16, 2025	MASB 2025 Summer Institute Lansing, Michigan	\$700
Karen Makay	August 15 – 16, 2025	MASB 2025 Summer Institute Lansing, Michigan	\$700
Dave Manson	September 17-19, 2025	MASA Annual Fall Conference 2025 Grand Traverse Resort, Acme, MI	\$1128

***Post Approval***

NAME	DATES	LOCATION	COST





## Upcoming Events/Key Dates August & September 2025

8/6	Administrative Retreat @ Michigan Maritime Museum
**8/6	VBISD School Board Meeting, 4pm @ Conference Center
8/14	New Staff Orientation
8/18	VB Tech Opening Day for Staff
**8/19	VBISD Opening Day, 8a-11:30a @ Paw Paw Performing Arts Center VB Special Education Resource Fair 1-3 pm @ Conference Center
*8/20	BGLC Open House, 4-5:30 pm
8/20	VB Tech “Elevate” PD Event
8/25	First Student Day
8/26	VB Tech First Student Day
8/29-9/1	Labor Day Break
**9/10	VBISD School Board Meeting, 4 pm @ Conference Center New VBISD School Board Photo Taken, 3:30 pm @ Conference Center
*9/25	VB Tech Back to School Open House, 5:00-7:00pm

KEY:

Informational only

\*Board attendance voluntary

\*\*Board attendance requested

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

18



Date: August 6, 2025  
To: Board of Education  
From: David D. Manson, Superintendent  
Subject: **Superintendent Update**

**\*\*Expansion of Architect & Construction Companies: (Governance & Board Relations, Community Relations, Business & Finance)**

Over the past several years, VBISD has partnered almost exclusively with Tower Pinkster, C2AE, and Owens Ames Kimball. In an effort to broaden our options and explore additional resources in both architecture and construction, we will be working with GDK Construction and GMB Architects on an upcoming welding remodel and construction trades expansion project. This decision is not a reflection of dissatisfaction with our current partners, nor does it signal a shift in direction for all future projects. Rather, it represents an intentional step toward exploring the broader market and its offerings.

**Signage Project: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance)**

In 2023, VBISD began exploring the potential for updating our campus signage, including monument signs, building signage, and wayfinding elements. Ultimately, the project was paused to address higher-priority initiatives. As several major projects near completion and discussions around a possible VBISD rebrand take shape, we plan to revisit our signage plans and reassess their place among our current priorities.

**VBISD Administrative Retreat: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)**

The VBISD Administrative Retreat is scheduled to take place on August 6th at the Michigan Maritime Museum. The retreat serves as an opportunity to communicate and collaborate as a leadership unit prior to the start of the school year. The following agenda was created for this event.

# Administrative Retreat Agenda

Wednesday August 6, 2025

Michigan Maritime Museum  
260 Dyckman Avenue  
South Haven, MI 49090

Attire: Dress like you did  
in High School

## Agenda

Breakfast  
8:00 - 8:30 am

Welcome! We're glad you're here! Please enjoy your breakfast.

*Don't forget to sign in!*

*Ashlee is still collecting pictures for Opening Day!*

*Send them her way if you haven't!*

Launch  
8:30 - 9:15 am

### **Dave and Katy**

Introductions, activity, VBISD Goals and Future Direction,  
Strategic Planning

DISC  
9:15 - 11:15 am

### **Michael Rochholtz**

DiSC® is a personality tool that measures behavior, and helps  
people understand their tendencies in areas like communication,  
decision-making, and teamwork, using four core traits:  
Dominance, Influence, Steadiness, and Conscientiousness.

Lunch  
11:15- 12:00 pm

*Taco / Nacho bar*

*Time to eat, stretch, and mingle!*

Performance  
Management  
12:00 - 1:00 pm

### **Dave and Britani**

Jeopardy!

Break  
1:00 - 1:10 pm

Have a snack, stretch, and chat!

Wait, That's A Thing?  
The Details that Matter!  
1:10 - 1:30 pm

### **Dave and Britani**

2025-2026 ISD Calendars, wage increase requests, etc.

Meaningful Moments:  
Elevating Interactions  
1:30 - 2:00 pm

### **Damian**

It's not what you say, but **how** you say it!

Closing  
2:00 - 2:30 pm

### **Dave**

Final thoughts and discussion

**R**espect for everyone

**I**ntegrity when making decisions

**C**ompassion in helping people

**E**xcellence in the services we provide

*Don't forget*  
VBISD Board Meeting at 4:00 PM





C. Department Updates

1. Presentation - VBISD Multilingual Learner Program

22



# VBISD Multilingual Learner Program

---

AUGUST 6, 2025

22



*English Language Learner*

VS

**Multilingual Learner**



The term Multilingual Learner is increasingly preferred in educational settings as it aligns with **equity-focused** approaches and asset-based teaching. It shifts the narrative from what students lack to what they bring to their learning<sub>23</sub> environment.

# ML Consortium Stats in Van Buren County Fall 2024



- Covert

- 154 ML Students
- 30 Newcomers\*

- Decatur

- 88 ML Students
- 8 Newcomers\*

- Gobles

- 33 ML Students
- 5 Newcomers \*

**1,592 ML**

**Students in VBC**

**\*Newcomer  
students have  
lived in the US  
for less than 2  
years\***

- Lawrence

- 60 ML Students
- 6 Newcomers\*

- Lawton

- 40 ML Students
- 0 Newcomers\*

- Paw Paw

- 74 ML Students
- 3 Newcomers \*

# THE PROCESS OF

Identifying, Qualifying, and Exiting as  
an MLL (Multilingual Learner)  
Student in Michigan

-Multilingual Learners, formerly known as English Language Learners-

**\*\*STUDENTS MAY ALSO QUALIFY FOR OTHER SERVICES  
SUCH AS IMMIGRANT, MIGRANT, TL, SPED, REGARDLESS OF  
MLL STATUS.\*\***

1

#### GUARDIAN INDICATES OTHER LANGUAGE ON HOME LANGUAGE SURVEY

- Parents indicate another language is spoken in the home by the family and/or student.
- This survey is federal law.
- Best practice is to **VERIFY** this info is correct.

2

#### MDE MLL ENTRANCE PROTOCOL

- Students are given the WIDA Screener.
- According to the MDE Protocol does the student meet the entrance criteria?
- If no, not entered in the program, even if they speak another language.
- If Yes, student receive LAP services.

3

#### LAP: LANGUAGE ASSISTANCE PROGRAM

- Students are **required** to receive English language development support based on the district's LAP.
- Every district **MUST** have a LAP.

4

#### LAP SPECIFICS

- Meaningful Access to Curriculum
- Is: Push-in Support, Scaffolded material, co-teach
- Direct English Language Development Instruction
- Is: Provided by certified ML teacher, specific, targeted lessons to identify student language needs

5

#### MDE SPRING ASSESSMENT

- Students in Michigan take WIDA (Academic English Assessment) in the Spring
- Assessed academic English proficiency in Listening, Reading, Writing, and Speaking

6

#### MDE EXIT PROTOCOL

- Student receives an overall **4.8** score they are automatically exited from the program \*
- Students are monitored for 4 years

7

#### MDE MLL STUDENTS

- If a student doesn't meet the exit protocol then they remain in the program until they successfully meet the exit protocol

# HOW DO STUDENTS QUALIFY FOR MULTILINGUAL SERVICES IN MICHIGAN?

- ◆ Home Language Survey
- ◆ ML Entrance Protocol & WIDA Screener
- ◆ LAP Creation
- ◆ LAP Assistance Program Implementation
- ◆ MDE Spring WIDA Assessment
- ◆ MDE Exit Protocol & 4 years of monitoring
- ◆ Review LAP program and Student Data to revise programing

# PARTICIPATING DISTRICTS IN THE VBISD TITLE 3 CONSORTIUM PROGRAM



Decatur Public Schools



HOME OF THE RAIDERS



LAWRENCE PUBLIC  
SCHOOLS

The Tiger Way



Gobles Public Schools



Paw Paw Public School District

All-In for All Kids

# VAN BUREN COUNTY DISTRICTS WHO MAINTAIN THEIR OWN TITLE 3 CONSORTIUM PROGRAMS



**Bloomingdale Public Schools**

Cultivating a Community of Lifelong Learners



# ANGIE GUTIERREZ ADMINISTRATOR OF MULTILINGUAL & MIGRANT SERVICES

1

## **Leadership**

Provide leadership for a consortium serving over six school districts, ensuring high-quality services and equitable access for Multilingual Learners (MLs).

2

## **Collaborate**

Collaborate with teachers and administrators to develop, implement, and monitor Language Assistance Plans that meet compliance and support student success

3

## **Support**

Write and manage the Title III grant, oversee the allocation of funds, and ensure resources support instruction, family engagement, and professional development.

