

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 January 4, 2023, beginning at 4:00 PM in the Van Buren Conference Center
490 S Paw Paw Street
Lawrence, MI 49064.

The public is invited to attend the Van Buren Intermediate School District Board of Education meetings. If you require accommodations to access these meetings or would like to provide input or ask questions on any business that will come before the Van Buren Intermediate School District Board of Education at the meeting, please contact Dave Manson, Superintendent at dmanson@vbisd.org.

The subjects to be discussed or considered or upon which any formal action may be taken are 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 (12/07/22; 12/14/22)

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A Special Board Work Session meeting of the Van Buren Intermediate Board of Education was held in person on Wednesday, **December 14, 2022** at the Community-based Transition Center in Paw Paw, Michigan. The following board members were present: Middaugh, Weiss, Makay, Faul, and Kent. Also present: Dave Manson.

Meeting called to order at **11:01 am** by President Middaugh

The following items were discussed and reviewed by the Board:

- 1) Technology Services – *Damian Koob*
- 2) Instructional Services – *Cheryl-Marie Manson*
- 3) VB Tech – *Robert Smith*
- 4) Special Education – *Katy Holverstott*
- 5) Superintendent’s Performance Review - *Manson*
- 6) Maintenance/Operations Updates – *Manson*
- 7) Marketing/Social Media/Website – *Manson*
- 8) Support Staff Negotiations & Shortage – *Manson*
- 9) Proposed Non-Union Wage Adjustments - *Manson*
- 10) District Improvement Planning – *Manson*
- 11) National School Board Association – 2023 Conference in Orlando – *Manson*

Meeting adjourned at **3:02 PM**

Respectfully submitted,



John Faul, Board Secretary
Van Buren Intermediate Board
Of Education, Lawrence, Michigan

2. Voucher/Budget Composite & Cash Flow Summary Vouchers

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**Van Buren Intermediate School District
December 2022**

Imprest Fund Vouchers	\$ 860,130.95
Payroll Fund Vouchers	3,484,046.18
Purchasing Card Vouchers	62,737.96
EDUSTAFF ACH Payments	7,594.45
	\$ 4,414,509.54

Budget-to-Expenditure Comparision 22-23

Fund	Budget	Actual & Encumbered Expenses	Unencumbered Balance	Year-to-Date Variance
General	15,986,977	7,195,443	8,791,534	131,922
Special Education	37,037,146	13,139,160	23,897,986	3,836,198
Career Tech Education	15,684,811	5,461,177	10,223,634	1,727,694
Food Service	93,236	1,814	91,422	40,919
Capital Projects	0	1,634,930	N/A	(1,634,930)

Cash Flow Summary

	Ending Balance 10/31/2022	Cash Receipts	Cash Disbursements	Ending Balance 11/30/2022
General	1,062,946	3,436,603	2,591,811	1,907,738
Special Education	6,194,017	1,729,755	2,174,148	5,749,624
Career Tech Education	7,577,210	240,251	839,447	6,978,014
Student Activity Fund	29,547	0	11	29,537
Food Service	49,632	63	0	49,696
Capital Projects	3,030,452	0	233,971	2,796,482
	17,943,806	5,406,671	5,839,388 *	17,511,089

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

PAYROLL SUMMARY
December 2022

GENERAL	1,035,337.92
SPECIAL EDUCATION	2,152,584.57
VOCATIONAL EDUCATION	660,123.69
STUDENT ACTIVITY FUND	0.00
FOOD SERVICE FUND	0.00
TOTAL PAYROLL	<hr/> 3,848,046.18

IMPREST VOUCHER SUMMARY
December 2022

<u>FUND NAME</u>	<u>CHECKS</u>	<u>PURCHASING CARDS</u>	<u>TRANSFERS/ INTEREST/FEES</u>	<u>TOTAL</u>
General Fund	143,583.52	20,090.17	(15,706.16)	147,967.53
Special Education	364,649.45	15,364.82	4,867.75	384,882.02
Vocational Education	121,783.40	27,282.97	10,838.41	159,904.78
Capital Projects	230,114.58	0.00	0.00	230,114.58
Health Consortium	0.00	0.00	0.00	0.00
Student Activity Fund	0.00	0.00	0.00	0.00
TOTAL	<u>860,130.95</u>	<u>62,737.96</u>	<u>0.00</u>	<u>922,868.91</u>

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

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CONFERENCE ATTENDANCE
Superintendent/Board of Education
January 4, 2023
Pre-Approval

NAME	DATES	LOCATION	ESTIMATED COST
John Faul	March 31 – April 3, 2023	National Association of School Boards 2023 Conference Orlando, Florida	\$3000
Kenneth Kent	March 31 – April 3, 2023	National Association of School Boards 2023 Conference Orlando, Florida	\$2700
Karen Makay	March 31 – April 3, 2023	National Association of School Boards 2023 Conference Orlando, Florida	\$2700
Mary Ann Middaugh	March 31 – April 3, 2023	National Association of School Boards 2023 Conference Orlando, Florida	\$2700
John Weiss	March 31 – April 3, 2023	National Association of School Boards 2023 Conference Orlando, Florida	\$2700
Dave Manson	March 31 – April 3, 2023	National Association of School Boards 2023 Conference Orlando, Florida	\$2500

Post Approval

NAME	DATES	LOCATION	COST

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

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VBISD

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Date: January 4, 2023
To: Board of Education
From: David D. Manson, Superintendent

Subject: Superintendent Update

MESSA Employer Advisory Committee: (Community Relations, Staff Relations, Business & Finance)

Given my role as coordinator of the Van Buren County School Health Care Consortium, I was invited to serve as a representative on the statewide MESSA Employer Advisory Committee which held its first meeting on December 7th. The purpose of this committee is to create a venue for open dialog between MESSA and school districts designed to strengthen relationships, share ideas and gain input on the development of current and future products and services that best fit school district needs. After the first meeting, it is apparent that VBISD's participation in this committee will allow us to receive information more quickly and hopefully positively impact any changes that are likely to occur..

