

# Agenda of Regular Meeting

## The Board of Trustees Van Buren ISD

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A Regular meeting of the Board of Trustees of Van Buren ISD will be held May 5, 2021, beginning at 4:00 PM in the Van Buren Conference Center  
490 S Paw Paw Street  
Lawrence, MI 49064.

The Board of Education meeting will be held *in person and virtually* until further notice to comply with the *Michigan Safe Start Plan* and the Michigan Department of Health and Human Services Epidemic Order under MCL 333.2221.

The public is welcome to call into the Van Buren Intermediate School District Board of Education meetings by dialing the number below at no cost. If you require accommodations to access these meetings or would like to provide input or ask questions on any business that will come before the Van Buren Intermediate School District Board of Education at the meeting, please contact Dave Manson, Superintendent at [dmanson@vbisd.org](mailto:dmanson@vbisd.org).

Public Phone Number: 1- 415-655-0001

Access code: 160 656 8811 *\*Please sure to include the access code.*

### I. REGULAR MEETING

#### A. Consent Agenda - (Roll Call Vote)

##### 1. Minutes

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The **regular meeting** of the Van Buren Intermediate School District Board of Education was held **in person** on **April 14 2021**, in the Board of Education office and called to order at **4:05 PM**. The following members were present: Weiss, Middaugh, Kent, Crandall and Sage.

Middaugh moved to approve the Consent Agenda (***March 3, 2021 Minutes; Voucher Budget Summary, Imprest Summary, and Payroll Summary***). Supported by Weiss. Roll call vote: Weiss – yes, Middaugh – yes, Kent – yes, Crandall – yes, and Sage – yes. The motion carried. Crandall moved to approve Superintendent/Board Travel as presented and shown in Attachment 1. Supported by Kent. Roll Call Vote. Crandall – yes, Weiss – yes, Middaugh – yes, Kent – yes, and Sage – yes. Motion carried.

The Board reviewed the VBISD Reconfirmation of Extended COVID-19 Learning Plan and monthly percentages for April as shown in Attachment 2 and public comments were solicited. Department updates were provided to the Board by Superintendent Manson and department administrators.

Board members, Middaugh and Weiss attended the 2021 National Association of School Boards (NASB) Conference virtually April 8-10, 2021.

Weiss moved to approve the following resolution:

***RESOLVED;*** the Board of Education authorizes the Superintendent, Dave Manson, or his designee to sign the appropriate contract documents for architect C2AE.

Middaugh supported. Roll call vote. Weiss – yes, Kent – yea, Crandall – yes, Middaugh – yes, and Sage – yes. Motion carried.

Middaugh moved to approve the following resolution:

***RESOLVED*** that the Board of Education approves the creation of an Administrative Committee to supervise and evaluate the VBISD Director of Instructional Services and approve the Contract Addendum dated March 1, 2021 as shown in Attachment 3.

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

Kent moved to approved the following resolution:

**RESOLVED** that the Board of Education employ Kyle Leathers as the IT Support Specialist and Tonya Prewitt as the Regional Supervisor for Bloomingdale /Gobles.

**IT Support Specialist:**

Kyle Leathers

**Salary:**

\$35,000

**Regional Supervisor (Bloomingdale/Gobles):**

Tonya Prewitt

**Salary:**

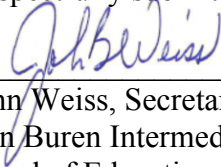
\$77,500

*\*Salary will be prorated due to start date, FTE or, other reasons*

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

Meeting adjourned at 5:10 pm.

Respectfully submitted,



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

## CONFERENCE ATTENDANCE

Superintendent/Board of Education

**April 14, 2021**

### *Pre-Approval*

NAME	DATES	LOCATION	ESTIMATED COST
John Weiss	April 16-17, 2021	MASB Spring Institute 2021/ CBA Classes Virtual	\$450.00
John Weiss	May 6, 2021	MASB ISD/ESA Conference Virtual	\$90.00
Dave Manson	June 23-25, 2021	MAISA Annual Summer Conference Houghton, Michigan	\$650.00

### *Post Approval*

			COST

**CONTRACT ADDENDUM**  
**Modification to paragraphs 1 & 8 Administrator Contract**  
**Cheryl-Marie Manson**

1. Beginning March 1, 2021, Dave Manson, will serve as the Superintendent for the Van Buren ISD. Dave Manson is married to Cheryl-Marie Manson (“Administrator”), who currently serves as the ISD’s Director of Instructional Services.
2. Van Buren ISD Board Policy 3120 (*Employment of Professional Staff*), in part, states:  
“Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.”
3. Jeffrey Mills, who has served as the ISD’s Superintendent through March 1, 2021, will continue his employment relationship with the ISD through May 31, 2021.
4. To comply with Board Policy 3120, Jeffrey Mills will complete the Administrator’s year-end performance evaluation for 2020-2021 and will be the supervisor and direct report for the Administrator through May 31, 2021. Thereafter, the Board’s Administrative Committee led by John Weiss will serve as the Administrator’s direct report and will conduct the Administrator’s annual performance evaluation.
5. Paragraphs 1 & 8 of the Administrator’s Contract are modified as follows, effective June 1, 2021:

*Paragraph 1:* “Administrator shall perform the duties of Director of Instructional Services as prescribed by the Board and under the supervision and direction of the **Board’s Administrative Committee led by John Weiss**. Administrator acknowledges the ultimate authority of the Board with respect to her responsibilities and directions related thereto. Administrator is subject to assignment and transfer to another administrative position of employment within the District at the discretion of the Board.

*Paragraph 8:* “Administrator’s performance shall be evaluated by Jeffrey Mills for the 2020-2021 school year and thereafter by the **Board’s Administrative Committee led by John Weiss** not less than annually.”

6. Consistent with paragraph 1 of the Administrator’s Contract and as reflected in the minutes of the Board of Education’s meeting on April 14, 2021, the Board President and Board Secretary are authorized to sign this Addendum to the Administrator’s Contract which shall be in effect for as long as Dave Manson serves as the ISD’s Superintendent, or unless otherwise modified by the parties.
7. This signed Addendum shall be attached to the Administrator’s Contract.

**Administrator**

\_\_\_\_\_, 2021  
Cheryl-Marie Manson

**Van Buren ISD Board President**

\_\_\_\_\_, 2021  
Frances Sage

**Van Buren ISD Board Secretary**

\_\_\_\_\_, 2021  
John Weiss

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

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**Van Buren Intermediate School District**  
**April 2021**

Imprest Fund Vouchers	\$ 1,129,897.00
Payroll Fund Vouchers	3,393,134.42
Purchasing Card Vouchers	57,733.03
EDUSTAFF ACH Payments	5,044.00
	\$ 4,585,808.45

**Budget-to-Expenditure Comparison 20-21**

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	13,325,062	9,439,280	3,885,782	1,109,728
Special Education	35,162,437	22,473,726	12,688,711	5,363,203
Vocational Education	14,438,643	8,912,335	5,526,308	2,518,258
Food Service	92,010	111,266	(19,256)	(38,424)
Capital Projects	2,000,000	1,519,042	N/A	1,647,624

**Cash Flow Summary**

	Ending Balance 2/28/2021	Cash Receipts	Cash Disbursements	Ending Balance 3/31/2021
General	2,051,545	959,433	1,100,743	1,910,235
Special Education	7,597,064	1,689,975	5,132,220	4,154,819
Vocational Education	7,014,073	2,280,024	973,714	8,320,383
Student Activity Fund	32,977	0	234	32,743
Food Service	70,756	22,259	6,736	86,279
Capital Projects	290	82,349	81,334	1,305
	16,766,705	5,034,040	7,294,981 *	14,505,764

\* The cash disbursements total includes amounts transferred electronically. Non-payroll related electronic transfers were made to other VBISD accounts. A listing of these transactions are available upon request. This statement is in accordance with Policy #6144.01



**IMPREST VOUCHER SUMMARY**  
**April 2021**

FUND NAME	CHECKS	PURCHASING CARDS	TRANSFERS/ INTEREST/FEES	TOTAL
General Fund	240,046.91	22,299.40	(2,727.24)	259,619.07
Special Education	489,283.34	19,329.31	2,397.06	511,009.71
Vocational Education	301,486.28	15,747.26	743.68	317,977.22
Capital Projects	92,175.76	0.00	0.00	92,175.76
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	993.66	140.50	0.00	1,134.16
Food Service Fund	5,497.55	216.56	0.00	5,714.11
<b>TOTAL</b>	<b>1,129,483.50</b>	<b>57,733.03</b>	<b>413.50</b>	<b>1,187,630.03</b>

**PAYROLL SUMMARY**  
**April 2021**

GENERAL	857,801.11
SPECIAL EDUCATION	1,927,059.53
VOCATIONAL EDUCATION	608,228.96
STUDENT ACTIVITY FUND	44.82
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 3,393,134.42



**CONFERENCE ATTENDANCE**

Superintendent/Board of Education

**May 5, 2021**

***Pre-Approval***

<b>NAME</b>	<b>DATES</b>	<b>LOCATION</b>	<b>ESTIMATED COST</b>
Mary Ann Middaugh	May 6, 2021	MASB ISD/ESA Conference Virtual	\$90.00

***Post Approval***

			<b>COST</b>
John Weiss	April 16-17, 2021	MASB Spring Institute 2021/ CBA Classes Virtual	\$450.00





## Learning Plan

To view the VBISD Extended Continuity Plan in its entirety, click [HERE](#)

## Reconfirmation Meeting

Required 30 Days After Initial Plan Approval and Every Month Thereafter

### Agenda:

- Reconfirm how instruction is going to be delivered during the 20/21 school year
- Public comments from parents and/or guardians on the Extended Learning Plan
  - Review weekly 2-way interaction rates

## Reconfirmation Meeting for May 2021

### Reconfirm instructional delivery method:

Special Education Programs provide face-to-face instruction Monday through Thursday, and remotely on Fridays (select Fridays for the VBISD Early Childhood Program). Per parent request, a fully remote option will be available and programs and services for anything other than fully face-to-face are defined by Individual Contingency Learning Plans.