4

## **Plan**

Plan and facilitate professional development opportunities, lead Multilingual Department and countywide meetings, and support educators in effective language instruction strategies.

5

## **Coordinate**

Coordinate with district leaders to ensure appropriate staffing, services, and supports for MLs, and lead ongoing program evaluations to measure impact and guide improvements.



# LAURA KRONK MULTILINGUAL COACH & CONSULTANT

## 1 **Instructional Coaching for Educators of Multilingual Learners**

Coach educators to improve instruction and curriculum access for multilingual students across all English proficiency levels.

## 3 **Technical Support for WIDA Assessments**

Support districts with WIDA assessment procedures and accommodations for multilingual students, including those with special needs.

## 2 **Professional Development on Evidence-Based Practices**

Lead professional learning to equip Van Buren educators with effective multilingual learner strategies.

## 4 **Cross-Departmental Collaboration on Multilingual Initiatives**

Collaborate across departments to implement initiatives supporting multilingual students and their families.

# VBISD Multilingual Department Provided PD

\*Local District PD also provided\*

**EDUCATORS NETWORK**  
 ENGAGE WITH EDUCATORS TO ENHANCE MULTILINGUAL EDUCATION PRACTICES

School Year 25-26

Join Us for Our Upcoming Meetings and Committee Work



**Whole Group Meeting**

- September 12, 2025
- November 14, 2025
- January 9, 2026
- April 10, 2026

**Committee Work Sessions**


- October 10, 2025
- December 12, 2025
- February 13, 2026
- March 13, 2026
- May 8, 2026

Fridays from 12:00-3:00 p.m.  
 \*SCECHs Available\*

VBISD Conference Center  
 680 South Park Fair Street  
 Lawrence, MA 01804

**Empowering Multilingual Learners: Teaching Academic English in Every Classroom K-12**

Part 1: February 25, 2025  
 Part 2: March 18, 2025




Join us for 2 days of learning practical strategies to make English and classroom content more engaging and accessible for all learners!

Cost: \$50 Non-VBISD T3 Consortium Members  
 Time: 8:00-3:00 P.M.  
 Location: VB Conference Center  
 Contact: Angie Gutierrez agutierrez@vbisd.org  
 (289) 539-5040  
 Lunch & SCECHs Provided

Register Here

OR



**VBISD 2025 INTERPRETER TRAINING**

**About The Training**

Please note that this year the 1st session will focus on the interpretation of ISPs.

- Candidates are expected to attend all sessions. The first session will be virtual; all other sessions will be held in person at the VBISD in Lawrence.
- This is training for oral interpreting - NOT translating written documents. This training does not lead to certification nor a credential. It does NOT qualify participants as professional interpreters.
- Candidates will be admitted to this class based on an oral assessment of their oral skills in Spanish.

**Objectives**

1. Define interpreting. Become familiar with different types of interpreting.
2. Become familiar with the ethics of interpreting.
3. Apply ethical principles for interpreters to common communication barriers.
4. Learn the three stages of an interpreting assignment.
5. Discuss/practice protocols: positioning, professional introductions, direct speech, and turn-taking management.
6. Learn the importance of/practice role-taking.
7. Learn about files.
8. Learn about mediation.
9. Learn how to respect culture.
10. Practice professional interpreting by applying critical standards of practice.

[Sign Up](#)

**1** March 6th : Virtual 4:00pm-6:00 pm

**2** March 13th : 8:00 am-11:00 am  
 ISD Conference Center

**3** March 27th : 8:00 am-11:00 am  
 ISD Conference Center

**4** April 10th : 8:00 am-11:00 am  
 ISD Conference Center

480 S Park Fair St, Lawrence, MA 01804

**WE ENGLISH LEARNERS WHO STRUGGLE?**



ners with Suspected Disability  
 nary Approach to Problem Sol



# VBISD MULTILINGUAL EDUCATORS

- 1 Collaborate and Co-Teach with Gen Ed and Special Education Teachers for the benefit of ML students**
- 2 WIDA Language Proficiency Assessment Coordinator, Facilitator, Data specialist**
- 3 Create Instructional Lessons based on student needs and data-driven decisions**
- 4 Provide grant funded spending recommendations**
- 5 Create & Support Cultural Competency for local districts**
- 6 Family Liaison for ML families as well as connecting families to other supports**
- 7 Make sure the LAP is being met with fidelity at the local district**
- 8 Keep updated on professional development opportunities regarding ML education**
- 9 Collaborate and support local SPED needs, when possible.**
- 10 Support & Implement SEAL of Biliteracy & CLEP Testing**





Memorandum	
<b>Date:</b>	August 6, 2025
<b>To:</b>	VBISD Board of Education
<b>From:</b>	Angie Gutiérrez <i>Administrator of Multilingual and Migrant Services</i>
<b>Subject:</b>	Multilingual/Migrant Services Update



**Federal Funding Freeze and Impact on Migrant Education**

On June 15th I was contacted by Lily Altavena from the Detroit Free Press regarding the Federal funding freeze and the impact on Migrant Education. Van Buren ISD is a recipient of the largest allocation in the state of Michigan. Here is the excerpt regarding Migrant funding. I am also happy to report that the funding for several federal programs were released this week. I will continue to advocate for these important programs that serve the students in Van Buren County and Michigan.

**\$5.4 million for summer migrant education programs**

According to the lawsuit, \$5.4 million in Michigan hangs in the balance for 17 summer programs for migrant students. Many of those programs are on the west side of the state where many seasonal migrant populations live and work, according to state allocations for this funding. Inland from Benton Harbor, the Van Buren Intermediate School District receives among the largest shares of funding in the state for its summer migrant programming, said Angie Gutierrez, administrator of Multilingual and Migrant Services. The district for this budget year received about \$800,000 for its summer program.

The intermediate school district oversees a large swath of southwestern Michigan school districts and its summer program is meant to help students in migrant communities. The students are usually traveling with their parents from other states to work on farms over the summer, especially the numerous blueberry farms in the area. And the program aims to bridge gaps in learning sustained from moving around for agriculture jobs. The district offers reading, STEM and language instruction. This year, about 215 students are attending Van Buren's programs, Gutierrez said.

The previous allocation of this funding will cover this summer's program. But it's the effect of the withheld funds on next summer's programming that worries her, Gutierrez said. Farmers,

already struggling to find workers, may be hit if there's not a place for children to safely go in the summer if money isn't there to put on the summer program, which began in the 1960s.

"It'd be just a huge impact not only on students and families, but even on the agriculture community in Michigan," she said.

[\\*https://www.freep.com/story/news/education/2025/07/16/michigan-lawsuit-federal-funding-education-programs/85205652007/](https://www.freep.com/story/news/education/2025/07/16/michigan-lawsuit-federal-funding-education-programs/85205652007/)



### **VBISD Migrant Consortium Expands to Include Watervliet Public Schools**

Over the past month, Dave Manson and I had the opportunity to meet with administrators from Watervliet Public Schools. We are excited to announce that Watervliet will officially be joining the VBISD Migrant Consortium.

Through this partnership, VBISD will provide comprehensive support services including student recruitment, data management, migrant advocacy , and administrative assistance for Watervliet's migratory student population. Additionally, their students and families will be invited to participate in all of our parent and family engagement events throughout the year.

A Memorandum of Understanding (MOU) has been signed by both parties, formalizing this important collaboration. We look forward to working together to serve more migratory students and families, and to furthering our mission of equity, access, and opportunity for all.

## Project Nomad Summer School Updates:

### Potawatomi Zoo Preschool-2nd grade:



Our Summer Preschool program is off to a fantastic start! We currently have 44 students enrolled, supported by a dedicated team of seven amazing staff members. The children, ranging in age from 2 years and 9 months to 6 years old, are divided into two classrooms.

Our program emphasizes academic excellence through a play-based learning approach. Using the flexible HighScope curriculum, teachers provide meaningful, skill-based learning experiences both in and outside the classroom. Lead teachers collaborate to develop weekly academic lesson plans that incorporate engaging themes and hands-on activities.



One recent highlight was an animal-themed week. Students read a book about various animals, practiced “milking a cow,” and then took a field trip to the zoo to see the animals they had learned about. The day was full of adventure—riding a train, enjoying lunch at the park, and wrapping up with a peaceful nap on the bus ride back.

We are proud of the joyful and enriching experiences our students are having this summer!





### **Kalamazoo Air Zoo Grades 3-6:**

The 3rd-4th graders had a wonderful experience at the Air Zoo. They loved the experience of flying an airplane in the simulator. They also loved the many hands-on exhibits that the Air Zoo currently has. They explored rock climbing, injuries and x-rays, space, parkour, and many other activities. They also thoroughly enjoyed all the other rides they got to go on. The 5th and 6th graders were able to participate in a hands-on activity related to the theory and practice of aviation. Students learned about important figures in the history of aviation and the physical forces involved in flight. In the process, they gradually made their own model planes. In the end, they were able to test their planes by flying them by hand and experimenting with the different forces they'd studied.