Personnel Shortages: (Governance & Board Relations, Community Relations, Staff Relations, Business & Finance, Instructional Leadership)

Staff shortages across the State of Michigan are beginning to impact Van Buren County particularly in the areas of transportation, business services, maintenance/custodial services, paraprofessionals, teachers, and ancillary staff. Many of these positions are vacant countywide which puts pressure on VBISD to temporarily support districts until appropriate employees can be located. So far, VBISD has been able to assist many local districts through these shortages and we will continue to participate in statewide planning to address personnel shortages, but long term fixes appear to be a few years away.

Professional Development Day - January 16, 2023: (Staff Relations, Instructional Leadership)

On January 16, 2023, VBISD will be holding our annual professional learning day. During this event, we will provide many staff members with Great Job Awards and have an opportunity to listen to executive coach David Hulings. The presentation will focus on four elements: Purpose; Attitude; Care; and Energy. These elements, when operating together throughout the organization, produce a powerful force that can change culture and improve productivity.

AM Group - All Special Education (except transportation) @ the Conference Center

8-9a - VBISD updates; Great Job Awards

9-10:30a - Speaker David Hulings - "The Power of Collective P.A.C.E."

10:30-11:30a - Lunch on your own & Return to buildings

11:30a-3p - Individual Department PD

PM Group - All CTE, General Fund & Transportation @ the Conference Center

8-11:30a - Individual Department PD

11:30a-12:30p - Lunch on your own & Travel to Conference Center

12:30-1:30p - VBISD updates; Great Job Awards

1:30-3p - Speaker David Hulings - "The Power of Collective P.A.C.E."

C. Department Updates
1. Finance

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MEMO

DATE: JANUARY 4, 2023
TO: BOARD OF EDUCATION
FROM: BARBARA MATTHEWS
RE: FINANCE & OPERATIONS DEPARTMENT UPDATE

Budget Transparency & Annual Web Reports (13, 19)

PA 630 of 2007 required that intermediate school districts annually post certain information on our website. Our 2021-22 report is posted and available to view.

Our web-based Budget Transparency Report has been updated with 2021-22 information. As in the past, we disclose the amount of expenses reimbursed to Board Members and employees during the fiscal year. The expense reimbursements increased to \$285,324.58 for 2021-2022 from \$130,743.02 for 2020-21. This increase was a result of having more employee travel costs as schools returned to pre-COVID pandemic in-person instruction.

Tuition Assistance Plan (1, 2, 5, 9, 10, 15, 19)

Our December State Aid payment included funding for the new State Aid Section 61i grant in the amount of \$100,000. As explained in another report this month, a portion of the CTE Teacher Recruitment and Retention grant will be used to financially support Annual CTE Authorized teachers with the costs associated with becoming certified CTE teachers or financially support for our support staff with costs associated with becoming certified CTE teachers. The ISD is also looking at participating in other grant opportunities to Grow Your Own Educators. These grants are similar to the Sec. 61i grant as they involve some form of financial assistance or compensation, the most prevalent being the payment of college tuition and related costs.

The Internal Revenue Service allows the first \$5,250 of annual tuition reimbursements to be tax-free to the employee provided the employer has a tuition reimbursement plan.

Reimbursements over the annual \$5,250 are normally taxed unless the tuition payments meet the qualifications to be treated as a non-taxable fringe benefit. To qualify, the educational expenses must directly relate to the employee's current job responsibilities by meeting both of the following requirements:

- Maintains or improves skills required by the employer, including refresher courses and courses dealing with current developments in the employee's profession.
- Meets the requirements of any applicable law or regulation or any expressed requirements imposed by the employer for bona fide business reasons as a condition to the employee's continued employment, status or rate of compensation.

Courses that enable an employee to meet the minimum educational requirements for qualification in either the employee's current field of employment or a new field of employment are not directly related to the employee's current job responsibilities.

Because of these grant opportunities for our staff and wanting to assist them financially, we will be presenting a Tuition Assistance Plan at today's meeting for the Board's approval.

MEMO

DATE: JANUARY 4,
2023



VBISD Special Education Department:

Serving kindness and quality since 1960

TO: BOARD OF
EDUCATION

FROM: KATY HOLVERSTOTT

RE: SPECIAL EDUCATION UPDATE

Featuring VBISD's "Early On" Program Leadership, Level of Professional Awareness, Supervisor, Faculty & Staff Personnel, Student Achievement

MDE defines Early On as "Michigan's early intervention system for helping infants and toddlers, birth to three years of age who have a disability, developmental delay(s) or are at risk for delay(s) due to certain health conditions, and their families."

The VBISD Early On team is composed of special education teachers, speech and language pathologists, occupational therapists, a physical therapist, a school social worker, an educational audiologist, and a school psychologist. To provide more information about these services, Cecilia Norcross and Bonita Suter have prepared a presentation (see link below) to be presented at the board meeting.

https://docs.google.com/presentation/d/1BgG7j-M7Of-Y07nzLzTfvBMZm6agJB_FNyPUc27M9Q/edit#slide=id.p30

Needed: More Early On Physical Therapy Service Days Leadership, Decision Maker, Planner & Organizer, Supervisor, Faculty & Staff Personnel, Student Achievement

VBISD Early On is in need of additional Physical Therapy days to provide needed services for Van Buren County children. Specifically, three additional days per week are needed to allow providers to offer increased service more commensurate with what is provided across the State. If approved, funding for this increase will be provided by Section 54d grant funding, which is a reliable source of funding for ISDs across the State to support Early On programs and services. A resolution to approve this increase is included for Board consideration.