#### Students at VB Tech:

In order to maintain social distancing in classrooms and labs, students at Van Buren Tech will be following a hybrid schedule while we remain in Phase IV of the Governor's Safe Start Plan. The specific hybrid schedule being followed consists of two days of in-person instruction, one day of synchronous instruction, and two days of asynchronous instruction.

### Reconfirm how instruction will be delivered for each grade level:

#### **VBISD GSRP:**

GSRP services are being provided face to face or hybrid only. The days and times of attendance align with the LEAs first grade schedule. All classrooms are providing 4 full days of instruction regardless of model. Remote instruction is provided if a classroom/school is required to close.

#### **VBISD Special Education Early Childhood - 26 years:**

Special Education Programs provide face-to-face instruction Monday through Thursday, and remotely on Fridays (select Fridays for the VBISD Early Childhood Program). Per parent request, a fully remote option will be available and programs and services for anything other than fully face-to-face are defined by Individual Contingency Learning Plans.

## VB Tech (Grades 10 - 13):

### Students at VB Tech:

In order to maintain social distancing in classrooms and labs, students at Van Buren Tech will be following a hybrid schedule while we remain in Phase IV of the Governor's Safe Start Plan. The specific hybrid schedule being followed consists of two days of in-person instruction, one day of synchronous instruction, and two days of asynchronous instruction.

**Reconfirm whether or not the district is offering higher levels of in-person instruction for English language learners, special education students, or other special populations:**

**Document Public Comments:**

### Review Weekly 2-Way Interaction Rates

<b>October 2020</b>	<b>All Students</b> <i>(percentage of all students who received (2) 2-way interactions each week)</i>
<b>Week 1</b>	<i>(must be reported in percent form)</i> <b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"><li>• <b>BEC:</b> 80.65%</li><li>• <b>BGLC:</b> 85.29%</li><li>• <b>CTC:</b> 89.83%</li></ul> <b>VB TECH:</b> 91.4%
<b>Week 2</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"><li>• <b>BEC:</b> 82.26%</li><li>• <b>BGLC:</b> 85.44%</li><li>• <b>CTC:</b> 89.83%</li></ul> <b>VB TECH:</b> 86.3%
<b>Week 3</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"><li>• <b>BEC:</b> 79.03%</li><li>• <b>BGLC:</b> 86.27%</li><li>• <b>CTC:</b> 84.75%</li></ul> <b>VB TECH:</b> 83.6%
<b>Week 4</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"><li>• <b>BEC:</b> 79.03%</li><li>• <b>BGLC:</b> 76.7%</li><li>• <b>CTC:</b> 71.43%</li></ul> <b>VB TECH:</b> 76.4%

## Review Weekly 2-Way Interaction Rates

<b>November 2020</b>	<b>All Students</b> <i>(percentage of all students who received two 2-way interactions each week)</i>
<b>Week 1</b>	<p><i>(must be reported in percent form)</i></p> <p><b>SPECIAL EDUCATION:</b></p> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 84.1%</li> <li>● <b>BGLC:</b> 91.1%</li> <li>● <b>CTC:</b> 78.7%</li> </ul> <p><b>VB TECH:</b> 79.6%</p>
<b>Week 2</b>	<p><b>SPECIAL EDUCATION:</b></p> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 85.5%</li> <li>● <b>BGLC:</b> 74.5%</li> <li>● <b>CTC:</b> 83.6%</li> </ul> <p><b>VB TECH:</b> 78.6%</p>
<b>Week 3</b>	<p><b>SPECIAL EDUCATION:</b></p> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 85.5%</li> <li>● <b>BGLC:</b> 72.6%</li> <li>● <b>CTC:</b> 70.5%</li> </ul> <p><b>VB TECH:</b> 83.7%</p>
<b>Week 4</b>	<p><b>SPECIAL EDUCATION:</b></p> <ul style="list-style-type: none"> <li>● <b>BEC:</b> 67.8%</li> <li>● <b>BGLC:</b> 75.5%</li> <li>● <b>CTC:</b> 73.8%</li> </ul> <p><b>VB TECH:</b> 86.1%</p>

**Review Weekly 2-Way Interaction Rates**

<b>December 2020</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 77.8%</li> <li>• <b>BGLC:</b> 86.1%</li> <li>• <b>CTC:</b> 90.2%</li> </ul> <b>VB TECH:</b> 89%
<b>Week 2</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 75%</li> <li>• <b>BGLC:</b> 87.3%</li> <li>• <b>CTC:</b> 95.2%</li> </ul> <b>VB TECH:</b> 88%
<b>Week 3</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 77.8%</li> <li>• <b>BGLC:</b> 84.5%</li> <li>• <b>CTC:</b> 77.1%</li> </ul> <b>VB TECH:</b> 78%
<b>Week 4</b>	<b>Christmas Break - December 21, 2020 - January 3, 2021</b>

**Review Weekly 2-Way Interaction Rates**

<b>January 2021</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	<b>Christmas Break - December 21, 2020 - January 3, 2021</b>
<b>Week 2</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 90%</li> <li>• <b>BGLC:</b> 89%</li> <li>• <b>CTC:</b> 89%</li> </ul> <b>VB TECH:</b> 89%
<b>Week 3</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 80%</li> <li>• <b>BGLC:</b> 93%</li> <li>• <b>CTC:</b> 87%</li> </ul> <b>VB TECH:</b> 90%
<b>Week 4</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 87%</li> <li>• <b>BGLC:</b> 95%</li> <li>• <b>CTC:</b> 92%</li> </ul> <b>VB TECH:</b> 84%

## Review Weekly 2-Way Interaction Rates

<b>February 2021</b>	<b>All Students</b> (percentage of all students who received two 2-way interactions each week)
<b>Week 1</b>	<p><b>SPECIAL EDUCATION:</b></p> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 89%</li> <li>• <b>BGLC:</b> 90%</li> <li>• <b>CTC:</b> 87%</li> </ul> <p><b>VB TECH:</b> 93%</p>
<b>Week 2</b>	<p><b>SPECIAL EDUCATION:</b></p> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 78%</li> <li>• <b>BGLC:</b> 90%</li> <li>• <b>CTC:</b> 98%</li> </ul> <p><b>VB TECH:</b> 92%</p>
<b>Week 3</b>	<p><b>SPECIAL EDUCATION:</b></p> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 77%</li> <li>• <b>BGLC:</b> 90%</li> <li>• <b>CTC:</b> 97%</li> </ul> <p><b>VB TECH:</b> 87%</p>
<b>Week 4</b>	<p><b>SPECIAL EDUCATION:</b></p> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 87%</li> <li>• <b>BGLC:</b> 94%</li> <li>• <b>CTC:</b> 92%</li> </ul> <p><b>VB TECH:</b> 91%</p>

## Review Weekly 2-Way Interaction Rates

<b>March 2021</b>	<b>All Students</b> <i>(percentage of all students who received two 2-way interactions each week)</i>
<b>Week 1</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 89%</li> <li>• <b>BGLC:</b> 92%</li> <li>• <b>CTC:</b> 76%</li> </ul> <b>VB TECH:</b> 87%
<b>Week 2</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 95%</li> <li>• <b>BGLC:</b> 92%</li> <li>• <b>CTC:</b> 86%</li> </ul> <b>VB TECH:</b> 91%
<b>Week 3</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 92%</li> <li>• <b>BGLC:</b> 94%</li> <li>• <b>CTC:</b> 91%</li> </ul> <b>VB TECH:</b> 93%
<b>Week 4</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 93%</li> <li>• <b>BGLC:</b> 94%</li> <li>• <b>CTC:</b> 83%</li> </ul> <b>VB TECH:</b> 89%
<b>Week 5</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 92%</li> <li>• <b>BGLC:</b> 92%</li> <li>• <b>CTC:</b> 82%</li> </ul> <b>VB TECH:</b> 92%