## Southwestern Michigan Tour 7th-12th graders:

Our 7th–10th-grade Migrant Education students had an exciting and inspiring visit to Southwestern Michigan College! During their time on campus, students received a guided tour and explored key areas such as the automotive lab, gym, and library. They also learned about the wide variety of academic and career programs SMC offers.

Throughout the visit, students demonstrated curiosity and enthusiasm—asking thoughtful questions about tuition, course options, and college life. The experience gave them a glimpse into postsecondary opportunities and helped spark future goals. It was a fun and eye-opening day, filled with learning, discovery, and inspiration!





## **Celebrating Another Successful Year of Dental Care for Students**

We had another successful year of partnership between Project NOMAD and the Van Buren/Cass dental team in providing vital dental care services to students. A highlight of this year's program was a special appearance by the beloved mascot, "Maxi Molar." As in past years, Maxi

brought plenty of smiles and excitement to students on the final day of the visit—once again proving to be a crowd favorite.

Special recognition is extended to the dedicated recruitment team. Their commitment played a key role in ensuring a strong turnout of students receiving services. Their outstanding efforts did not go unnoticed.

Below is a snapshot of the dental services provided during the 2025 Summer Program:

### **2025 Summer Dental Services Overview (VBISD Project NOMAD)**

- Dental Screenings: 160
- Dental Cleanings: 144
- Fluoride Varnish Applications: 160
- Total Sealants Placed: 261
- Permanent (Adult) Molar Sealants: 251
- Primary (Baby) Molar Sealants: 10
- Urgent Care Needs Identified: 5
- Non-Urgent Treatment Needs Identified: 35
- Estimated Value of Services Provided at No Cost: \$6,000

All students requiring urgent dental care were referred to the Van Buren/Cass District Health Department (VBCDHD) dental clinics for further evaluation and treatment. Additionally, each student received a written summary of their visit, along with a list of local dental care resources to support follow-up and continuity of care.





# project NOMAD

## Project NOMAD 2025 P.E. & S.T.E.A.M. Summer in Review



The Project NOMAD Physical Education and STEAM programs jumped off to an energetic start, and we've been maintaining positive momentum throughout the summer!

In STEAM, students have been exploring their creativity in practicing different art styles, using a variety of mediums and techniques.

Creating abstract art using crayons, markers, tempera and watercolor paints.

Students learned to incorporate etching techniques into their artwork and how to focus their brush strokes in painting.



# S.T.E.A.M.



## ROBOTICS!

Middle and High School students have put their technological prowess to work, jumping into robotics and bridge building in S.T.E.A.M.

Students demonstrate effective teamwork, communication, planning and problem solving, sharing responsibility and workload, and working together towards a common goal.



## & BRIDGES!

Students are putting the scientific method into action, asking questions and working together to find solutions to a problem. While learning about stress in structures, they test for tension and compression and how it can affect the functionality of the structures we see and use everyday.







## **Project NOMAD: Parent Engagement Meeting in the Camps**

### **Migrant Camp Outreach Events Engage Families and Support Workers Across Van Buren County**

On July 2, 28, and 29, the VBISD Migrant Education Program hosted three evening outreach events for students and families residing in local migrant camps. These gatherings were a collaborative effort made possible by several partner organizations, including the UFW Foundation, Telamon, the Michigan Department of Health and Human Services (DHHS), the Department of Labor and Economic Opportunity (LEO), and the Detroit, Chicago, Ann Arbor, and Toledo Korean Presbyterian Churches.

Project NOMAD staff shared information about the summer program, distributed math games from the Project SMART curriculum, and helped families navigate the school and GSRP registration process for fall. Each agency presented the services they offer to support migratory families in areas such as health, employment, housing, and legal aid.

A key highlight of the events was the shared dinner at the camps each evening. Organized by our faith-based partners, these meals brought together families, agency staff, and volunteers. Volunteers from the Korean Presbyterian Churches led fun and enriching activities including face painting, arts and crafts, music, and games. They also generously donated clothing, household goods, and provided free haircuts while engaging parents in lighthearted and welcoming ways.

Meanwhile, during the day, another team of dedicated volunteers and staff brought meals directly to agricultural workers in the fields. While some volunteers remained at school sites to lead enrichment activities for students, Abel Robles and Jose Nolasco traveled across Van Buren County delivering lunches with the volunteers. They visited farms such as Brookside Farms and Barry Brothers, setting up tables, chairs, and a grill to provide warm meals — all of which were met with heartfelt gratitude by the workers.


These impactful events would not have been possible without the continued support of the Paw Paw Presbyterian Church and the Korean Presbyterian Churches. We are deeply grateful for their partnership, compassion, and commitment to our migratory students, families, and agricultural workforce.







## Memorandum

<b>Date:</b>	August 6, 2025	 INSTRUCTIONAL SERVICES
<b>To:</b>	VBISD Board of Education	
<b>From:</b>	Melissa Corona <i>Director of Instructional Services</i>	
<b>Subject:</b>	Instructional Services Update	

**Mission Statement:**

Intentionally collaborate to use best practices to support the whole child and build capacity in students and staff in Van Buren County.

The Instructional Services Department is moving to Paw Paw! We are excited to have the opportunity to be in a larger space that will work well for the purposes of our department. We will be located at the Cedar Street campus in Paw Paw. We will have access to a larger meeting space that will allow us to be able to hold many of our events right at Cedar Street. Additionally, staff will have access to more space and storage to better meet their needs. We appreciate the hard work of Dave Johnson and his team for working so hard to get our space ready to move in at the end of August.

### \*\*Project SHINE Highlight\*\*

On July 1, 2025, we received official notification that the federal government will no longer fund the Supplemental Nutrition Assistance Program – Education (SNAP-Ed). This is the grant that has supported Project SHINE. As a result, all traditional programming and community events will be completed by August 15, 2025. The state will host SNAP-Ed University on August 21–22 in Lansing, where program leads will receive final instructions for completing reports and closing out the grant.

This summer, Project SHINE has been actively engaged in community-based wellness initiatives across Van Buren County—ensuring we finish strong and leave our community better than we found it. Most recently, we partnered with the Van Buren District Library, Van Buren Tech, and the VBISD maintenance team to install a Story Stroll right here on VBISD property, along the Brush Creek Nature Trail. This outdoor, interactive literacy trail features 20 reading stations and encourages physical activity, literacy, and family engagement. The project was made possible through a grant awarded to the Van Buren District Library and Project SHINE by the Great Start Collaborative. (see pictures below) [Video](#)

We also collaborated with the Van Buren Youth Fair to support a countywide food drive, benefiting three local food pantries. In addition to over 250 nonperishable donations, several youth participants donated a total of 53 animals (chickens, rabbits, ducks, and turkeys), which were processed and distributed as protein to local pantries—helping address food insecurity in a meaningful and sustainable way.

As one of our final activities before sunsetting Project SHINE, our team will be partnering with the Covert and Bloomingdale schools and libraries to support the August Healthy Start Family Picnics. At these events, we anticipate connecting with over 100 families to share practical tools, healthy snack ideas, and strategies for nutritious eating at home—all aimed at helping parents set their children up for a successful school year. These two events alone are a true reflection of the strong partnerships Project SHINE has built over the years. Additional partners include: *Van Buren/Cass District Health Department, Community Mental Health, Great Start Readiness Program, HOPE Parent Resource Center, Family Links, Bronson Community Health, Flowers Early Learning, Covert Township & Garden Club, Michigan Department of Health & Human Services (DHHS), and Safe Kids Greater South Haven.* The strength and collaboration of this extensive network are a testament to the lasting impact and community trust that Project SHINE has fostered.



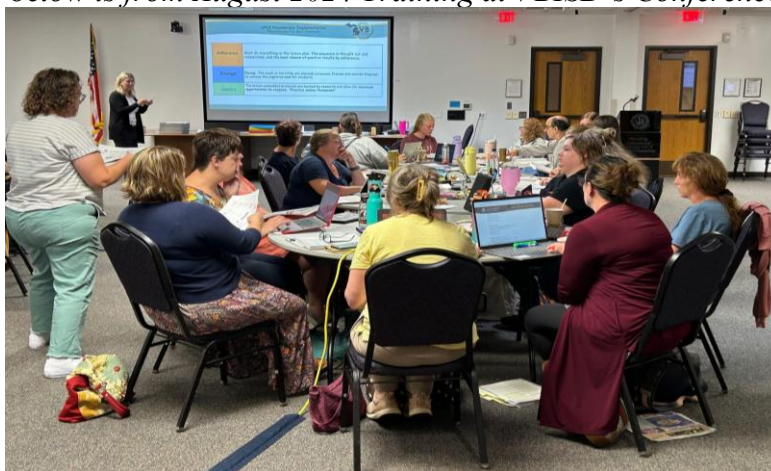
## Literacy Coaching Highlight

On Tuesday, August 5th, literacy coaches will start work for the 2025-2026 school year by delivering professional learning around [UFLI Foundations](#) to over forty participants. This same training was offered last school year and had over forty participants. After this year's offering, ALL of our local districts, including Michigan Online Schools, as well as representatives from VBISD's Special Education and EL Departments, will have participated in UFLI Foundations Training at VBISD with literacy coaches, except for one LEA.