Administrator of Accountability & Program Improvement Leadership, Level of Professional Awareness, Decision Maker, Planner & Organizer, Supervisor, Faculty & Staff Personnel

As shared at the Board Work Session, a strategic decision was made four years ago to split the Administrator of Accountability and Program Improvement role with Allegan AESA. At the time, the VBISD also employed an Assistant Superintendent, and this position ended when Dave Manson moved into the Superintendent position. Given this, in combination with other variables shared with the Board, it is recommended that the VBISD change this role from part-time to full-time, and a resolution is included for Board consideration.

It is additionally noted that the current Administrator of Program Accountability and Improvement is retiring at the end of the school year. Due to the shortage of special education administrators and the level of expertise required of this role, if approved, this position will be posted immediately to begin the search.

Staffing Leadership, Level of Professional Awareness, Supervisor, Planner & Organizer, Supervisor, Faculty & Staff Personnel

Staffing continues to be an ongoing challenge, but the Special Education Department has been successful in filling nearly all positions. Below are details.

- Special Education Administration:
 - All positions are filled.
- Program Staff:
 - All teaching and ancillary staff positions are filled.
 - There are several program assistant openings at the Bert Goens Learning Center and Maple Creek Educational Center.
- Local District Assigned Ancillary Staff
 - Due to relocation, there is an opening in Mattawan for a School Social Worker. Efforts are underway to have this position filled before the staff member moves.
 - Due to an increase in caseload demands and a shortage of School Psychologists, an additional Diagnostic Teacher Consultant is needed. It is requested that the Board approve 3 additional days to post for a full time position and a resolution is included for consideration. It is noted that this position qualifies for 310 funding, which will provide additional reimbursement for up to three years.

December 9 Professional Learning Day Leadership, Level of Professional Awareness, Professional Standards & Ethics, Communication Skills, Planner & Organizer, Faculty & Staff Personnel, Student Achievement

On December 9, 2022, the Special Education Department was provided with a full day of professional learning. Previous survey data indicated that staff would like more individualized choices and more time with colleagues. In response to this feedback, the morning session was designed by Program and Regional Supervisors based on their specific needs and the afternoon session offered the following options followed by a Winter Social. The Winter Social included time to reflect on the learning, unstructured time with colleagues, treats, and a raffle consisting of books recommended by the various presenters.

- The Migratory Farm Family: Facts & Myths
 - Presented by Angie Guterrez, VBISD Whole Child Services
- Ableism 102: Next Steps in Dismantling Ableism
 - Presented by Max Horobik, Disability Network
- LGBTQ+ Safe Schools Workshop
 - Presented by MaryJo Schnell, OutCenter
- Tools for Resiliency
 - Presented by Dr. Marti & Jenny Opdycke, SWMI Health Matters
- Mindfulness & Yoga for Pain Management
 - Presented by Caitlin Brown, Mindful Detroit
- Differentiating Trauma from Disability
 - Presented by Dr. Stephanie Grant, Developmental Enhancement Behavioral Health

To gauge satisfaction, a survey was sent via email and 95 staff members participated. Below is a quick summary of their feedback:

- When asked to rate each afternoon session on a scale of 1 to 4, with 1 indicating unsatisfied and 4 indicating very satisfied, the overall rating was 3.5.
- When asked, “True or False, I enjoyed the Winter Social,” 74% indicated “True.”

Benchmark Data Leadership, Level of Professional Awareness, Supervisor, Policy Implementer, Crisis Manager, Student Achievement

Consistent with requirements ([PA 144 Sec 98b](#)), included in this board report are benchmark data from VBISD Special Education Programs, the Bert Goens Learning Center and Maple Creek Education Center.

VBISD Bert Goens Learning Center Sec. 98b Goal Progress Report Grades K-8

Table A: Building Goals that were established by September 15, 2022

Goal Category	Goal Related to Achievement or Growth on K - 8 Benchmarks as required by law (PA 144 Sec 98b and Sec 104h)
Middle of the Year Reading Goal	All students, K-8, will increase their ULS Reading Benchmark score by 1%.
End of the Year Reading Goal	All students, K-8, will increase their ULS Reading Benchmark score by 2%.
Middle of the Year Mathematics Goal	All students, K-8, will increase their ULS Mathematics Benchmark score by 1%.
End of the Year Mathematics Goal	All students, K-8, will increase their ULS Mathematics Benchmark score by 2%.

Table B: Achievement or Growth on Benchmark Assessment - By Student Demographics

Reporting Category Suggest reporting on subgroups where $n \geq 30$	By First Board Meeting in February 2023		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
All Students Grades K-8	58%	51%		
Econ. Disadvantaged	N<30 (not reported)	N<30 (not reported)		
Special Education	100%	100%		
English Learner	N<30 (not reported)	N<30 (not reported)		
Female	N<30 (not reported)	N<30 (not reported)		
Male	N<30 (not reported)	N<30 (not reported)		
Race/Ethnicity- White	N<30 (not reported)	N<30 (not reported)		
Race/Ethnicity- Black	N<30 (not reported)	N<30 (not reported)		
Race/Ethnicity- Bi-Racial	N<30 (not reported)	N<30 (not reported)		
Race/Ethnicity- Hispanic	N<30 (not reported)	N<30 (not reported)		