## Review Weekly 2-Way Interaction Rates

<b>April 2021</b>	<b>All Students</b> <i>(percentage of all students who received two 2-way interactions each week)</i>
<b>Week 1</b>	<b>SPRING BREAK</b>
<b>Week 2</b>	<b>SPRING BREAK</b>
<b>Week 3</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 84%</li> <li>• <b>BGLC:</b> 92%</li> <li>• <b>CTC:</b> 91%</li> </ul> <b>VB TECH:</b> 86%
<b>Week 4</b>	<b>SPECIAL EDUCATION:</b> <ul style="list-style-type: none"> <li>• <b>BEC:</b> 79%</li> <li>• <b>BGLC:</b> 68%</li> <li>• <b>CTC:</b> 91%</li> </ul> <b>VB TECH:</b> 87%

D. Public Comments  
II. INFORMATIONAL ITEMS

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## **Administrator Evaluation Guide Reference**

- 1 - Leadership
- 2 - Level of Professional Awareness
- 3 - Professional Standards and Ethics
- 4 - Communication Skills
- 5 - Resourcefulness, Creativity, and Innovativeness
- 6 - Personality
- 7 - Demeanor, Appearance, and Style
- 8 - Professional Preparation
- 9 - Decision Maker
- 10-Planner and Organizer
- 11-Supervisor
- 12-Evaluator
- 13-Policy Implementer
- 14-Crisis Manager
- 15-Faculty and Staff Personnel
- 16-School Plant and Facilities
- 17-Student Personnel
- 18-Community Relations
- 19-Fiscal Management
- 20-Student Achievement

A. Board Updates  
B. Superintendent Update

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Date: May 5, 2021  
To: Board of Education  
From: David D. Manson, Superintendent  
Jeffrey C. Mills, VBISD Administrator  
**Subject: Superintendent Update**

**Contract Negotiations with Professional and Support Staff: (Staff Relations, Business & Finance)**

The 2 year contracts for Professional and Support Staff (VBIEA & VBIESPA) are expiring at the end of the year and the process of negotiating new agreements has begun. Historically, the VBISD administrative team, the VBIEA and the VBIESPA have had productive conversations during the negotiation period and we look forward to continuing to collaborate on a mutually beneficial contract for all.

**Pre-Labor Day Waiver: (Community Relations, Staff Relations, Instructional Leadership)**

On April 30, 2021, VBISD and our constituent districts held a pre-labor day waiver hearing that will allow the entire county to begin student instruction on August 30, 2021. This is the first time that the entire county has entered into a waiver as a unit.

**Student Vaccinations: (Community Relations, Business & Finance)**

The Van Buren Cass District Health Department (VBCDHD) and Bronson have approached VBISD regarding the best way to provide vaccinations for the 16-18 year old population. VBISD will be assisting both the VBCDHD and Bronson in reaching this population over the next several months, likely by hosting clinics at different school buildings across the county.

**Diversity, Equity & Inclusion (DEI): (Community Relations, Staff Relations, Business & Finance, Instructional Leadership)**

Studies have repeatedly demonstrated that increasing diversity in staffing, providing equitable learning opportunities and supporting inclusive practices are essential to ensure that all students maximize their learning and development. Given the importance and impact of these concepts, the VBISD Cultural Understanding Committee has recommended that VBISD consider hiring a Coordinator of DEI to ensure that these principles remain a primary focus.

**VBISD School Board Awards: (Governance & Board Relations)**

The Michigan Association of School Boards (MASB) has recognized three of VBISD's board members for their ongoing efforts to grow their leadership skills as outlined below:

- Kenneth Kent Certified Board Member Award
- Mary Ann Middaugh Master Diamond Award
- John Weiss Award of Distinction AND Data Speciality Award

**Ribbon Cutting/Tours of New Health Department/MainStreet:**

On Monday, May 24 we will be holding a Ribbon Cutting/Tours of the newly constructed Van Buren/Cass District Health Department and Mainstreet projects. Attached is a flier that has/will be sent out to a number of representatives and individuals hoping to attend this event.

**Special Visit from Founder and CEO of CATCH Global Foundation:**

On Thursday and Friday, April 22 and April 23, Tom Richardson made prior arrangements to have Duncan Van Dusen, Founder and CEO of CATCH Global Foundation based out of Austin, Texas, the opportunity to visit Lawton Community Schools and Van Buren Tech. Duncan and his media guy, Brooks Ballard, videotaped many segments of students learning the basics of good nutrition and being physically fit at Lawton Community Schools. In addition, we had the opportunity to showcase some of the programs at Van Buren Tech and to share with them our vision of the new Van Buren/Cass Health Department. Once the video is complete, I know Mr. Richardson will share it at a future board meeting.

**Final Transition:**

I believe that these last few months have been well spent working with Mr. Manson and putting in place/transferring/changing contact information with a number of agencies and individuals throughout the County and State. I feel very good about the direction of VBISD.



# Invitation

## **Ribbon Cutting Opening and Tour**

### **Van Buren/Cass District Health Department/ Van Buren ISD Training Facility**

**WHEN: Monday, May 24, 2021**

**TIME: 5:00 pm – 5:30 pm** *(Comments)*

**5:30 pm – 6:30 pm** *(Tour of Facility)*

**PLACE: 260 South Street, Lawrence, Michigan 49064**

After almost six years of planning, meeting and staying focused on this one-of-a kind partnership between the Van Buren ISD and Van Buren/Cass County District Health Department, you are invited to come celebrate ribbon cutting opening and be part of history.

C. Department Updates  
1. Human Resources Update

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**MEMO**

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**DATE:** MAY 5, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** HEATHER VISCO  
**RE:** HUMAN RESOURCES UPDATE

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**Human Resources Update (1,2,3,4,5,8,9,10,13,15,18)**

**COVID-19 update**

The second round of Hazard Pay grants, now called MI Classroom Heroes, is in the amount of \$500 for eligible staff members. The file was submitted and accepted! Payments will be made in a similar fashion as the first round of grants with payments directly to the employee around June 4, 2021.

**General update**

Back in October, MIOSHA implemented emergency rules regarding COVID-19 and remote work. Those rules were set to expire on April 14, 2021 however, they were extended another 6 months (October 14, 2021) as the legislature continues to make some of their rules more permanent. VBISD will continue on as things have been since the emergency rules were put in place.

Additionally, last week HR participated in the annual MSBO conference which was interesting to say the least since it was virtual. The content was just as good virtually as it is in person and always a lot to learn! I would also like to give a shout out to Kara Duffy who completed her MSBO certification for Human Resources Specialist!

Lastly, we are auditing and updating certification information for all staff in MISuite so we are able accurately transfer the data over into Powerschool and employee records will be up to date.



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## MEMO

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**DATE: MAY 5, 2021**  
**TO: BOARD OF EDUCATION**  
**FROM: TOM RICHARDSON, BUSINESS DEVELOPMENT AND PARTNERSHIPS**  
**RE: BUSINESS DEVELOPMENT AND PARTNERSHIPS UPDATE**

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### **Project LEAN Monthly Highlights (1,2,4,5,8,10,18,20)**

#### **Project LEAN's FY21 PSE Work**

- 4 Community Partners conducted CX3 assessment

#### **PSE Stories of Success**

- ❖ Allegan kindergarten round up - provided snack containers and snack recipes for families.
- ❖ Greenhouse Project: Growing Beans: Hartford 3 classrooms of GSRP, Bangor Tri-County Head Start - 3 classrooms.
- ❖ Bangor South Walnut Elementary: March Madness Reading Month Theme: “Let’s Get Cooking with Books!” Literacy Coach asked if we could supply cookbooks for students to promote literacy, math, healthy eating, and family activities. Project LEAN supplied 200 student recipes books
- ❖ Completed CATCH All-in-One activity at Lawton Elementary and Lawton Middle School
- ❖ Completed CATCH Bulletin Boards at Lawton Elementary and Middle School
- ❖ Arranged Window Greenhouse Project in 45 classes

#### **Project LEAN Quick Stats:**

**SNAP-Ed Classrooms:** 723 SNAP-Ed Classrooms Engaged

**SNAP-Ed Participants Engaged:** 4,292 Participants

**SNAP-ED Programming Sites:** 36 Sites

**Head Start Sites:** 6 Sites

**Community Meetings:** 6 Meetings

**School Based/Parent Meetings:** 13 meetings

#### **Project LEAN's Programming “Quotes” and” Testimonials” of the Month**

- ❖ “It was so great to have you join us today. I think it was the most engaged the students were all day!” 1st Grade Teacher
- ❖ “We tried radishes and blood oranges at snack time yesterday and brought you up for everyone that was afraid to try them. I said, “What would Ms. J ask us to do?”, and they said, “Be brave and just try two little bites.” And after that they ALL tried two bites of

their snack. Most of them that said they didn't like them and wouldn't try it ended up liking it and actually eating the whole thing. We appreciate you so much, especially with our picky eaters." 1st Grade Teacher