UFLI Foundations is “an explicit and systematic program that teaches students the foundational skills necessary for proficient reading. It follows a carefully developed scope and sequence designed to ensure that students systematically acquire each skill needed and learn to apply each skill with automaticity and confidence. The program is designed to be used for core instruction in the primary grades or for intervention with struggling students in any grade.” UFLI Foundations aligns with the science of reading and also [MAISA GELN's Essential Instructional Practices in Literacy](#) and [Michigan's Public Act 146](#), which is legislation focused on K-12 literacy and dyslexia. PA 146 emphasizes evidence-based, structured literacy instruction, particularly explicit instruction in phonics and decoding.

Literacy coaching has supported the implementation of UFLI Foundations with educators over the past school year and will continue to do so. The professional learning experience we are offering in August creates a space for common learning and an open forum to learn from each other.

*Picture below is from August 2024 Training at VBISD's Conference Center*



## Math Coaching Highlight

We're excited to share that our calendars for the 2025–26 school year are already brimming with meaningful opportunities—professional development sessions, co-planning events, PLCs, learning labs, and coaching meetings. We're also thrilled to be expanding our support in three districts we've long hoped to partner with more deeply. For the first time, all 11 districts will be implementing the Number Corner program to strengthen number sense across classrooms—a **milestone worth celebrating!**

We'll kick off the month with the Fact Fluency Institute on August 6–7, led by Dr. Gina Kling from Hope College, alongside teachers from Gobles and South Haven. This exciting opportunity is made possible by funding from the National Aeronautics and Space Administration (NASA), under award number 80NSSC20M0124, through the Michigan Space Grant Consortium (MSGC).

The following week, we're looking forward to attending MAISA's Early Math Institute, August 11–13, where we'll learn directly from the researchers behind the Essential Instructional Practices in Early Mathematics. We're excited to be attending alongside administrators and teachers from Bangor, Bloomingdale, Hartford, Lawton, and Mattawan. Special thanks to Mattawan Early Elementary School for <sup>50</sup>generously sharing their success with Number Corner—your leadership is helping shape stronger math foundations across the entire county.

## Grow Your Own

Enrollment in the Grow Your Own (GYO) program continues daily, with strong interest from candidates. Each day, individuals reach out to learn more about the program and determine if it's the right fit for their professional journey. We are working closely with principals and superintendents to help fill critical vacancies in their districts.

This fall will be the final semester we will be able to enroll students to complete any Master's level programs. Additionally, any students that are enrolling at the undergraduate level won't be able to complete their program to be fully funded by GYO.

We will continue to enroll candidates in the alternative programs. Those are asynchronous and self-paced.

Below is a list of our enrollment numbers per University or alternative program:

- WMU candidates: 145
- GVSU candidates: 11
- The University of Olivet candidates: 57
- #T.E.A.C.H candidates: 47
- MI Teachers of Tomorrow candidates: 57

Total # of graduates: 58

## Adult Ed ESL



We are looking forward to another year of Adult Education classes for English language learners in Van Buren. We will begin classes the first week of September. To prepare for the classes, we will be advertising at school backpack giveaways and open houses across Van Buren. We will also hold training sessions for our staff on August 19th and 21st to discuss updates within our central testing platform: CASAS as well as our main curriculum: Burlington English. This year, we will offer classes Monday - Thursday across our three sites at Bangor, Covert, and Paw Paw.

This year new touchscreen iPads will simplify our registration process. Learners will use the iPad to take pre-assessments. The touch screens will make the assessments more accessible for lower levels of digital literacy. We identified low digital literacy levels as a barrier last year and are excited to begin to break down that barrier this year.

In addition, we are grateful to continue to provide each learner with a backpack, Chromebook, bilingual dictionary, picture dictionary, mouse, and headphones to borrow during the school year. These resources allow learners to access Burlington English within the classroom and at home. Each class creates interactive opportunities for learners to communicate with the teacher and other learners. The Chromebook and backpack of resources allow learners to continue learning at their proficiency level outside of the classroom.



Finally, we have hired an Adult Education Success Coach. We are excited to allow Gabriela Olivas-Dias the opportunity to break down more barriers. She will provide outreach support for our learners and make community connections to advance employability skills and help them to meet their goals. Additionally, the Success Coach will work closely with our Coordinator to build the learning plans for each of our learners and to tailor their program to meet their individual needs. Through our partnerships with Paw Paw and Bangor, our learners will have direct access to GED and high school completion programs. We are thrilled to have Gabriela in this position.

## **\*\*Mental Health Clinicians\*\***

As the school year fast approaches the mental health clinician gears up for another impactful year for this 25/26 school year! The team will be adding two new clinicians and one new intern. Kennedy Mauro, LLMSW, full-time clinician, is placed at Redwood Elementary School in Hartford. Jessi Roy, LPC, a full-time clinician, is placed at Paw Paw High School. Emily Wallace, LPC Candidate, the University of Kentucky, is placed one day a week at Pullman Elementary School and one day at Bangor's South Walnut Elementary School. Including all three of these new clinicians, it increases our team to 22 mental health clinicians positively impacting Van Buren County.

Work has continued over the summer break for the Youth Advisory Panel (YAP). Organizing the *Neutral Zone* from Ann Arbor to come and train the adults on September 10th and the youth plus adults on September 11th. Training will focus on passionate youth leadership for youth. Training the adults who support the Youth Advisory Panel on best practices and current movements in the dynamic world of youth. Also being organized this summer is anti-bullying training from *Safer Schools Together (SST)*. The YAP students will be trained by SST in the fall of this school year, equipping them to go into districts to present the anti-bullying program to 8th and 9th graders. Addressing anti-bullying has been a passion of YAP since its inception. The YAP youth are excited about the opportunity of speaking directly with their peers across the county. Both of these opportunities are made possible by Project AWARE overage funds from the State of Michigan. We are grateful for the collaboration and financial support this grant has afforded Van Buren County. Lastly, a grant application is being completed by Paula Kanaan, Mental Health Supervisor, and Erin Kucharki, coordinator of the Youth Initiative, to bring vaping and substance use prevention motivational speaker, *Tony Hoffman*, to Van Buren County. The YAP team is deeply passionate about this issue. So passionate that much discussion occurred around this topic when interviewed for the Bronson Needs Assessment. It is hoped the funding will be granted out of the *Opioid Settlement Grant Program*. Districts have responded very positively to the idea of having assemblies, allowing Mr. Hoffman to present to their 7th - 12th graders.

The mental health clinician team is gearing up for another school year where excellence in supporting the youth, families, teachers and administration of our county is at the center. We look forward to serving our schools under the leadership of Melissa Corona and the Van Buren ISD.

## Van Buren Youth Initiative

### Program Highlights by Site

#### **Luc's Light (Paw Paw):**

From March through June, Luc's Light offered 13 different enrichment classes, including:

- Guitar (Beginner to Advanced), Intermediate Painting, Anything Goes, Comic & Manga, Object Sculpture, After School Media, Combat Theater, Dance, Beads & Things, Percussion, and more.
- Over **800 student visits** were recorded.
- Programming will expand to 3 days/week in the fall, with multiple sessions offered each day.

#### **His Place (Hartford):**

From May 21 to June 30, His Place **logged 66 youth visits** across the following programs:

- After School Program (drop-in, free time, and snacks)
- Cooking with Chef Josh
- Find Your Voice
- Summer Blooms Workshop
- Open Gym: Move. Play. Connect.
- Baked Goods Decorating Series
- Rock Photo Holder Workshop
- T-Shirt Painting Workshop
- Expanding to 4 days/week of programming starting Fall 2025.

#### **South Haven Center for the Arts (SHCA):**

Recorded 14 distinct classes with consistent attendance:

- Programs included Center Studio (ages 9–16), Guitar Club, Jewelry & Wearable Art, After School Media, Drawing & Painting, Portrait Class, and Polymer Clay.
- Attendance ranged from 20–27 per Center Studio session, with strong participation across all classes.
- SHCA will also move to 4 days/week of programming in the fall, including Mondays at the Covert District Library to expand access in underserved areas.