Table C: Achievement or Growth on Benchmark Assessment - By Grade Level

Reporting Category Suggest reporting on subgroups where $n \geq 30$	By First Board Meeting in February 2023		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
Grade Level K-8	N<30 (not reported)	N<30 (not reported)		

VBISD Bert Goens Learning Center Sec. 98b Goal Progress Report Grades 9-12

Table A: Building Goals that were established by September 15, 2022

Goal Category	Grades 9-12 Goal Related to Achievement or Growth as required by law (PA 144 Sec 98b)
Middle of the Year Academic Goal	All students, 9-12, will increase their ULS Reading Benchmark score by 1%.
End of the Year Academic Goal	All students, 9-12, will increase their ULS Reading Benchmark score by 2%.
Additional Academic Goal: Middle of the Year	All students, 9-12, will increase their ULS Mathematics Benchmark score by 1%.
Additional Academic Goal: End of the Year	All students, 9-12, will increase their ULS Mathematics Benchmark score by 2%.

Table B: Achievement Related to Academic Goals

Provide a narrative on progress toward meeting the goals outlined above.
All students at the Learning Center will be assessed in Reading and Math using our Curriculum Based Measure - ULS. Benchmark assessments occur 3 times a year and are incorporated into teacher evaluation, programing and instructional decisions.

Reporting Category Suggest reporting on subgroups where $n \geq 30$	By First Board Meeting in February 2023		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
All Students Grades 9-12	49%	42%		

VBISD Maple Creek Educational Center - Sec. 98b Goal Progress Report Grades K-8

Table A: Building Goals that were established by September 15, 2022

Goal Category	Goal Related to Achievement or Growth on K - 8 Benchmarks as required by law (PA 144 Sec 98b and Sec 104h)
Middle of the Year Reading Goal	Using the standardized assessments of NWEA, 50% of students in grades K-8 will maintain or improve their reading fluency and comprehension skills to meet grade level benchmark norms.
End of the Year Reading Goal	Using the standardized assessments of NWEA, 55% of students in grades K-8 will maintain or improve their reading fluency and comprehension skills to meet grade level benchmark norms.
Middle of the Year Mathematics Goal	Using the standardized assessment of NWEA, 30% of students in grades K-8 will maintain or improve their mathematics computation and concepts/application skills to meet grade level benchmark norms.
End of the Year Mathematics Goal	Using the standardized assessment of NWEA, 35% of students in grades K-8 will maintain or improve their mathematics computation and concepts/application skills to meet grade level benchmark norms.

Table B: Achievement or Growth on Benchmark Assessment - By Student Demographics

Reporting Category Suggest reporting on subgroups where n≥30	By First Board Meeting in February 2023		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
All Students Grades K-8	50% (10/20)	20% (4/20)		
Econ. Disadvantaged	N<30 (not reported)	N<30 (not reported)		
Special Education	N<30 (not reported)	N<30 (not reported)		
English Learner	N/A	N/A		
Female	N<30 (not reported)	N<30 (not reported)		
Male	N<30 (not reported)	N<30 (not reported)		
Race/Ethnicity-White	N<30 (not reported)	N<30 (not reported)		
Race/Ethnicity-Black	N<30 (not reported)	N<30 (not reported)		
Race/Ethnicity-Bi-Racial	N<30 (not reported)	N<30 (not reported)		

Race/Ethnicity- Hispanic	N<30 (not reported)	N<30 (not reported)		
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Table C: Achievement or Growth on Benchmark Assessment - By Grade Level

Reporting Category Suggest reporting on subgroups where n≥30	By First Board Meeting in February 2023		No Later than Last Day of School Year	
	Reading	Math	Reading	Math
Grade Level K-8	N<30 (not reported)	N<30 (not reported)		

VBISD Maple Creek Educational Center - Sec. 98b Goal Progress Report Grades 9-12

Table A: Building Goals that were established by September 15, 2022

Goal Category	Grades 9-12 Goal Related to Achievement or Growth as required by law (PA 144 Sec 98b)
Middle of the Year Academic Goal	Using the standardized assessments of NWEA, 35% of students in grades 9-12 will maintain or improve their <u>reading fluency and comprehension skills</u> to meet grade level benchmark norms.
End of the Year Academic Goal	Using the standardized assessments of NWEA, 40% of students in grades 9-12 will maintain or improve their <u>reading fluency and comprehension skills</u> to meet grade level benchmark norms.
Additional Academic Goal: Middle of the Year	Using the standardized assessment of NWEA, 30% of students in grades 9-12 will maintain or improve their <u>mathematics computation and concepts/application skills</u> to meet grade level benchmark norms.
Additional Academic Goal: End of the Year	Using the standardized assessment of NWEA, 35% of students in grades 9-12 will maintain or improve their <u>mathematics computation and concepts/application skills</u> to meet grade level benchmark norms.

Table B: Achievement Related to Academic Goals

Provide a narrative on progress toward meeting the goals outlined above.
All students at Maple Creek Education Center will be assessed in Reading and Math using the NWEA standardized assessment measure. Benchmark assessments occur 3 times a year and are incorporated into teacher evaluation, programing and instructional decisions.

Reporting Category Suggest reporting on subgroups where n≥30	Fall Benchmark with first 9 weeks of the school year		By First Board Meeting in February 2023		No Later than Last Day of School Year	
	Reading	Math	Reading	Math	Reading	Math
All Students	24% (4/17)	18% (3/17)				

Grades 9-12						
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MEMO

DATE: JANUARY 4, 2023
TO: BOARD OF EDUCATION
FROM: DAMIAN KOOB
RE: TECHNOLOGY SERVICES BOARD REPORT

County Tech Director Meeting Update (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

We held our third County Tech Director meeting of the 2022-23 school year on November 16th. We had all but one District represented, which meeting notes were taken and shared to keep everyone updated.