- ❖ "You did an awesome job with what you were given. Like many teachers, you took something that is supposed to be taught in person and you made it virtual." - Early Elementary Gym Teacher
- ❖ "Our students still talk about you and how much fun they had eating purple carrots and such! I think they would love doing this. So, yes, please send us the supplies. Thank you!" - 1st Grade Teacher when asked about participating in the Window Greenhouse Project
- ❖ I challenged some 6th & 7th grade students to go an entire week without pop or any other sugary beverage after we did an experiment and demonstration on how much sugar is in the things we drink! About half of the students stuck with the challenge and only drank water for the week- some are going to continue drinking only water after the challenge is complete!
- ❖ Some 3rd grade students started to chant, "One more time! One more time!" to continue doing the exercises for that day- they loved the challenge and wanted to keep exercising even though our session was ending.
- ❖ 3rd grade CWK Salad Tasting: We prepared 2 kinds of salads in my kitchen along with the recipe on the back of the packet, the students were so engaged, asking questions, making suggestions, it was great! The teacher commented "all the students actually thought it looked good!"
- ❖ During a 3rd grade lesson, students were asked to share anything new they tried or did any fun activities over the past week. A student raised her hand and said "My parents are starting to eat healthy and I'm starting to eat healthy too!" My heart filled with joy! It's amazing to hear that health is being practiced in the home as well!
- ❖ 3rd grade CWK Seed Tasting LOVED the chia seed experiment we did using water to soak and expand chia seeds. For some students this was their first time seeing chia seeds! Student responses: "this feels so squishy, I like it!" "it doesn't smell or taste like anything" "I'm going to take it home to show my mom!" - Science in nutrition class – How fun?



**The Project LEAN “Healthy  
Smile Club”**

**Head Start Classroom Window  
Greenhouse**

**VBISD Intern Brittney Ivy Recognized as Student of the Year (1,2,4,8,18,20)**

CONGRATULATIONS to Ms. Brittney Ivy, our VBISD Coordinated School Health Intern was just recognized by the National Association of Social Workers – Michigan as the “**2021 Social Work Student of the Year Award**”. The award is a celebration of Michigan social work student leaders who have shown outstanding academic achievement, organizing efforts, student involvement, and a commitment to our Code of Ethics.

Congratulations Brittney! We are so proud of you.

**The CATCH Team Visits the Partner with Project LEAN (1,2,4,8,10,20)**

On March 21, Mr. Duncan Van Dusen, the Founder and CEO of the CATCH Global Foundation and his Marketing Administrator, Brooks Ballard, flew up from Texas to capture the Project LEAN and Lawton Community Schools healthy school initiative story. After spending 2 days touring our facilities and interviewing teachers, students and administrators from both organizations, Duncan stated to me, “Tom, in my 51 years, I have NEVER seen anything like the VBISD. The things you guys are doing are amazing.” That statement, from a national leader in school health, that serves more than 3 million children with his own Nationally recognized CATCH programs speaks to the great work Lawton and our VBISD team is doing to support our students

Mr. Ballard is looking to have his first promotional video completed by the first week in May.



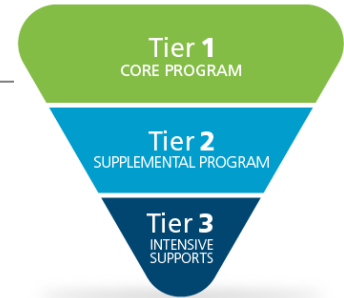
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## MEMO

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**DATE:** MAY 5, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** CHERYL-MARIE A. MANSON  
**RE:** INSTRUCTIONAL SERVICES UPDATE

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**Early Literacy** (Leadership, Communication Skills, Planner & Organizer, Student Achievement)

It hardly seems possible that we are starting to wind things down for the 2020-2021 school year. As we reflect on current work and look ahead to next school year, we are continuing to lead large group learning, small group learning, and individual coaching that has been critical to supporting our teachers and administrators since August.

Our current stakeholder meetings will emphasize that communication is key to successful coaching. Research shows that “principal leadership influences the effectiveness of teacher leaders, including literacy coaches.” (Carlisle and Berebitsy 2011; Mangin 2007) Therefore, we are challenging administrators to consider ways they currently support coaching and think about what additional ways to expand support of coaching might be put in place.

As we meet with administrators to discuss future coaching and professional learning plans, the determination of how to best expand this support will be made. These plans will include details on the who, what, and when of implementation.

**Michigan Integrated Continuous Improvement Plan (MICIP)** (*Leadership, Policy Implementer, Communication Skills, Planner & Organizer, Student Achievement*)

At this time, schools have looked at data and have started narrowing down their area of focus in order to identify goals. While continuing support for our locals, we are working with statewide groups to collaborate and discuss feedback from other districts throughout the state. We continue to work with individual districts as needed.

After reviewing data, the VBISD District Team has narrowed its focus to culture. The umbrella of culture encompasses community involvement, student engagement, family engagement, and staff environment. At our next meeting, we will work to tighten the focus, identify our current initiatives, and explore the gaps between our current reality and our future desired state.

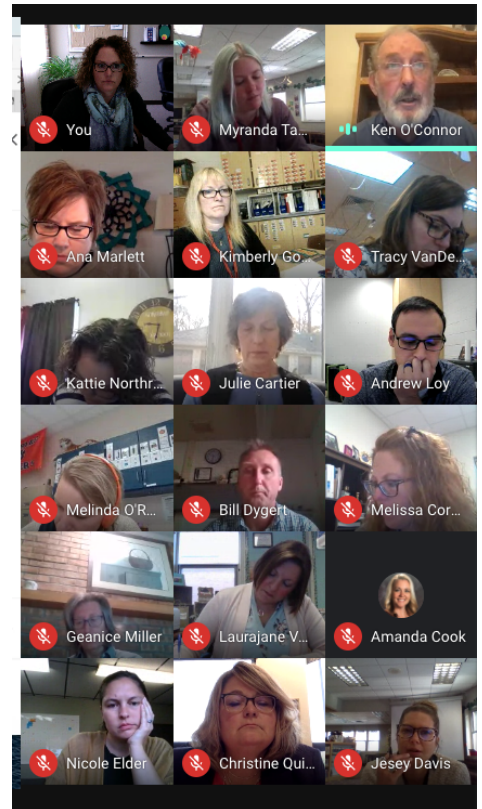
**Mental Health Supports** (*Leadership, Professional Standards & Ethics, Communication Skills, Resourcefulness, Creativity and Innovativeness, Student Achievement*)

Over the past month we have spent time with each of our districts to assess the needs of our locals and how we can best support them in meeting the mental health needs of students and staff. We will be using this information to guide us as we allocate additional services and continue to integrate mental health services into schools.

Through Project Aware, we are in the final stages of securing our MOU with Van Buren CMH and solidifying the job description that will be used for Co-Project Manager. We are excited about this collaboration and the impact that this group will have on mental health services throughout our county. During this five year grant, we will be working to increase awareness of mental health symptoms, increase access to local mental health providers, and create a streamlined process for youth and families entering services.

We recently applied to be part of the Great Lakes Mental Health Technical Assistance Center’s School Based Suicide Prevention Learning Collaborative and were one of the few counties to be accepted. This is an exciting opportunity to work in conjunction with one of our local districts to develop and implement a suicide prevention plan.

Being a part of the Behavioral Health Learning Collaborative has made it possible for our team to work on a statewide hub to help address the mental health needs of our students, families, and educators. This resource will also house all of the Suicide Prevention Summit work that has been happening at the state level. This summit has given space to bring hundreds of professionals together to discuss needs and create recommendations that will be used by Michigan legislators as they create legislation around suicide prevention.



**Multi-Tiered Systems of Support (MTSS)** (*Leadership, Communication Skills, Planner & Organizer, Student Achievement*)

On April 19 and 20, MTSS leadership teams reconvened to begin their journey towards

Standards Based Grading. Moving from traditional letter grading will be a challenge for all of our stakeholders, so we have enlisted the help of leading researcher and author Ken O'Connor to assist us with this work. On both of these professional learning days, Ken introduced the concept of standards based grading and related it to our current essential standards work. Most of our schools will be embarking on the [Standards-Based Grading Pathway](#), where they will continue this work with Ken.

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## Resources

[Upcoming Trainings](#)

[April 2021 Newsletter](#)

[MTSS Bite Size Video Playlist](#)

[GTD with Google Playlist](#)



## MEMO

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DATE: MAY 5, 2021  
TO: BOARD UPDATES  
FROM: TONDA BOOTHBY  
RE: ESSA/ESL/TITLE III/MIGRANT EDUCATION UPDATE

### **Providing Greater Equity for English Learners**

*(Leadership, Plan, Community Relations)*

I attend monthly statewide English learner meetings held by Michigan Department of Education consultants. With additional funds coming to local districts, the English learner and WIDA consultants want to make certain that local districts realize those funds can be used to address the needs of English learners in their districts. I shared this information with our network of English as a Second Language/English learner teachers from Southwestern Michigan that meets monthly during the pandemic.