#### **Planning for 2025–2026 School Year**

##### **All three VBYI sites will expand programming:**

- His Place and SHCA: 4 days/week
- Luc's Light: 3 days/week with multiple offerings per day
- Fall Career Readiness Programming at Van Buren Tech:
  - Basic Mechanics Class
  - Expanding this opportunity to other VB Tech instructors
  - Additional programming:
    - In development: AI & Ethics and Careers Course in partnership with Jerry Happel and Drake Olejniczak, Van Buren County, focusing on ethical applications of AI and career pathways.

##### South Haven Community Foundation Grant:

- iPads and supplies have been purchased and are being set up by Van Buren ISD's Tech department. Kerry Hagy (SHCA Director) is preparing training for both instructors and students starting in August.
- Once SHCA staff is trained, we hope to complete the details around the digital lending library, so more students have the opportunity to use this technology.

##### Transportation:

- We are piloting transportation two days a week with Decatur in the fall.
  - We hope to expand this to more districts as soon as possible.

##### Upcoming Events & Advocacy

- Wednesday, July 30 – State Representative Joey Andrews will visit SHCA programming to meet with students and observe activities.
- Erin Kucharski was invited on July 27th by His Place to speak to their congregation about the impact of afterschool programming across Van Buren County. This was met with extreme positivity.



---

## MEMO

---

**DATE:** AUGUST 5, 2025  
**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.)**

#### **\*MDE Student Loan Repayment Program**



For FY25 MDE Student Loan Repayment Program, MDE took over the application and approval process for this round of applications which was extremely helpful and was more streamlined! For the FY24 application, this was a very time consuming process. On Monday, May 19 their application window closed. They sent us the list of applications to complete the employment verification and that was completed by the deadline of Tuesday, June 17. MDE anticipates that the Grant Award Notifications will be sent to districts along with the final approved participants mid-August.

#### **\*New Hire Orientation**

We are excited to have another new hire orientation for all new hires on Thursday, August 14. Everything is coming together nicely and we have our final check in on Friday, August 8th to finalize everything. I am extremely grateful for Chelsea Walker who is still new to this position and will also participate in this orientation yet continues to manage all of the new hires and getting them ready to start prior to August 14. She is a great addition to the team and she is ensuring 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 continue to make this day successful!

## **\*Marketing**

Brittany Millan continues to leverage and enhance our social media presence. She has started partnering with the administrators and posting Faces of VBISD - meet the people behind the purpose on our social media platforms. This is such a fun project and a way for the community along with our staff to get to learn more about each other.

## **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 12. There were a total of 4 volunteers. We all had a great time together helping to clean up in the community. A huge thank you to those that volunteered!

## **Employee Handbook Update Summary**

There are things that are highlighted in some of the handbooks, and we are working to remove them. There is no meaning to the things that are highlighted.

### **Directors & Admin/Non-Union Handbook**

- Updated the year throughout to 2025-2026
- Updated the common calendar to 2025-2026
- Updated with the link to the board policies
- Updated the holidays, discretionary days and non-work days chart

### **Secretarial Handbook**

- Updated the year throughout to 2025-2026
- Updated the common calendar to 2025-2026
- Updated with the link to the board policies
- Updated the holidays, discretionary days, and non-work days chart
- Under sick leave, the days for maximum accrual should have been 125 vs. 90.

### **GSRP - Lead/ECS and Associate/Floater Handbook**

- Updated the year throughout to 2025-2026
- Updated the common calendar to 2025-2026
- Updated with the link to the board policies
- A lot of sections were removed per Susan Reynolds and Heidi Anson that were specific to GSRP
- Updated the salary/hourly payroll charts with the revision going to the August board
- Updated sick leave for an employee who is qualified for retirement and has worked at the ISD. It is being changed from 33% of their per diem rate for each unused day to align with the PSM and Support staff contract language, which is what it should have been.



# MEMO

**DATE:** AUGUST 6, 2025  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH, DIRECTOR  
**RE:** CAREER & TECHNICAL EDUCATION BOARD UPDATE

## MARKETING SIMTERSHIP

Meet Jacie McNair, a junior in the Marketing, Sales & Business program from South Haven High School. Jacie comes from a family with a history in entrepreneurship and sales, which inspired him to join the program and develop hands-on business skills.

Jacie was recently named the overall winner of the [Stukent Social Media Simternship](#) competition, a social media marketing simulation designed to bridge the gap between classroom learning and practical application in the field of social media marketing, giving students hands-on experience with various aspects of social media management. The Simternship competition simulates a real-world work environment, where students manage a simulated budget, create and schedule social media content, analyze performance metrics, and practice influencer marketing. The competition included individual participants from both the morning and afternoon classes. In this challenge, each student acted as a marketing representative for a company that produced items such as suitcases, lunch bags, and totes. Working with a simulated weekly budget of \$5,000, students developed digital marketing strategies focusing on increasing conversion rates. Jacie achieved the highest conversion rates of all participants, demonstrating strong skills in data-driven decision-making and marketing strategy. Congratulations Jacie!



## PRINT DESIGN PAPER PROJECT

Students in the Print Design program finished the year with a creative, hands-on project led by instructor Kelly VanderKley. The group started by repurposing scrap paper that would otherwise be thrown into the recycling bin, tearing it into small pieces, and blending it with water to create pulp. Using a mold and deckle, they carefully formed new sheets of paper, then removed the excess moisture with squeegees and sponges. The sheets were placed on ventilated surfaces to dry overnight. This hands-on project gave Print Design students a fun way to end the school year and gave them an appreciation of the materials they print their designs on every day!



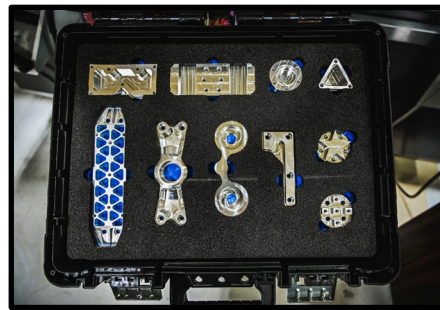
CNC MACHINING



TALENTS



Students in the Advanced Manufacturing program at Van Buren Tech continue to shine, produce industry quality parts, and develop skills that employers want. As part of the program, receive training that focuses on creating and reading technical drawings, programming computer-controlled machines, preparing the machines, operating them to cut and shape materials, and inspecting the finished parts for quality. Isaac Hurst and Zach Mahan each completed 4.5 hours of drawing detailed plans, 159 machining steps, 20 machine setups, and 4.5 hours of actual machining time to finish the Titans of CNC Machining Building Blocks program and successfully produce all 10 Titan parts. Instructor Gabriel Kooyers says they showed strong focus and skill and he looks forward to seeing what they accomplish next.



## 25-26 VAN BUREN MIDDLE COLLEGE COHORT

We would like to welcome our 2025-26 cohort of Van Buren Middle College students to the program. Our newest cohort of students participated in College Success Bootcamp during the week of June 9th. This college readiness course is designed to help students start to bridge the gap between high school and college, allowing for a smooth transition to the start of their college experience. Over the next three years, this group of students from schools throughout 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!



## FIRE SCIENCE ACADEMY END OF YEAR REGONITION

On June 11th, Van Buren Tech's Fire Science Academy program proudly hosted its annual Firefighter Academy recognition event, where they celebrated the dedication and hard work VBT students put in throughout the year. Many students in the program have already joined local fire departments and are stepping into service roles within our communities. The event featured guest speaker Chief Nick George, Fire Chief for Highland Township, who shared words of encouragement and inspiration with the students.



## YCM 5 AXIS MACHINE CONSIGNMENT

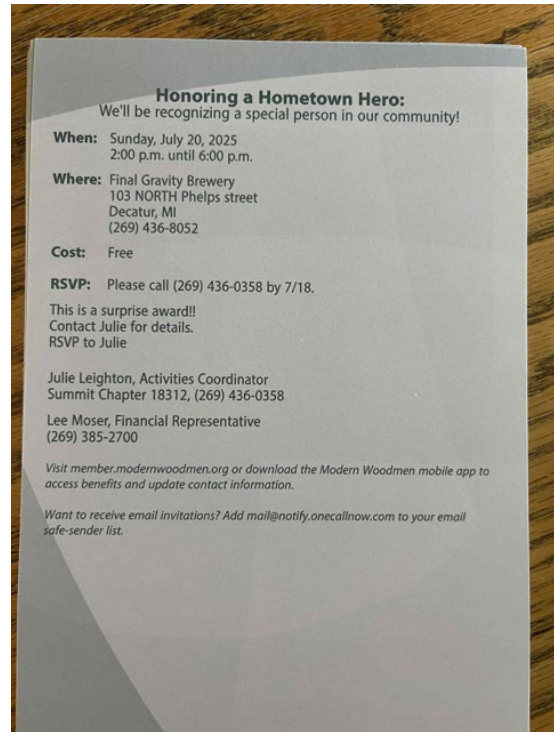
We are proud to share that our Advanced Manufacturing program is now home to a YCM CX4 5-axis CNC machine. This exciting opportunity became possible through a partnership between Titans of CNC Machining and the YCM Alliance. This machine is not replacing older technology; rather, it is expanding what is possible for our students. 5 Axis training builds on the foundation our students develop in 3 Axis machining and introduces higher-level programming, critical thinking, and advanced precision. With two additional axes of rotation, students will now be able to program and machine more complex parts, taking their skills to an advanced level. Specifically, the 5 axis training helps students build advanced skills for in-demand careers and qualify students for higher-paying jobs after graduating from high school. Starting this fall, second-year students will be the first cohort to train on the CX4 using the Titans of CNC 5 Axis curriculum. Access to a 5-axis CNC machine at the high school level is extremely rare. This opportunity reflects years of dedication from instructor Gabe Kooyers to growing our program and creating



meaningful pathways for students. Titan Gilroy, owner and founder of Titans of CNC, has supported our vision for years, and we are incredibly thankful to him for his assistance in connecting us with YCM to bring this to life..