Much of the discussion for this meeting was over the recent cyberattack that occurred to one of our ISD's and Districts in the Jackson area. We discussed best practices for staff and students on PC security, email phishing solutions, and how our new VBISD Firewall can help alleviate these threats. In most cases, holes in firewalls and staff clicking on phishing email links is most widely used for such attacks. This prompted the discussion we are having at the State level to leverage E-Rate funds to purchase cyber security solutions.

This is a very cordial group willing to share ideas and ask for assistance/recommendations. I appreciate the collaboration we have between all the Districts within the county. Most Districts utilize the same or very similar solutions, which helps with our talks and discussions. I'm appreciative of these folks and our conversations.

Cybersecurity in K12 School Districts (Leadership, Professional Awareness, Communication Skills, Professional Preparation, Community Relations)

The state of cyber security in education (K12 school districts in particular) is becoming a major concern for educators, parents, and students alike. As technology continues to advance, schools are becoming more and more reliant on the internet and other digital tools to support teaching and learning. However, this increased reliance on technology also creates new vulnerabilities and risks, such as the potential for cyberattacks, data breaches, and other forms of online misconduct, which we have experienced to some extent

In recent years, there have been numerous reports of cyber security breaches in K12 schools. These incidents have exposed sensitive student and staff data, disrupted educational services, and caused significant financial losses. In some cases, these breaches have even resulted in the temporary closure of schools. In response to these challenges, many school districts are taking steps to improve their cyber security practices, including implementing stronger security protocols, training staff and students on digital safety, and partnering with law enforcement and other agencies to address cyber threats.

Overall, the state of cyber security in K12 schools remains a significant concern. While schools are making progress in addressing these challenges, there is still a need for ongoing efforts to improve cyber security practices and protect student and staff data. By continuing to focus on this issue, school districts can help ensure that students and staff can use technology safely and securely to support teaching and learning.

December 14, 2022 Board Work Session (Leadership , Communication Skills, Professional Preparation, Planner and Organizer)

Thank you to the Board and Mr. Manson for allowing me to attend the December 14th Board Work session. I appreciate the time to go over the ‘State of the Department’ and all the great things we are doing for VBISD and our local districts. We have a great team and I appreciate the time to show how you what we do and the shared services models that we support.



(Technology Services Staff at our VB Tech Office showing off ornaments from our ‘Best Holiday Ornament’ contest.)

MEMO

DATE: JANUARY 4, 2023
TO: BOARD OF EDUCATION
FROM: LISE BLACK, EARLY CARE & EDUCATION

GSRP (Great Start Readiness Program - preschool for at-risk children)
10 Planner and Organizer; 12 Evaluator; 20 Student Achievement

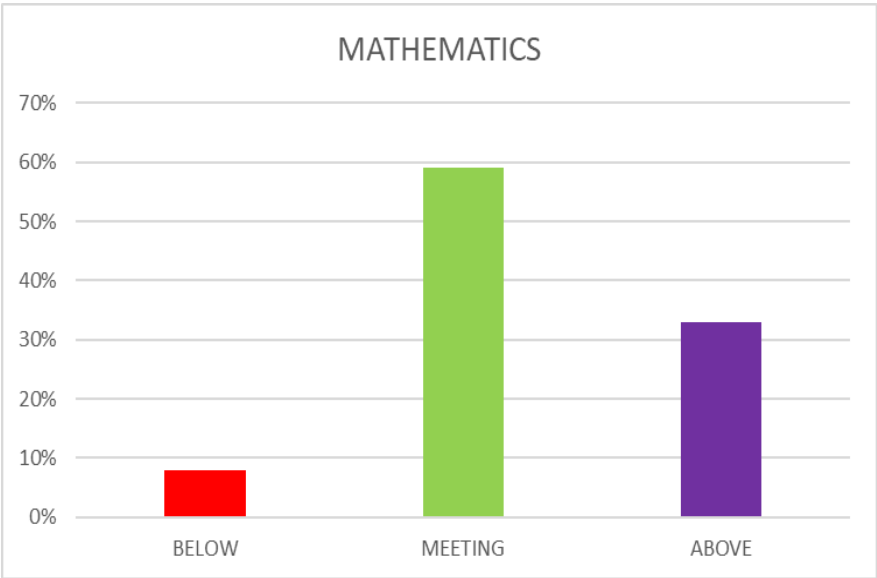
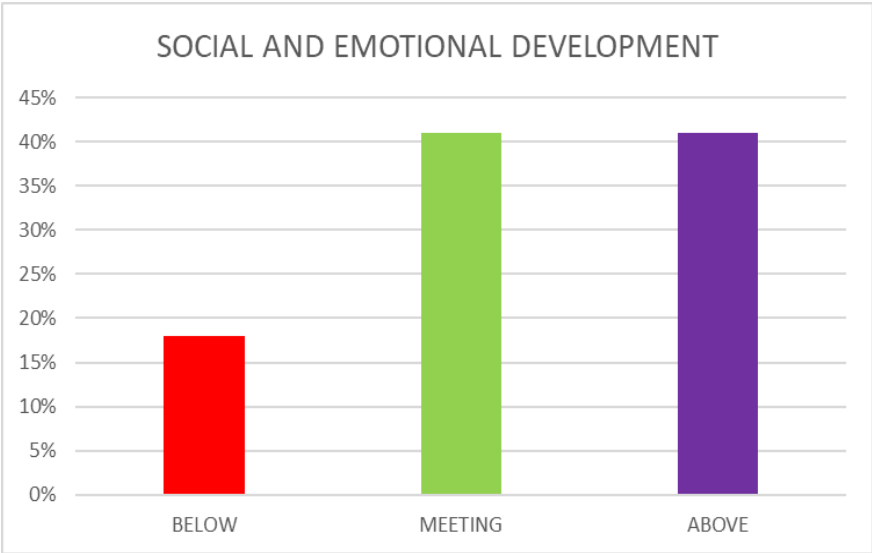
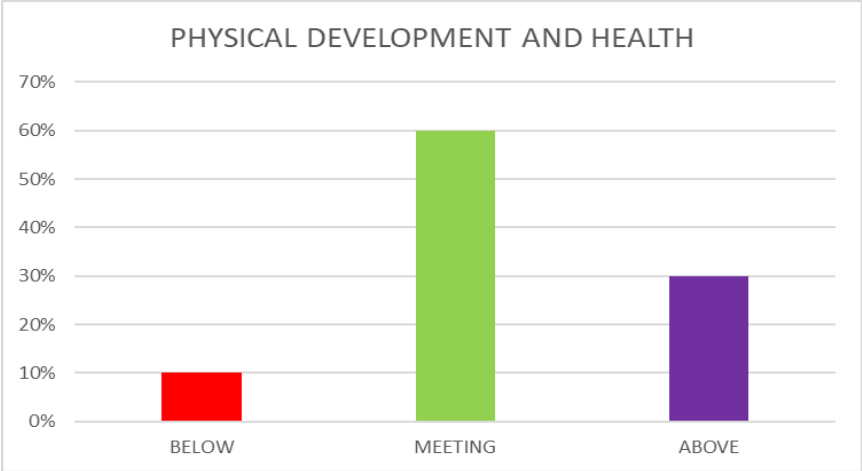
GSRP programs are required to use a research based child assessment tool from a MDE defined list. Our classrooms all use the COR Assessment (COR) from HighScope. The assessment of preschoolers looks different than that of older students. It is an ongoing collection of children's performance through observation, anecdotal note taking, and work samples. Teachers take their documentation and input it into the COR online system. COR uses 36 items covering nine content areas. Each item has an eight-level scoring scale that allows teachers to create a detailed profile of each child's development.