We also had a presentation by Gayle Evans, Assistive Technology Consultant at VBISD and Allegan AESA, on various computer applications that can translate or help with communication for English learners. During Gayle's presentation with our group, she was able to spend time doing demonstrations of how various tools could be used and give advice on which might be more helpful in various scenarios. Gayle was able to record her presentation so that we could share that with any of our group who were not able to attend. One of our teachers used a tool that Gayle presented to record the English pronunciation for words on flash cards. Each flash card had a QR code which students can scan with a cell phone and listen to the word. The students liked this tool and were eager to practice their flash cards where they could hear a familiar voice.

During our May meeting, we will have representatives from a few vendors on instructional products and programs for English learners. Presenting for the entire group will save time for the vendors and help promote a greater exchange of ideas because someone always asks questions that the rest of the group had not considered.

### **Planning for the Summer Migrant Program**

*(Leadership, Plan/Organize, Supervise, Fiscal Management, Community Relations)*

In preparing for the Summer Migrant Education Program, finding rooms for preschoolers is vital to meeting the needs of migrant families. In addition, the preschool population generally brings in over a hundred students to our summer school program and helps prepare them for kindergarten. Because of the construction at the Bert Goens Learning Center, I am working with Lise Black to use GSRP classrooms that are already licensed for preschoolers. Under the LARA regulations, the VBISD cannot have two different program licenses – one for GSRP and one for the Migrant Education Program – in the same building. So, our Summer Migrant Program classes will have Migrant Program staff and equipment, but we will follow the guidance

that GSRP has in place. Decatur Public Schools has one GSRP classroom, and Paw Paw Public Schools has agreed to let the Migrant Program rent three GSRP classrooms at the school on Cedar Street.

In keeping with the trend this year to promote summer programs in schools throughout Michigan, we plan to pay staff off scale during this one year. While most of the districts in Van Buren County are paying \$25 an hour for teachers, some are paying more to encourage teacher participation. In surveying migrant programs in our county, one district is paying all teachers - regardless of what program they work in - \$32.50, while another is paying \$35 per hour and the third program is considering the \$35 per hour rate.

Following this trend, I am recommending a pay scale that increases hourly rates for staff in all positions that we have previously utilized with the exception of the USDA Summer Food Services Program. Because we will rent rooms in districts that are already operating USDA Summer Food Service Programs, we will not operate one ourselves. The VBISD has always promoted hiring well qualified staff, and we need to have a pay scale that is competitive with other schools. In addition, following Michigan's ESSER guidance, I also recommend paying staff the same stipend they would receive if they worked during an eight-week summer school at one of the local districts: \$1,000 per teacher and \$250 per paraprofessional or other support staff.

I also recommend changing the criteria for increasing pay steps for recruiters from relying mainly on educational degrees to a combination of education degrees and amount of experience recruiting. Working in the Migrant Program for many years, I know that a good recruiter is critical to the success of our program and serving migrant families. Learning how to be a good recruiter has very little to do with how much education a person has. Learning to be a good recruiter has everything to do with learning about the regulations, establishing a network with farmers, migrant families and agencies that serve migrant families and working nights and days in camps, meeting growers and crew leaders, attending meeting and demonstrating knowledge about our program and clients. The VBISD program needs to acknowledge that experienced recruiters are an asset to our district so that we can continue recruiting the most migrant students in Michigan.



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## MEMO

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**DATE:** MAY 5, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** BARBARA MATTHEWS  
**RE:** FINANCE & OPERATIONS DEPARTMENT UPDATE

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### **Business Office Monthly Recap (2, 5, 8, 10&19)**

During the month of April, I attended the Michigan School Business Officials' Annual Conference. The conference sessions were offered remotely along with the vendor exhibition. The conference was structured so that some sessions were held live and others were pre-recorded. Attendees have until June 30th to view any sessions offered which is great as there are many topics I am interested in viewing.

Along with our regular duties, the business office staff worked on the following additional projects:

- Implementation of PowerSchool's eFinancePlus software. Many hours have been spent on trainings and providing data for conversion. Besides the implementation for VBISD, we are also implementing for Bangor Township S/D #8.
- Our professional and support unions PERA and FOIA requests for salary and benefit amounts by employee for all staff, some of which go back for five years.
- Providing responses and documentation to the Michigan Department of Education, Office of Great Start, for 2019-20 fiscal reviews of two early childhood federal grants.
- Gathering information and preparing documents for the Office of Retirement Services Independent Contractor audit.
- Participation in union negotiations.



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## MEMO

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**DATE:** MAY 5, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** KATY HOLVERSTOTT  
**RE:** SPECIAL EDUCATION UPDATE

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### **New Partnership with Mattawan Consolidated School**

*Leadership, Resourcefulness, Decision Maker, Planner & Organizer, School Plant & Facilities, Student Personnel, Community Relations, Student Achievement*



The new Mattawan Early Childhood Educational Center (MECEC) is expected to open on time for the 2021-2022 school year. This center, located in the former Later Elementary building, will provide the community with a health care center, as well as a variety of early childhood preschool programs including Young Fives, Head Start and Great Start Readiness. The Special Education Department is pleased to announce that two of our Early Childhood preschool classrooms will join this group starting in August, 2021.

The VBISD Early Childhood Special Education Preschool Program serves the county in three different locations. These locations are called “hubs” and include two preschool classrooms, specialized teaching staff and related services. Our West Hub is located in a wing of Covert Public Schools. Currently, our East Hub is located in Paw Paw at the Cedar Street Campus. Due to shifts in population, this location will become our Central Hub and classrooms in the MECEC will become our East Hub. While we are grateful for many years of a successful partnership with Lawrence Public Schools, Central Hub will no longer be located at Lawrence Public Schools.

This change will allow for increases in opportunities for inclusion with same age students without disabilities. In addition, as mentioned previously, the population of students has shifted, so this move will provide services closer to home for many of our young learners. Even a 15 minute reduction in a bus ride for a three-year-old is helpful! We’re excited about this new partnership and will be sure to share our successes in future board reports.

### **Preschool Speech & Language Pathology Services: Accounting for All Students**

***Leadership, Level of Professional Awareness, Professional Standards & Ethics, Decision Maker, Planner & Organizer, Faculty & Staff Personnel, Student Achievement***

The Michigan Administrative Rules for Special Education (MARSE) provide speech and language services for eligible students, birth through age 26. Eligible preschool students across the county are provided with regularly scheduled therapy sessions. We informally call this “walk-in services.” In the past, these services were included in the caseloads of the Speech and Language Pathologists who serve in our local school districts. However, these needs were not included in the ancillary allocation formula, which caused caseloads to be overloaded.



To address this problem, an ancillary allocation formula was developed for our countywide preschool population and a thorough analysis was conducted that tested several different model changes. In collaboration with the Speech and Language Department, it was determined that walk-in preschool services should be moved to the Early Childhood team of Speech and Language Pathologists.

We are excited about this change as not only does it relieve overloaded caseloads, but it also provides more opportunities for our young learners to be with other young students and to work with Speech and Language Pathologists who specialize in the preschool population.

**Ancillary Staff Services for 2021-2022 Leadership, Decision Maker, Planner & Organizer, Faculty & Staff Personnel, Fiscal Management, Student Achievement**

Each year the Special Education Department reviews the amount and distribution of ancillary services across our local school districts based on the following factors: (1) the ancillary allocation formula, (2) trends and patterns across the state, and (3) special circumstances, requests or needs.

To meet the needs of our county, seven additional ancillary service days are needed. Five days are needed to serve students eligible for Speech and Language Pathology services given an increasing need and to support the new model described above for our preschool population. To account for increases in needs as identified by our ancillary allocation formula, we are also seeking approval for an additional day of Occupational Therapy services and an additional day of School Social Work services.

**Special Services Center Switch Up Leadership, Resourcefulness, Creativity & Innovativeness, Decision Maker, Planner & Organizer, School Plant & Facilities, Community Relations, Fiscal Management**

To better serve our young children and their families, the Special Education Department is reallocating space at the Special Services Center. Specifically, administrative and ancillary staff offices are shifting to the more dated areas and the Early Childhood Special Education reception area, evaluation rooms and offices are moving toward the middle of the Special Services Center which has higher ceilings, larger spaces and a more professional atmosphere.

All areas in the Special Services Center will receive HVAC improvements as well as new paint, carpet, ceiling tiles and lighting, as needed. In addition, a side entrance will be converted into a welcoming parent entrance, including glass doors and a small parking space for families.

Improvements are expected to be completed by the start of the new school year. At that time, the Board of Education will be invited to tour the improved spaces.

These improvements will be funded with millage dollars to achieve our goals of providing a professional and positive experience for our families, while also saving money as the more dated space would need a substantial overhaul (likely demolition) to achieve the same goals.

### **Transportation Department Vehicle Replacement Needs: Part I**

#### ***Decision Maker, Planner & Organizer, Fiscal Management***

Due to normal wear and tear and high mileage, the Transportation Department is in need of vehicle replacements. The focus for the May board meeting is on the need for three replacement buses with wheelchair lifts.