## HOMETOWN HERO AWARD

On Sunday, July 20, 2025, recently retired VB Tech Culinary Arts & Catering Mangement Lab Coordinator, Diana Stump was honored by the Village of Dectur as a “Hometown Hero” for her years of service in Education and her contributions to the Decatur community. As a part of the surprise recognition event, Diana was awarded a certificate of recognition from the Modern Woodmen organization, a gift bag, and a \$100 check to go to the charity of her choice. Congratulations Diana and thanks for all of your service to Dectuar, VBISD, and Van Buren County.



## CTE SUMMER LEADERSHIP CONFERENCE

On Sunday, August 3rd - Tuesday, August 5th, I attended the annual CTE Summer Leadership Conference at Boyne Mountain along with other VB Tech staff. Continuously expanding in size and scope, this year's conference provided attendees with a wide variety of excellent professional development opportunities related to career education. As part of the conference's opening session, I represented the Michigan Career Edication Planning District (CEPD) Council on a small panel of CTE representatives which also included the current chair of Michigan Association for Career & Technical Education (MIACTE) and the current chair of the Michigan Career Curriculum Development Association (CCDA). Our panel discussion focused on collaborative efforts that the three organizations have been working on to be more effective and efficient in our support of CTE leaders, teachers, and students. The general session overview and our 2024 inaugural collaborative newsletter are listed below:

*Join leaders from Michigan's three premier Career and Technical Education (CTE) professional organizations for a dynamic conversation on their strategic priorities for the 2025–2026 school year and their collective vision for CTE through 2030. This panel will highlight how these organizations are aligning efforts, fostering collaboration with each other and the Michigan Department of*

*Education, and driving innovation to strengthen CTE statewide. Gain insight into their shared goals, key initiatives, and the evolving landscape of CTE as they work together to empower learners and support Michigan’s workforce needs.*

## [Collaborative Newsletter](#)

### **CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) SELF-REVIEW PROCESS**

Every year, CTE leaders across the State are required to ensure that at least 20% of all State-Approved CTE programs in the Career Education Planning District (CEPD) complete a Classification of Instructional Program (CIP) Self-Review and that every program completes a review at least every 5 years. The CIP Self-Review process is part of the Technical Review Assistance & Compliance (TRAC) process, preparing programs for a TRAC audit every 5 years. The CIP Self-Review process not only assists with the TRAC compliance monitoring, but also helps programs determine focus areas for continuous program improvement. The process entails gathering and updating information related to a variety of program specifics, including:

- Teacher Certification
- Program Specific Professional Development
- Advisory Board Rosters, Meeting Agendas, Meeting Minutes, & Attendance Sheets
- Program Syllabus
- Program Instructional Design
- Program GAP Analysis
- Safety Training
- Program Specific Work-Based Learning Opportunities for Students
- Student Leadership & Career & Technical Student Organization (CTSO) Opportunities
- Program/Equipment Equity & Access Assurances
- Student Industry Recognized Credential Attainment

To accomplish this task, VB Tech utilizes the Google Classroom platform to create a classroom of CTE teachers and build these tasks or “assignments” into the system. This platform allows the Director or “Teacher” to send messages/reminders, schedule due dates, return assignments for revision, and track progress throughout the year. Once the year is complete, the information collected in Google Classroom is uploaded into the State’s Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS) for each program. More information about the CIP Self-Review process can be found in the [CIP Self Review Guidance Document](#).

**III. ACTION ITEMS**

A. Approval of Assistant Superintendent (**ROLL CALL VOTE**)

65



**Date:** August 6, 2025

**To:** VBISD Board of Education

**From:** Dave Manson, Superintendent

**Subject: Approval of Assistant Superintendent**

Background:

In recent years, the responsibilities of the Superintendent's office have expanded significantly to include increased engagement in legislative advocacy, community partnerships, economic development, and resource acquisition. As a result, the board of education approved the posting of an Assistant Superintendent position. This is a position I previously held, though it has remained unfilled for the past 4.5 years.

After performing a search, I am pleased to share that Katy Holverstott has been selected to serve in this role. Katy brings expertise, energy, and a collaborative spirit to the role, and I am confident her leadership will strengthen our organization and enhance our service to the districts and families we support.

**RESOLVED**, the VBISD Board of Education approves the hiring of Katy Holverstott to the position of Assistant Superintendent at a salary of \$140,000 effective August 11, 2025.

B. Approval of Coordinator of Strategic Initiatives for CTE and Postsecondary Pathways **(ROLL CALL VOTE)**

67



**Date:** August 6, 2025

**To:** VBISD Board of Education

**From:** Dave Manson, Superintendent

**Subject: Approval of Coordinator of Strategic Initiatives for CTE and Postsecondary Pathways**

Background:

Over the past several years, Larissa Hunt has led the growth of the Middle College program, which reduces the overall cost of college while accelerating students' progress toward licenses, certifications, or degrees. The program also prepares students for high-demand, high-wage careers through rigorous coursework, real-world experiences, and individualized mentoring.

In recognition of her leadership and the evolving needs of Van Buren Tech, we are proposing an expansion of Larissa's role to include additional responsibilities. These responsibilities can be found in the attached job description.

**RESOLVED**, the VBISD Board of Education approves an increase in salary of \$6,000 for Larisa Hunt due to additional duties and responsibilities.

# **VAN BUREN INTERMEDIATE SCHOOL DISTRICT NOTIFICATION OF JOB OPENING**

**TITLE:** **Coordinator of Strategic Initiatives for CTE and Postsecondary Pathways**

**JOB GOALS:** The primary functions of the Coordinator for Middle College and CTE are to:

- 1) Provide day-to-day operational integrity for postsecondary programming and VMBC
- 2) serve as the liaison with external partners in the development and maintenance of all necessary agreements for CTE and postsecondary programming
- 3) Assist Van Buren Tech administration with day-to-day oversight & responsibilities

## **QUALIFICATIONS:**

***Education:*** Bachelor's degree from an accredited college or university required/State of Michigan Administrator Certificate preferred

### ***Work Experience:***

- Program planning, development and administration
- Federal and State grant applications, administration and reporting
- Data collection, analysis and interpretation, including outcome studies
- Student leadership and cultural competency development
- Supervision of paraprofessional and professional staff
- Excellent organizational and time management skills
- Project oversight and management while also meeting mandatory timelines
- Successful work experience with secondary and post-secondary students and institutions
- Knowledge of CTE, MMC, Post-secondary alignment, Michigan Transfer Network and Reverse Transfer process

### ***Skills:***

- Possess good interpersonal and communication skills

- Ability and desire to work successfully with diverse groups of students, families and LEA/College partnerships
- Strong computer skills with knowledge of word processing, spreadsheets and databases including PowerSchool, Google Suite, Microsoft Office, etc.

### **ESSENTIAL JOB FUNCTIONS:**

- Oversee the recruitment, admission and scheduling procedures for the Middle College Program and assist with the Van Buren Tech enrollment process.
- Provide direction and supervision to identified staff
- Oversee delivery of college readiness courses to Middle College and/or college-enrolled CTE students.
- Collaborate with Van Buren Tech and Local District administration, counselors and professional staff to ensure Middle College students follow the career pathway of courses that will satisfy federal and state CTE and high school graduation requirements.
- Serve as liaison between the Van Buren Tech, Middle College, local school districts, post-secondary partners and community stakeholders.
- Develop and implement marketing and community relations strategies specific to Van Buren Tech and its departments/programs, including Middle College.
- Develop a program-specific budget and keep record of accounts.
- Assist Van Buren Tech administration with the development and presentation of CTE and Middle College professional development activities for staff.
- Facilitate and assist with the On/Off-boarding process for all new Van Buren Tech hires, annually as needed.
- Oversee the coordination of Van Buren Tech events, as needed.
- Collaborate with Van Buren Tech administrators to facilitate the implementation of building-wide initiatives and strategic/corrective action plans.
- Collect, evaluate, interpret, organize and manage data from the Middle College Program and CTE programs at Van Buren Tech and provide detailed reports/presentations.
- Act as the fiduciary for, and provide direction of Section 61b/MC grant for VBISD and the regional TDCC members.
- Collaborate with building Administration to facilitate and oversee a formalized second-year CTE plan for returning students;

incorporating postsecondary opportunities, work-based learning activities, and other “z-code” work.