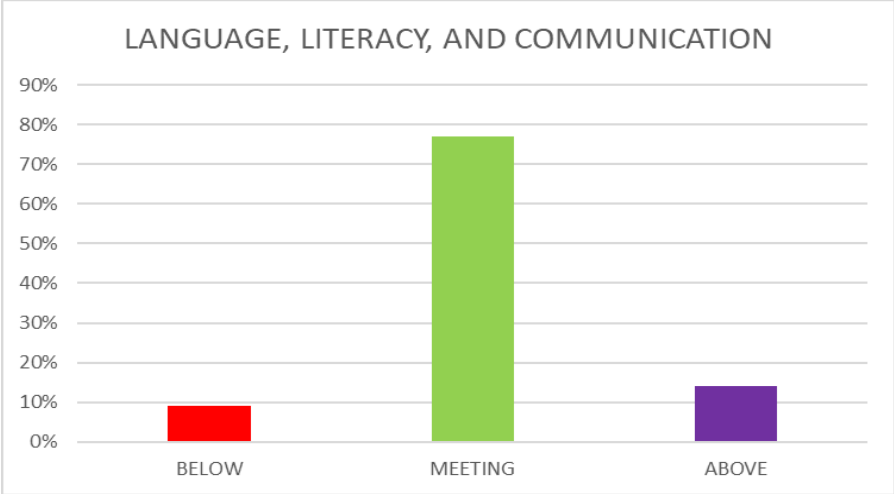
We have three COR Periods for the school year. Teaching teams are expected to collect observations for all students across the 36 items. At the end of a period, they work with their Early Childhood Specialist to review and interpret their data.

On the next two pages are charts showing the county-wide Period 1 Benchmarks Report data for some of the content areas. This measures the students' scores against a benchmark for children of the same age.

We used this information for our data discussion at our last county-wide meeting. While teachers express a lot of concern about the current cohort of students, the data helps us see that they are doing ok in much of their learning.