The Business Office received three bids, which were reviewed by Terry Lechenet, Transportation Supervisor, who is recommending the VBISD purchase from Hoekstra Transportation. A resolution seeking board approval for the purchase of the new buses is included in this board report.

At our next board meeting, details about additional vehicle replacement needs will be provided for consideration.



# MEMO

DATE: MAY 5, 2021  
TO: BOARD OF EDUCATION  
FROM: ROBERT SMITH, DIRECTOR  
RE: CAREER & TECHNICAL EDUCATION BOARD UPDATE

## Culinary Student competes in Michigan Skills USA Culinary Arts Competition (1,4,18,20)



The Culinary Arts & Catering Management program at Van Buren Tech recently became a new chapter in the SkillsUSA Career and Technical Student Organization (CTSO). Congratulations to **Payton N** (South Haven) for her participation in the **Michigan SkillsUSA Culinary Arts Competition** over Spring Break. Although we do not know the results of the competition at this time, we want to thank Payton for her hard work, dedication, and commitment. Please see the youtube 2021 SkillsUSA Michigan State Leadership and Skills Conference Open Session as Van Buren Tech was recognized for being one of the four schools as a New Chapter this year (**10:39 time stamp in the video**).

<https://www.youtube.com/watch?v=QIIPahDJEx0>

Submitted by: *Diana Stump, Culinary Arts and Catering Management Manager & Food Service Director*

## 2020-21 Van Buren Tech Cluster Scholarships (1,4,18,20)



The Van Buren Tech Scholarship Committee recently completed their annual scholarship process and are pleased to announce **Ana C.** as the **VB Tech Middle College Scholarship** recipient. Ana's local school district is Lawrence Public Schools and she is completing her Associate's Degree at KVCC while in the Middle College program. Ana's accomplishments, engagement in extracurricular activities, and positive attitude make her a deserving scholarship recipient. Especially noteworthy is Ana's involvement with the PALS program at Lawrence, as well as her portfolio project that influenced the addition of student resources LHS for mental health support. Congratulations, Ana! The Van Buren Tech Scholarship Committee is also pleased to announce the **Buren Tech Herrera-Linderman Family Scholarship** Award recipient as **Destiny K.** Destiny is a second-year Work-Based Learning student in the VBT Play and Learn Preschool through the ECCE program. Destiny is currently a senior at Watervliet High School and plans to attend the University of Michigan to study Elementary Education. Her passion, enthusiasm, and positive attitude when working with her students set a standard of excellence in her placement and will be a driving force for her future endeavors as a teacher.

The Herrera-Linderman Family Scholarship is made possible by the generous donation from Trish Linderman, a former VB Tech Work-Based Learning Coordinator, in memory of her daughter, Lisa Herrera. Lisa worked as a speech pathologist for Battle Creek Public Schools and a translator in the

Neonatal Intensive Care Unit at Bronson Hospital. We honor and remember her passion for advocating for her students to more fully ensure their positive growth, development, and learning.

### **Changes to On-Site Construction Trades Program (1,3,11,13,18)**



Recently, Van Buren Tech was made aware of new licensing criteria that must be adhered to when building a house in the modular style that we use for our On-Site Construction Trades program. The new criteria require that we become a licensed Pre Manufactured Units site. This license would ensure that each of our houses was built to the required *BOCA Modular standards* following the *MR3 2015* building code and enable us to comply. Building a home to *BOCA Modular standards* will allow more people to be eligible for financing when purchasing the homes we build and communicate the high level of quality with which the homes are built. Van Buren Tech will be working with an independent contractor to help navigate through this transition process. We are looking forward to being able to continue building homes in both of our Construction Trades programs and this new license will allow us the opportunity to do so for many decades to come.

### **F.O.P Scholarship Winners Announced (1,4,18,20)**

Van Buren Tech recently learned that two VB Tech seniors in Matt Whitman's Law Enforcement Program were each awarded **\$500 Fraternal Order of Police Lodge 136** scholarships. **Mason A. (Paw Paw)** will be attending Ferris State University and **Ryan P. (South Haven)** will be attending Southwestern Michigan College in the fall. Congratulations to Mason and Ryan and our Law Enforcement program!

F.O.P representative Diana Stump wrote ***"Thanks for making a difference in students lives and continuing to educate students in the Law Enforcement program to protect all of us. This is a difficult profession to be in especially during these times."***

### **School Improvement Work (1,3,4,8,15)**

Throughout the 2020-21 school year, the School Improvement Committee at Van Buren Tech has been working closely with Cheryl-Marie Manson to transform our school improvement processes and goals. The staff has been introduced to the ***Positive Inquiry*** and ***Michigan Integrated Continuous***

**Improvement** processes. On Tuesday, April 13th, and Friday, April 14th, staff participated in 2 half-day professional development sessions to evaluate building-wide data and cohesively identify building-wide improvement growth areas and develop specific goals and action plans. As a result of this process, staff at VB Tech have identified the following two areas as focal points for growth moving forward. The group will continue to use staff meetings, cluster meetings, school improvement meetings, and professional development to create action plans and assess progress.

- 1) Student Motivation, Engagement & Fatigue
- 2) Student Access & Program Fit

### **Staff Catapult EMS Training (1,11,14,15,16)**

Throughout the 20-21 school year, the Safety Committee at Van Buren Tech has been acclimating to a new emergency management system - **Catapult Emergency Management System**. The committee reviewed the system, watched a variety of tutorials, and participated in training sessions. Staff at VB Tech began training on April 28th. This program will serve as our primary communication in emergencies and will be used as a reporting system for safety situations or issues.

Catapult EMS is a revolutionary way for Van Buren Tech to manage a wide array of incident and emergency scenarios. Whether you use a desktop or a cell phone the cloud-based system provides:

- Real-time Student- Accounting
- Incident Reporting and Escalation
- SIS (Student Information System) and Active Directory Integrated
- GPS and Room location reporting
- Alerts District, Police, and Fire
- Digital Emergency Procedure Manuals
- Emergency Checklists

### **Calendar Events**

May 3	Begin Staff Appreciation Week
May 4	Virtual Staff Meeting
May 5	Virtual School Board Meeting
May 20	Principals Meeting
<b>May 24</b>	<b>Main Street Hallway Ribbon Cutting Ceremony</b>
May 31	No School ~ Memorial Day Holiday



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## MEMO

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**DATE:** MAY 5, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAMIAN KOOB, DIRECTOR OF TECHNOLOGY SERVICES  
**RE:** TECHNOLOGY SERVICES UPDATE

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**Shared Services Update** (Leadership, Communication Skills, Professional Preparation, Community Relations)

The Technology Services team has been busy this past month working with our partner District and ISD administrators on summer budgeting and device purchasing forecasts. We are preparing for the various learning strategies and scenarios that we experienced this school year due to the pandemic. Our District Site Coordinators, Ian Haight, Dan Grimm, Ryan Cox, and Lukas Enciso have been working with the administrators in each District to ensure that the technology needs are being evaluated and discussed. This preparation occurs annually, but has a little more emphasis on connectivity and student mental health metrics that will assist Districts this time around. We are looking for new solutions daily to assist with these hurdles. The Technology Services department staff have been working very hard during these interesting times and I could not be more proud of them. Thank you again for allowing me to assemble this great team.

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

Michigan School Business Officials (MSBO) held their annual conference virtually on April 21<sup>st</sup> and 22<sup>nd</sup> this year. My focus for this year's conference included sessions on Ransomware, Cybersecurity, Managing Contracted Service Agreements, and IT Vendor Fraud. I found all of these sessions to be very informative and looked at ways to apply to my daily routines and guidance for staff. I am frequently asked about Cybersecurity and vendor reputations and am now happy to be able to help answer these questions with a little more clarity. I would like to thank the Board for giving me the opportunity to attend this conference for the professional development and networking opportunities.





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## MEMO

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**DATE:** MAY 5, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** LISE BLACK, EARLY CARE & EDUCATION  
**RE: EARLY CARE & EDUCATION UPDATE**

**Great Start Readiness Program (GSRP)** (preschool for at-risk children) (2, 9)

The Early Care & Education Task Force approved the 2021-2022 GSRP Prioritization Process. Once again, the GSRP staff concurred that we will wait until October to consider our “youngsters” (those turning age five between 9/1 and 12/2) to ensure all 4 year-olds get placed first. *A copy of the chart is attached.*

We are still waiting for the final legislation to determine FY22 funding. The most recent update I have on the status, provided through a coalition supporting a funding increase, is as follows:

- **Governor Whitmer’s Executive GSRP Recommendation:** Full adoption of the coalition request to make sure a full-day experience for GSRP matches the minimum foundation amount. Under the Governor’s recommendation that would be \$8,275.
- **Senate Appropriation Subcommittee Recommendation:** Agrees with the executive recommendation. However, the Senate increases the foundation grant to \$8,361. This is still a massive step in the right direction and should be supported.
- **House Appropriation Subcommittee Recommendation:** Increased GSRP funding by \$5 million or \$75 per slot (\$7,400). This investment is \$27.2 million below our request.