- Collaborate with Administration to oversee curriculum planning, instructional design, academic alignment for core performance indicators, integrated academics at VB Tech, and participation in involvement with CCDA representative.
- Assist Director with Adult Education planning and oversight, as needed.
- Assist Director with countywide career development planning and creation of a county-wide career exploration event for 9th graders.
- Assist Director with CLNA and Program Industry Re-Certifications, as these arise.
- Facilitate VB Tech/Middle College state reporting, in partnership with LEAs; via MSDS, CEPI, TSDL, etc.
- Adhere to Van Buren ISD policies and procedures.
- Perform additional tasks, responsibilities and duties as assigned by Van Buren Tech Director, Principal and/or Administrators.

C. Approval of Additional LEA Business Office Positions (**ROLL CALL VOTE**)

72

---

## MEMO

---

**DATE:** AUGUST 6, 2025  
**TO:** BOARD OF EDUCATION  
**FROM:** REBECCA DEPAS, DIRECTOR OF FINANCE & OPERATIONS  
**RE:** **APPROVAL OF ADDITIONAL LEA BUSINESS OFFICE POSITIONS**

---

Recently, we have been contacted by three of our local schools (Bloomingdale, Bangor, and Lawrence) regarding business services as two of our locals are without long-term business managers and adequate staff to appropriately handle the tasks related to the business office (business manager, payroll, accounts payable, grant management, accounts receivable, etc). One of the main difficulties for our local districts is to draw qualified candidates who have school district experience and be able to pay them competitively in today's market. Moving to an ISD provided model will allow us to support the individuals and give them the appropriate guidance and training that they need to be successful in their careers.

In discussion with the local superintendents, we have determined a LEA Business Service model that will provide long-term stability to these districts, given we can find and hire qualified personnel. We currently already provide these services to Covert Public Schools and Wood School, so it is natural that our locals will look to us for support and assistance. The structure would provide necessary staff to the locals, **with the cost being fully funded by the local districts.**

**Recommend the following resolution be passed:**

***RESOLVED***, the VBISD Board of Education approve the hiring of up to 4 additional LEA Business office positions.

- D. Approval of MASB Delegation for 2025-2026 (**ROLL CALL VOTE**)
- E. Approval of Culinary Dishwasher (**ROLL CALL VOTE**)

74

---

## MEMO

---

**DATE:** AUGUST 6, 2025  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH  
**RE:** **APPROVAL OF CULINARY DISHWASHER**

---

### **REVIEW**

The Van Buren Tech Culinary Arts & Catering Management program is looking to purchase a new Hobart CL44eN-BAS-Electric Dishwasher **OR** Comparable Mode commercial-grade dishwasher.

### **OVERVIEW**

Van Buren Tech's Culinary program is currently undergoing a lab renovation, which includes new equipment and furniture throughout the renovated space. After evaluating the functionality and longevity of the program's current dishwasher, administration has decided that it makes more sense to purchase a new one at this time, rather than waiting a couple of years for the existing one to exceed its shelf life. Bids went out for this purchase at the end of June. Those received are listed below.

Stafford-Smith Inc - \$34,908.07  
Merchandise Equipment & Supply Inc - \$35,085.92  
Pueblo Hotel Supply - \$43,947.26  
Sam Tell and Son Inc. - \$44,947.67  
Marvol Enterprises LLC - \$48,800.40  
Ace Plumbing and Heating - \$68,826.00

### **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 Hobart CL44eN-BAS-Electric Dishwasher from Stafford-Smith Inc for a total price not to exceed \$34,908.07.

F. Approval of Culinary Food Trailer (**ROLL CALL VOTE**)

76

---

## MEMO

---

**DATE:** AUGUST 6, 2025  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH  
**RE:** **APPROVAL OF CULINARY FOOD TRAILER**

---

### REVIEW

The Van Buren Tech Culinary Arts & Catering Management program is looking to purchase a Food Trailer.

### OVERVIEW

Van Buren Tech's Culinary program is currently undergoing a major lab renovation, which will make their cooking space unavailable for the majority of the 25-26 school year. In an attempt to still maintain a way for students to learn the cooking skills required in the program, Van Buren Tech is interested in purchasing a Food Trailer. We thought that this would be a great way to not only provide a unique opportunity for students to obtain some of those skills but also provide a different type of learning experience for students moving forward. Several other Tech Centers around the state do this, and we are just looking to get started. For next year, it would primarily remain on site, but in future years, we would like to explore that as a catering/marketing option for the program and VB Tech by having it on assignment at various community events yet to be determined. Bids went out for this purchase at the end of June. Those received are listed below.

JP Food Trucks - \$106,353  
Legacy Brothers Inc - \$86,505 (Standard)  
Legacy Brothers Inc - \$103,443 (Fully Upgraded)  
Technology International Inc - \$102,500  
Truck Builders LLC/DBA Chef Units - \$52,966.03

After careful consideration and comparison of the bids submitted, Van Buren Tech Administration and the Culinary program staff are interested in purchasing the Legacy Brothers Inc Standard Trailer with NSF-approved equipment upgrades to the Sandwich Cooler (+\$1,553), Freezer (+\$1,116), and Refrigerator (+\$3,260) for an updated total price of \$92,434.

### 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 Food Trailer from Legacy Brothers Inc for a total price not to exceed \$92,434.



G. Approval of Levil CNC Mill Machine (**ROLL CALL VOTE**)

79

---

## MEMO

---

**DATE:** AUGUST 6, 2025  
**TO:** BOARD OF EDUCATION  
**FROM:** ROBERT SMITH  
**RE:** APPROVAL OF LEVEL CNC MILL MACHINE

---

### REVIEW

The Van Buren Tech Advanced Manufacturing program is looking to purchase a used Level LMV-400 CNC Mill.

### OVERVIEW

Van Buren Tech's Advanced Manufacturing program has been working closely with Level, a leading manufacturer of computer numeric control (CNC) machining equipment, for quite some time. In January of 2024, the owner of Level offered to give VB Tech an LMV-400 Mill to use on consignment at VB Tech for a year for free, with an agreement that VB Tech would be given the opportunity to purchase the mill at the end of the 1 year term for a discounted price through Integrated Systems Technologies. The appeal of the LMV-400 mill is twofold. First, it provides students with an opportunity to train on a FANUC control machine, which makes up roughly 60% of the market share. Second, it allows students to gain confidence on a smaller, more mobile machine, prior to working with the larger 3 axis and 5 axis machines. After using the machine for a year, VB Tech is interested in purchasing the existing machine or a similar model. Bids went out for this purchase at the beginning of July. Bids received are listed below.

- Integrated Systems Technologies - \$46,768

### 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 Level LMV-400 CNC Mill from Integrated Systems Technologies for a total price not to exceed \$46,768.



# MEMO

**Date:** August 6, 2025  
**To:** VBISD Board of Education  
**From:** Dave Manson, Superintendent  
**Subject: Approval of Substitute Rates for SY25-26**

Periodically, rates for substitute teachers, program assistants, and transportation staff need to be adjusted to stay competitive with surrounding districts. Given staff shortages, the following adjustments in sub rates are being recommended.

**RESOLVED**, the VBISD Board of Education approves a change in the following substitute rates effective August 6, 2025.

**Teachers** (7-7.5 hour day) - \$135 per day; (4 hours or less) \$70 per ½ day  
**Program Assistants** (7-7.5 hour day) - \$100 per day; (4 hours or less) \$55 per ½ day  
**GSRP Lead Teachers** - (8 hour day) - \$135 per day; (4 hours or less) \$70 per ½ day  
**GSRP Associate Teachers** (8 hour day) - \$110 per day; \$60 per ½ day  
**Transportation** - \$17 per hour (Drivers); \$15 per hour (Attendants)  
**Custodians** - \$15 per hour  
**Clerical/Secretarial** - \$15 per hour

**Retired or Experienced VBISD Professional Staff - daily rate based on full day/half day**

- Less than 5 years of experience in public schools - Step 1 of the appropriate pay scale
- 5 or more years of experience in public schools - Up to Step 10 of the appropriate pay scale with proper documentation

**Retired or Experienced VBISD Support Staff - daily rate based on full day/half day**

- Less than 5 years of experience in public schools - Step 1 of the appropriate pay scale
- 5 or more years of experience in public schools - Up to Step 4 of the appropriate pay scale with proper documentation

**Long Term Support and Teacher Substitutes** - (defined as 20 or more consecutive school days) - up to Step 1 of the appropriate pay scale.