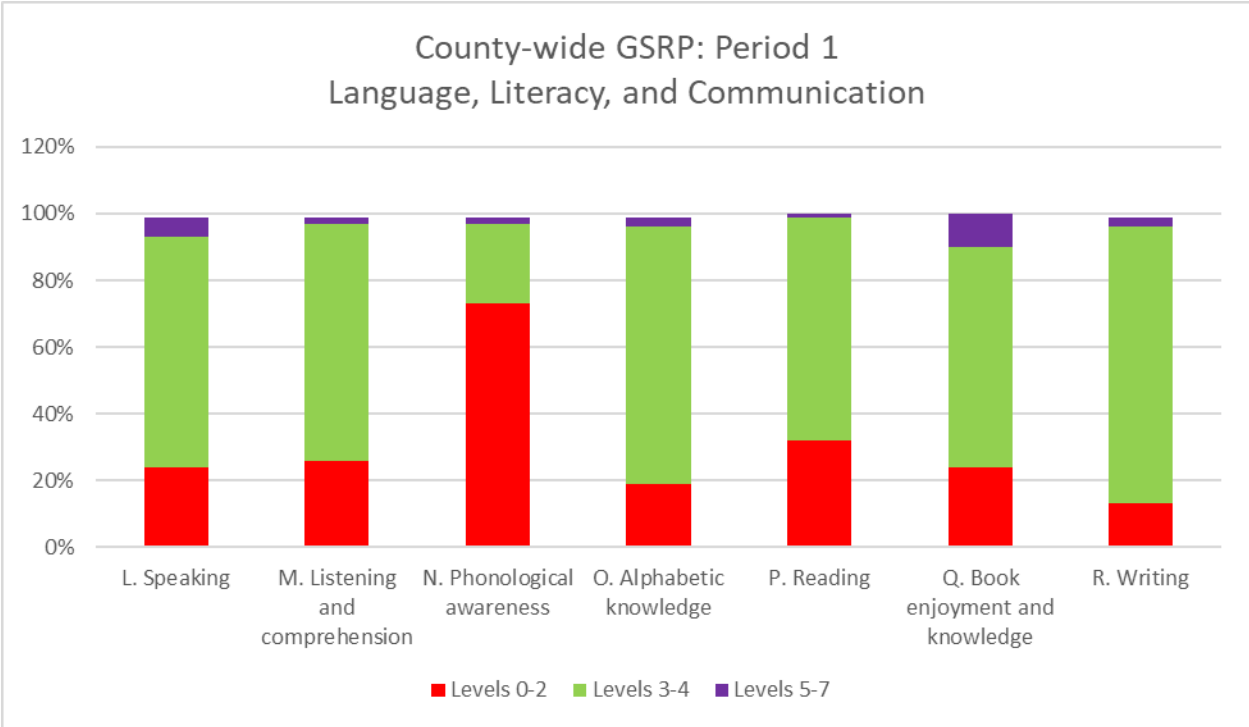
Each teaching team is asked to do a more in-depth look at their cohort; are there certain students skewing the data? are there some items within the content area that are strong? weak items?. It is through this lens that they can plan stronger lesson content for the whole group as well as target support for individual students.





During our meeting discussion on the data, teachers indicated that they felt the Language, Literacy, and Communication outcomes might be skewed. They stated that students were coming in with lots of alphabetic knowledge, possibly impacted by being home more with older learners and adults due to the pandemic. On the reverse, they felt that listening and comprehension was much lower.

To see if that is the case, below is the breakdown report of the items in that category. It appears to validate their observation on strong alphabetic knowledge, but also shows students doing well across the items. The area for targeted learning in Period 2 needs to be building phonological awareness skills (*children identify distinct sounds in spoken language*).

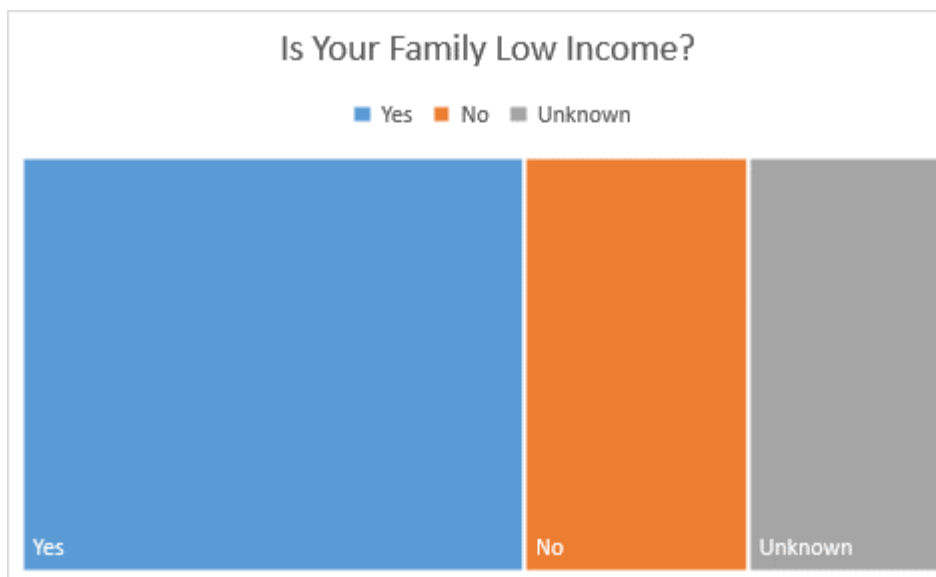
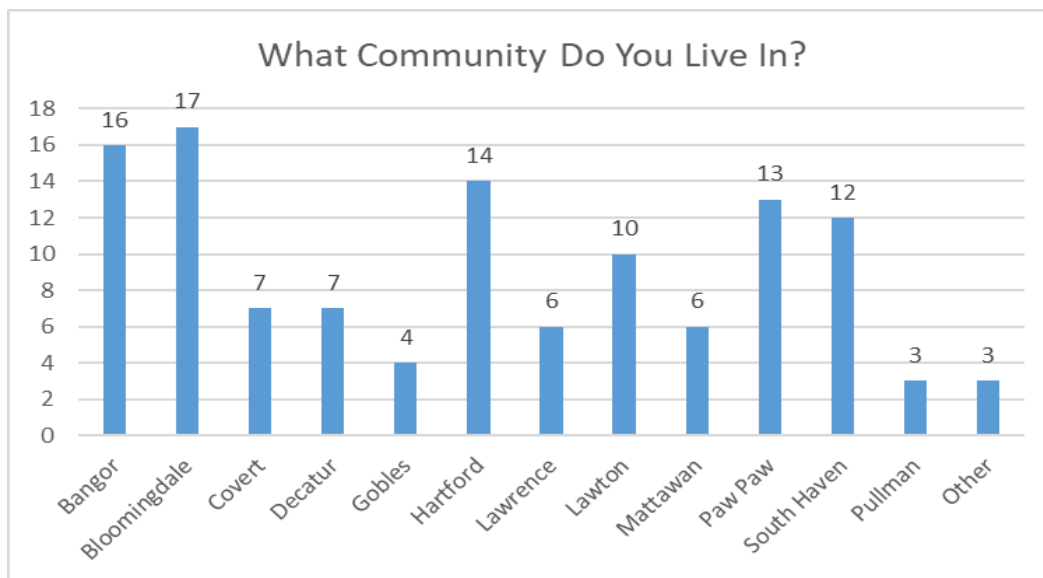