Given that it has been nine years since GSRP has received an increase, we remain hopeful that the end result will be closer to the Governor’s recommended increase. Without a reasonable increase, there is concern that we will see programs closing across the state.

**Kindergarten Readiness Projects** (5, 10, 18, 20)

Thanks to the last Entergy grant for the Back to School project, we are able to do summer learning kits for 330 kindergarten bound GSRP, Early Childhood Special Education, and Family Links home visiting students. Our WMU Intern Sarah Greenway, mentored by Mechele Brower, has provided planning and leadership on the project. Packing is now underway.

Our second project is a send home book The Night Before Kindergarten for all of the GSRP and Family Links families. We will be including parent information on the Kindergarten Readiness Assessment (KRA) which will be completed for their children in the fall. The KRA requirement was suspended this year due to the pandemic, but is back in place for the fall. The goal is to get parents accurate information on the process. I am also working with our ISD Literacy Coaches on an interactive document that could be shared county-wide for families.

## Great Start Collaborative (GSC) (5, 18)

April was Child Abuse Prevention Month. In order to promote safety from birth, the GSC co-hosted a virtual Community Baby Shower. Partners included Van Buren Child Abuse & Neglect Prevention Council, Teen HOPE, Bronson Lakeview Family Care, and Bronson Health Foundation.

The session included various topics for new parents and had 34 attendees. Technology allowed for full Spanish interpretation for the entire event. Every family received a wonderful gift bag and a beautifully boxed cupcake which they picked up at the ISD. In addition, there were 10 Safe Sleep crib sets (\$1,000 Bronson Health Foundation grant) and several other gift baskets for the door prizes. Here are a couple of pictures of the gift pick up.



### Above

Volunteers organize the Community Baby Shower gifts for families to pick up.

### Left

An attendee receives her safe sleep set via the drive-up process.

## 2021-2022 Van Buren Intermediate School District GSRP Prioritization Process

### Services for Children Age 4 by 9/1/21 (see Round 5 for “Youngers” age 4 by 12/1/2021)

GSRP Eligibility Factors are used to qualify students. Family income measured by the % of Federal Poverty Level (FPL) is the primary factor.  
For students within the same priority category, additional eligibility factors are considered.  
Information on eligibility factors is found in the GSRP Implementation Manual: Eligibility Section at [www.michigan.gov](http://www.michigan.gov)

No Tuition					Tuition (2)
Quintile 1 (1)	Quintile 2	Quintile 3	Quintile 4	Quintile 5	Over Income
<b>0%-50% of FPL</b>	<b>51%-100% of FPL</b>	<b>101%-150% FPL</b>	<b>151%-200% FPL</b>	<b>201%-250% FPL</b>	<b>Above 250% FPL</b>
<b><i>HEAD START INCOME ELIGIBLE</i></b> <i>Applications forwarded to Head Start for review &amp; family contact. GSRP eligibility is considered only after a family completes the Head Start process.</i>					

Round 1 ~ June 17th	Round 2 ~ July 15th	Round 3 ~ August 19th
No later than the published date for Rounds 1-3, verified(3) students from Quintiles 1-5, who will be age 4 by 9/1/2021, will be rank ordered (FPL% & Eligibility Factors) and placed on a pending(4) enrollment list. Notification to eligible families will be in the form of a letter through the postal service.		

Round 4 ~ beginning August 20th
Verified(3) students, who will be age 4 by 9/1/2021, from Quintiles 1-5 & Over Income will be considered for open slots. They will be rank ordered (FPL% & Eligibility Factors) and placed on a pending(4) enrollment list. Notification to eligible families will be in the form of a letter through the postal service. Families with verified incomes above 250% FPL will be charged tuition (2).

Round 5 ~ beginning October 1st
Verified(3) “Youngers” turning age 4 between 9/2/21-12/1/22 will be considered for open slots by rank order (FPL% & Eligibility Factors)

- (1) Students with an IEP receiving 1755 services will be considered Categorically Eligible/Quintile 1. Those with Head Start eligible incomes will be referred for the Head Start process. Students living in foster care or homes will be considered Categorically Eligible/Quintile 1 and referred for the Head Start process.
- (2) Tuition rates are determined by the Van Buren School Readiness Advisory process. Maximum 10% of slots for tuition based students. Tuition waived for students with IEPs.
- (3) Verified proof of family income, residency, child’s date of birth, and special education status by VBISD Early Care & Education office. Student applications from districts outside the VBISD will be considered. The applicant must complete a Program Choice Notification form with their resident district.
- (4) Pending Enrollment: GSRP program services are subject to final legislative approval of funding and eligibility criteria. An offer of pending enrollment is not a guarantee of services.

***Approved on 4/26/21 by the Van Buren Early Care & Education Task Force.  
All GSRP services require final legislative approval for funding and eligibility.***

***Van Buren’s GSRP grant is administered by the Van Buren Intermediate School District, Early Care & Education (269) 539-5214.***

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, Superintendent, 490 S. Paw Paw Street, Lawrence, MI 49064, 269-674-8091.

*These materials were developed under a grant awarded by the Michigan Department of Education.*

III. ACTION ITEMS

A. Approval of Additional Mental Health Clinicians, Literacy Coach and Math Consultant **(Roll Call Vote)**

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## MEMO

**DATE:** MAY 5, 2021

**TO:** BOARD OF EDUCATION

**FROM:** CHERYL-MARIE A. MANSON, DIRECTOR OF INSTRUCTIONAL SERVICES

**RE:** APPROVAL OF ADDITIONAL MENTAL HEALTH CLINICIANS,  
LITERACY COACH, AND MATH CONSULTANT POSITIONS

### **BACKGROUND**

During the recent release of school budgets, VBISD received an increase in mental health and literacy funding. This increase would allow VBISD to hire approximately two Mental Health Clinicians and one Literacy Coach.

In addition, VBISD has been collaborating with our local districts to secure approximately \$1.4 million in ESSER III funding. At this point in time, 10 out of 11 of our local districts have confirmed while one is pending board approval. This additional funding from our local districts would allow us to hire an additional four Mental Health Clinicians and a Math Consultant through September 2024.

Therefore, I recommend the board approve the following resolution:

***RESOLVED*** that the VBISD Board of Education approves the posting of six (6) Mental Health Clinicians, one (1) Literacy Coach and 1 Math Consultant.



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## MEMO

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**DATE:** MAY 5, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVID D. MANSON  
**RE:** APPROVAL OF STAFF RESIGNATIONS

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### **BACKGROUND**

Attached is the letter of resignation for Amanda Baham; Special Education Teacher at Behavioral Education Center.

### **RECOMMENDATION**

**RESOLVED** that the Board of Education accept the resignation of Amanda Baham, effective April 1, 2021.

Attachment



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**MEMO**

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**DATE:** MAY 5, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** DAVE MANSON  
**RE:** ADDITIONAL ANCILLARY SERVICE DAYS

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**BACKGROUND:**

Due to an increasing student needs, VBISD is in need of additional ancillary service days as follows, beginning in the 2021-2022 school year.

Speech & Language Pathology: 5 additional days per week  
Occupational Therapy: 1 additional day per week  
School Social Work: 1 additional day per week

**RECOMMENDATION:**

**RESOLVED** that the Board of Education approve seven (7) additional ancillary days beginning in the 2021-2022 school year.

D. Approval of Purchase for Three (3) School Buses (**Roll Call Vote**)

63

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**MEMO**

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**DATE:** MAY 5, 2021  
**TO:** BOARD OF EDUCATION  
**FROM:** TERRY LECHENET, TRANSPORTATION SUPERVISOR  
**RE:** **APPROVAL FOR PURCHASE OF THREE (3) SCHOOL BUSES**

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The Business Office recently used the MSBO/MAPT bus purchase program to place a bid for three (3) school buses with A/C and lifts for delivery in late November of 2021. Three bus bids were received and reviewed by Terry Lechenet, Transportation Supervisor, who is recommending we accept the bid from Hoekstra Transportation as the best fit for our current fleet operations. (See attached)

Holland Bus Company	\$346,365.00
Midwest Transit	\$353,823.00
Hoekstra Transportation	\$344,607.00

***RESOLVED***, that the board of education approve the purchase of three (3) 2022 school buses for special education from Hoekstra Transportation at a cost of \$344,607.00.