**Current VBISD Support Staff Rates**

<b>Classification</b>	<b>Sub For</b>	<b>Number of Days To Sub</b>	<b>Rates</b>
Support	Support	5 or Less Days	Current hourly rate
Support	Support	6+ Days	Current hourly rate or hourly rate of the corresponding pay scale/step/base rate, whichever is greater
Support	PSM	19 or Less Days	\$135 per day or current hourly rate, whichever is greater
Support	PSM	20+ Days	Step 1 or current hourly rate, whichever is greater

\*\*Migrant program excluded

I. Corrections to Approval of Early Childhood 2025-2026 GSRP  
Wages (**ROLL CALL VOTE**)

84

**MEMO**

**DATE:** AUGUST 6, 2025  
**TO:** BOARD OF EDUCATION  
**FROM:** SUSAN REYNOLDS, DIRECTOR OF EARLY CHILDHOOD  
**RE:** **APPROVAL OF THE CORRECTED 2025-2026 VBISD GSRP PAY SCALE**

At the July 9, 2025 VBISD Board of Education meeting, the Board approved the 2025-2026 GSRP Pay Scale as presented. While the percentage of increases were correct, some of the figures in the chart were not. This resolution has the correct wages for the 2025-2026 school year.

**RECOMMENDATION:**

**RESOLVED** that the Board of Education approves a 3.5% wage increase for VBISD Lead Teachers, a 4% increase for Associate Teachers pay scales and the addition of the GSRP Longevity chart for the 2025-2026 school year as follows:

**REVISED**

<b>2025-2026 GSRP Professional Staff: 182 Days or Early Childhood Specialists (ECS): 187 Days</b>								
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>Bachelor Degree</b>	\$ 41,699	\$ 43,585	\$ 45,469	\$ 47,352	\$ 49,237	\$ 51,122	\$ 53,005	\$ 54,605
<b>Master Degree</b>	\$43,585	\$45,469	\$47,352	\$49,237	\$51,122	\$53,005	\$54,889	\$56,488
<b>Master Degree - ECS</b>	\$44,781	\$46,717	\$48,652	\$50,589	\$52,526	\$54,462	\$56,397	\$58,040

*\*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.*

**OLD**

<b>2025-2026 GSRP Professional Staff: 182 Days or Early Childhood Specialists (ECS): 187 Days</b>								
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>Bachelor Degree</b>	\$ 42,950	\$ 44,892	\$ 46,833	\$ 47,352	\$ 49,237	\$ 51,122	\$ 53,005	\$ 54,605
<b>Master Degree</b>	\$ 43,796	\$ 45,689	\$ 47,582	\$ 49,476	\$ 51,369	\$ 53,262	\$ 55,155	\$ 56,763
<b>Master Degree - ECS</b>	\$ 44,999	\$ 46,944	\$ 48,889	\$ 50,835	\$ 52,780	\$ 54,725	\$ 56,670	\$ 58,322

*\*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.*

**REVISED**

<b>2025-2026 GSRP Associate Teachers and Floaters: 180 Work/2 Paid Holidays *aligns with support staff</b>								
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>CDA</b>	\$ 16.43	\$ 16.83	\$ 17.33	\$ 17.61	\$ 18.02	\$ 18.42	\$ 18.80	\$ 19.13
<b>Associate Degree</b>	\$ 17.01	\$ 17.41	\$ 17.79	\$ 18.19	\$ 18.60	\$ 19.00	\$ 19.39	\$ 19.70

*\*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.*

**OLD**

<b>2025-2026 GSRP Associate Teachers and Floaters: 180 Work/2 Paid Holidays *aligns with support staff</b>								
	Step 1*	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>CDA</b>	\$ 16.43	\$ 16.83	\$ 17.33	\$ 17.61	\$ 18.42	\$ 18.80	\$ 18.80	\$ 19.13
<b>Associate Degree</b>	\$ 17.01	\$ 17.41	\$ 17.79	\$ 18.19	\$ 18.60	\$ 19.00	\$ 19.38	\$ 19.69

*\*Staff on a GSRP grant required compliance plan for credentials: remain on Step 1 until completion of requirements.*

**UNCHANGED**

<b>GSRP Longevity</b>	
<b>Years of Service</b>	
5-9	\$500
10-14	\$1,000
15+	\$1,500

J. Approval of Replacement of Carpet and Vinyl Flooring in Cedar Street Elementary (**ROLL CALL VOTE**)

87

---

**MEMO**

---

**DATE:** AUGUST 6TH, 2025  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID JOHNSON, FACILITIES & OPERATIONS ADMINISTRATOR  
**RE:** **APPROVAL OF THE REPLACEMENT OF CARPET AND VINYL FLOORING IN CEDAR ST ELEMENTARY**

---

The Van Buren ISD recently solicited competitive bids for flooring replacement at Cedar Street school in Paw Paw.

We have recently leased space from PPPS, which needed some upgrades. Upon multiple walkthroughs of the building, we decided to replace the carpet and laminate flooring. The flooring in the hallway was 35+ years old, and the carpet was 20 years old and was showing signs of wear.

We received two bids that were opened on July 28th, 2025. After reviewing the proposals, it is recommended that the Van Buren ISD accept the bid from Trist Flooring in the amount of \$65,000.

COMPANY	BASE BID
<b>Trist Flooring</b>	<b>\$65,000.00</b>
<b>Inspired Floors (Locker Companies)</b>	<b>\$71,000.00</b>

**RESOLVED**, that the Board of Education accept the base bid from Trist Flooring in the amount of \$65.000



---

## MEMO

---

**DATE:** AUGUST 6, 2025  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR  
**RE:** **APPROVAL OF EMPLOYEE HANDBOOKS**

---

### **BACKGROUND**

Having well-structured employee handbooks has become an increasing need for both the employees as well as the Business Office and HR. Employee handbooks serve as vital resources, providing clear guidance and communication regarding policies, procedures, and expectations as well as providing legal compliance.

Employee handbooks have been updated for the following classifications:

- Directors
- Admin/Non-Union
- Secretarial
- GSRP Lead Teachers & ECS
- GSRP Associate Teachers & Floaters

Human Resources will be responsible for maintaining and updating these employee handbooks every year to make sure they stay current. These have been updated for the 2025-2026 school year with a summary of those changes provided.

### **RECOMMENDATION**

***Resolved*** that the Board of Education approve the 2025-2026 employee handbooks for Directors, Admin/Non-Union, Secretarial, GSRP Lead Teachers & ECS and GSRP Associate Teachers & Floaters.



---

## MEMO

---

**DATE:** AUGUST 6, 2025  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES  
**RE:** **APPROVAL OF STAFF RETIREMENTS/RESIGNATIONS**

---

### **BACKGROUND**

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

<b><u>Name</u></b>	<b><u>Resignation/Retirement Date</u></b>
Amy Paul, Regional Supervisor	Resignation - 06/30/2025

### **RECOMMENDATION**

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

Attachments



---

## MEMO

---

**DATE:** AUGUST 6, 2025  
**TO:** BOARD OF EDUCATION  
**FROM:** BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR  
**RE:** APPROVAL OF EMPLOYMENT OF NEW STAFF

---

### **BACKGROUND**

The following is a list of new staff, their position, salary, and start date. Copies of resumes are attached.

<b><u>New Employee</u></b>	<b><u>Salary</u></b>	<b><u>Start Date</u></b>
Michele Johnson, ECSE Teacher	\$35,211.00	08/18/2025
Jessica Roy, Mental Health Clinician	\$56,731.00	08/18/2025
Rebecca Turner, Teacher Consultant	\$83,006.00	08/18/2025
Joanna Hall, CTC Resource Room Teacher	\$79,141.00	08/18/2025
Shannon Lehew, CTC Resource Room Teacher	\$68,707.00	08/18/2025
Sabrina Tyler, BGLC Resource Room Teacher	\$83,006.00	08/18/2025
Kennedy Mauro, Mental Health Clinician	\$51,137.00	08/18/2025
Rebecca Weissman, Speech & Language Pathologist	\$57,641.00	08/18/2025
Sarah Wagner, ESL/Multilingual Teacher	\$57,641.00	08/18/2025
Jenna Gottschalk, Occupational Therapist	\$57,641.00	08/18/2025
Suanne Nolan, Regional Supervisor	\$89,732.00	08/04/2025
Terisa Jones, Regional Supervisor	\$89,732.00	08/04/2025

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

### **RECOMMENDATION**

**Resolved** that the Board of Education approves the employment of the staff listed above.

#### 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.