**Michigan Bus Purchasing**  
**Price Comparison Report - Spec #16011**  
 Apr 27, 2021 9:58 AM

**Buying Organization**      **Van Buren ISD**  
**490 S Paw Paw St**  
**Lawrence MI 49064-9328**

Notes                              VBISD  
 Product Category              Special Needs (2020-21)  
 Product                            53 Passenger  
 Quantity                         3

	Option	Option SKU	Buyer Comments	Hoekstra	Holland	Midwest Transit
<b>Product Base Price</b>				<b>\$91,112.00</b>	<b>\$93,547.00</b>	<b>\$94,459.00</b>

**Chassis Options**

**Air Dryer**

Bendix AD-IP dryer w/spin-on filter                              C101                              N/C                              (\$183.00)                              \$35.00

**Alternator**

240-amp, Leece-Neville    C123                              \$140.00                              S/E                              S/E

**Axle, Rear: minimum load**

21,000 lbs.    C152                              \$11.00                              S/E                              \$77.00

**Brake Dust Shield**

Brake dust shield on all wheels                                      C170                              S/E                              S/E                              N/C

**Brakes, ESC**

Electronic Stability Control for Air Brakes                              C172                              S/E                              S/E                              S/E

**Brakes, Traction Control**

For air brakes    C180                              S/E                              S/E                              S/E

**Engine**

Cummins ISB 240hp w/PTS2500 trans                              C202                              \$2,501.00                              \$500.00                              N/C

**Engine Hood**

Soft Close Hood Support    C230                              S/E                              N/A                              N/C

**Fan Drive**

Electromagnetic On/Off Type    C195                              \$276.00                              N/A                              N/C

**Full Instrumentation Package (Engine)**

Low Coolant indicator with audible alarm                              C260                              S/E                              S/E                              S/E

**Headlights**

64

Auto sensing headlights    C265                              S/E                              N/A                              \$75.00

**Idle Management Control**

Programmable	C280	S/E	N/C	N/C
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**Motor, Starting**

Thermal overcrank protection	C290	S/E	S/E	N/C
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**Paint, Wheels**

Wheels finish coated black inside and out	C300	S/E	N/C	N/C
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**Pedals, Adjustable**

Adjustable brake and accelerator pedals	C310	\$370.00	\$743.00	\$575.00
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**Rust Proofing**

Rust proofing, fuel tank anticorrosion spray coating	C315	\$478.00	\$160.00	\$280.00
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**Steering**

Telescoping steering wheel	C320	S/E	S/E	\$114.00
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**Switches, Ignition**

Keyed alike	C350	N/C	\$5.00	\$9.00
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**Tires**

255/70R22.5, Hankook	C387	(\$612.00)	(\$367.00)	(\$689.00)
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**Turn Signals**

Fender-mounted	C421	S/E	S/E	\$49.00
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**Warranty, Extended**

5 year/100,000 miles	C452	\$2,012.00	\$2,640.00	\$2,300.00
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**Warranty, Corrosion & Structural**

10 years	C460	\$1,263.00	N/A	N/A
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**Wheels**

Iron hub	C480	S/E	S/E	S/E
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**Winter Warmup Equipment**

Winter front	C490	\$33.00	\$75.00	N/C
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**Body Options****Air Conditioning, In Dash**

For driver only	B110	\$1,361.00	N/A	N/A
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**Air Conditioning**

Thermo King SR50C-C, center-plenum, dual discharge system w/TM-21 compressor, 103,000 BTU	B131	\$10,400.00	\$10,000.00	\$10,100.00
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**Air Foil, Rear**

Add rear air foil (state brand)	B140	\$588.00	\$510.00	\$594.00
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**All Light Monitor System**

Add all light monitor system	B160	S/E	\$50.00	\$33.00
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**Battery Cut Off Switch**

Add battery cut off switch	B190	S/E	\$127.00	\$62.00
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**Color, Interior**

Walls gray	B232	S/E	N/A	\$95.00
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<b>Door, Entrance</b>				
Electric, double out, split type	B260	(\$169.00)	\$268.00	(\$28.00)
<b>Exit, Evacuation Step</b>				
Step & handle at rear door	B310	\$75.00	S/E	\$98.00
<b>Fenderettes</b>				
Rubber fenderettes	B351	\$74.00	\$115.00	\$59.00
<b>Flat Floor Package</b>				
36" seats, 2 seatbelts, rear lift door	B362	(\$358.00)	\$444.00	N/C
<b>Floor Covering</b>				
1 piece, black	B372	\$516.00	N/A	\$256.00
<b>Fuel Filler Door</b>				
Latching	B392	S/E	S/E	S/E
<b>Heater, Auxiliary</b>				
Webasto, 17,000 BTU, quartz timer	B415	\$913.00	\$1,109.00	\$1,291.00
<b>Heater, Mid-body Rear</b>				
50,000 BTU	B430	N/A	N/A	\$220.00
<b>Lettering and Trim</b>				
Substitute Reflexite tape	B450	N/C	N/C	N/C
<b>Light, Exterior</b>				
Light check system	B460	S/E	S/E	S/E
<b>Lights, Overhead Warning</b>				
8-light LED system	B482	\$766.00	\$432.00	\$526.00
<b>Lights, Interior</b>				
LED Interior Dome Lights	B465	\$112.00	\$331.00	\$250.00
<b>Mirror System</b>				
Lever-lock adjustable 6" x 30"	B521	S/E	\$50.00	\$95.00
<b>Mirror, Timer</b>				
Timer for heated mirror	B525	S/E	S/E	\$47.00
<b>Mirrors, Crossview</b>				
Rosco Hawk Eye, heated	B543	S/E	\$24.00	N/C
<b>Mirrors, Crossview, Arms</b>				
Stainless steel arms	B555	S/E	\$30.00	\$38.00
<b>Mirrors, Rearview</b>				
Rosco Open View ES, remote, heated, split view	B575	\$233.00	\$220.00	\$182.00
<b>Mirrors, Rearview, Arms</b>				
Stainless steel arms	B590	S/E	\$32.00	\$37.00
<b>Noise Reduction System</b>				
Perforated ceiling, full bus	B595	S/E	\$554.00	S/E
<b>Paint, Roof</b>				
White, polyurethane	66 B605	\$303.00	\$202.00	\$320.00

<b>Panel, Shoulder Pad</b>				
Full bus length	B610	\$104.00	\$121.00	\$73.00
<b>Power Source</b>				
12-volt power source in driver's area	B615	\$31.00	S/E	N/C
<b>Radio &amp; Public Address System</b>				
AM/FM radio, CD, clock; no PA system	B624	\$399.00	\$383.00	N/A
<b>Rust Proofing</b>				
All interior doors	B645	S/E	S/E	S/E
<b>Rust Proofing, Stepwell</b>				
Anti-corrosion spray coating, inside & outside	B647	\$244.00	\$348.00	S/E
<b>Sashes, Side</b>				
Painted flat black	B650	S/E	\$106.00	\$155.00
<b>Seat, Driver's</b>				
National, air ride w/1 arm rest	B664	\$159.00	\$185.00	\$26.00
<b>Seat, Driver's, Belt</b>				
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
<b>Seats, Child Restraint</b>				
<i>IMMI SafeGuard, track mount (per seat) (Qty: 12)</i>	B681	---	---	\$5,868.00
<i>NexGen 36"CCr 3 pt. belts (per seat) (Qty: 12)</i>	B686	---	\$3,168.00	---
SynTec S3C, 36" track mount (per seat) (Qty: 12)	B698	\$4,092.00	N/A	N/A
<b>Seats, Passenger</b>				
Deduct for delete seat (per seat) (Qty: 12)	B705	(\$2,892.00)	(\$2,040.00)	(\$984.00)
<b>Seats, Passenger: Color</b>				
Gray	B713	S/E	S/E	N/C
<b>Severe Service Package</b>				
Must meet Colorado Racking Test	B740	S/E	S/E	N/C
<b>Step Tread</b>				
Pebble tread heated w/metal backing	B751	\$210.00	\$606.00	\$280.00
<b>Stop Arm Signals</b>				
Transpec 7000, electric, LED lights, front only	B763	(\$287.00)	(\$315.00)	(\$168.00)
<b>Storage Compartment Driver's Area</b>				
Over drivers sash window	B781	S/E	\$90.00	\$157.00
<b>Storage Pouch</b>				
Mounted on barrier behind driver	B782	\$21.00	\$14.00	\$75.00
<b>Wheelchair Entry</b>				
Rear lift door w/Braun NCL919IB, 34" wide	B835	N/C	S/E	N/A
<b>Wheelchair Entry Latch</b>				
3-point latch	B845	S/E	S/E	N/C
<b>Wheelchair Securements (L-Track)</b>				
Q-Straint Q-8100-A1 QRT (each) (Qty: 3)	B853	\$831.00	\$1,140.00	\$900.00

Window, Rear

Tempered, 28% tinted

B870

\$15.00

\$31.00

N/C

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**Configured Price \$115,369.00 \$115,455.00 \$117,941.00**

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**Dealer Options**

Ignition Keyed FT1001

\$0.00

Three (3) 2280CCA Type 31 12V Batteries

(\$67.00)

Credit for Factory AC

(\$433.00)

STARS Seating Package

\$0.00

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	<u>Hoekstra</u>	<u>Holland</u>	<u>Midwest Transit</u>
<b>Unit Price</b>	<b>\$114,869.00</b>	<b>\$115,455.00</b>	<b>\$117,941.00</b>
<b>Total Price</b>	<b>\$344,607.00</b>	<b>\$346,365.00</b>	<b>\$353,823.00</b>
<b>Grand Total</b>	<b>\$344,607.00</b>	<b>\$346,365.00</b>	<b>\$353,823.00</b>

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## IV. OTHER BUSINESS

### A. Adjournment

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.