Great Start Collaborative (GSC)

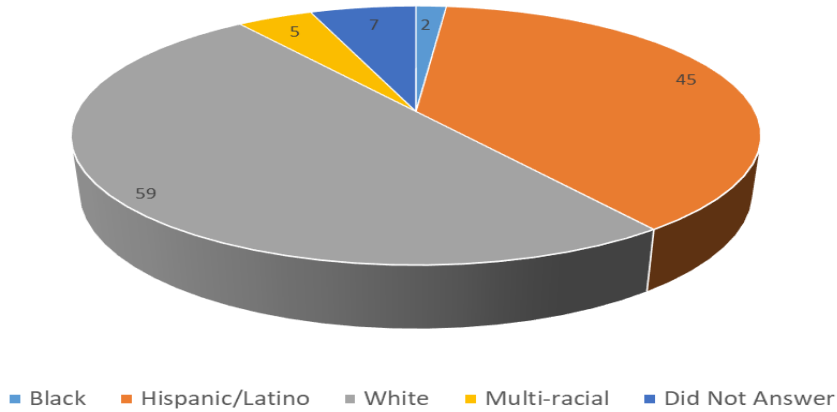
9 Decision Maker; 10 Planner and Organizer; 18 Community Relations

We received notice in the fall that the Trusted Advisors Grant (from MDE) will be extended, with an opportunity to secure an additional \$7,500 for our outreach in the community efforts. The current grant (\$25,000) had been set to expire last September. This additional money will allow us to continue our outreach to “hard to reach families” to share information on programs and services to help their child be ready for kindergarten. Our two primary projects are the Great Start Early Learning Bags and Talking is Teaching.

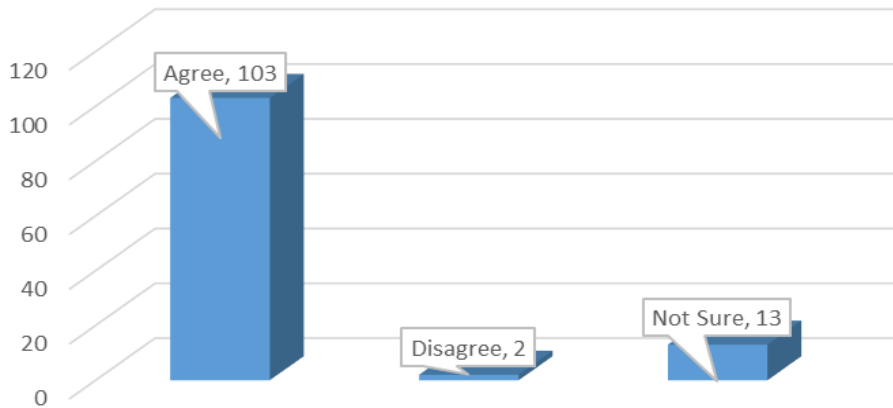
Below is the 2022 data on the Great Start bags that were distributed. The distribution occurs at community settings (ex. WIC office or food pantry), at special events (ex. migrant Christmas basket distribution) and through the Family Links home visiting team for newborn referrals.



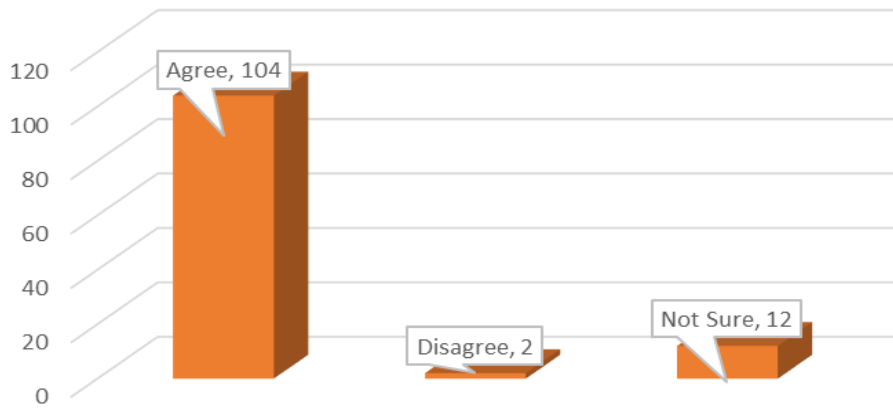
What Race/Ethnicity Do You Identify As?



I Learned New Information About Community Services/Resources to Support My Child & Family



The Information In The Bag Will Help Me Support My Child's Learning



As we enter into the final few months of this grant, we will continue to reach out to families throughout the district. We will also be planning on how to secure funds to keep the learning kits going. We know we will be reducing down to a single level of bag (currently have infant, toddler, and preschool) and will need to partner more with other groups to keep the distribution costs down.



Van Buren Intermediate School District

Early On

36

Presented by: Bonita Suter and Cecilia Norcross

Individuals with Disabilities Education Act (IDEA)

(IDEA) is a United States *federal law that governs how states and public agencies provide early intervention, special education, and related services to children with disabilities.*

Part C = birth to 3 years

Part B = 3 to 21 years



Purpose of Part C

To enhance the development of infants and toddlers;

To reduce future costs to society;

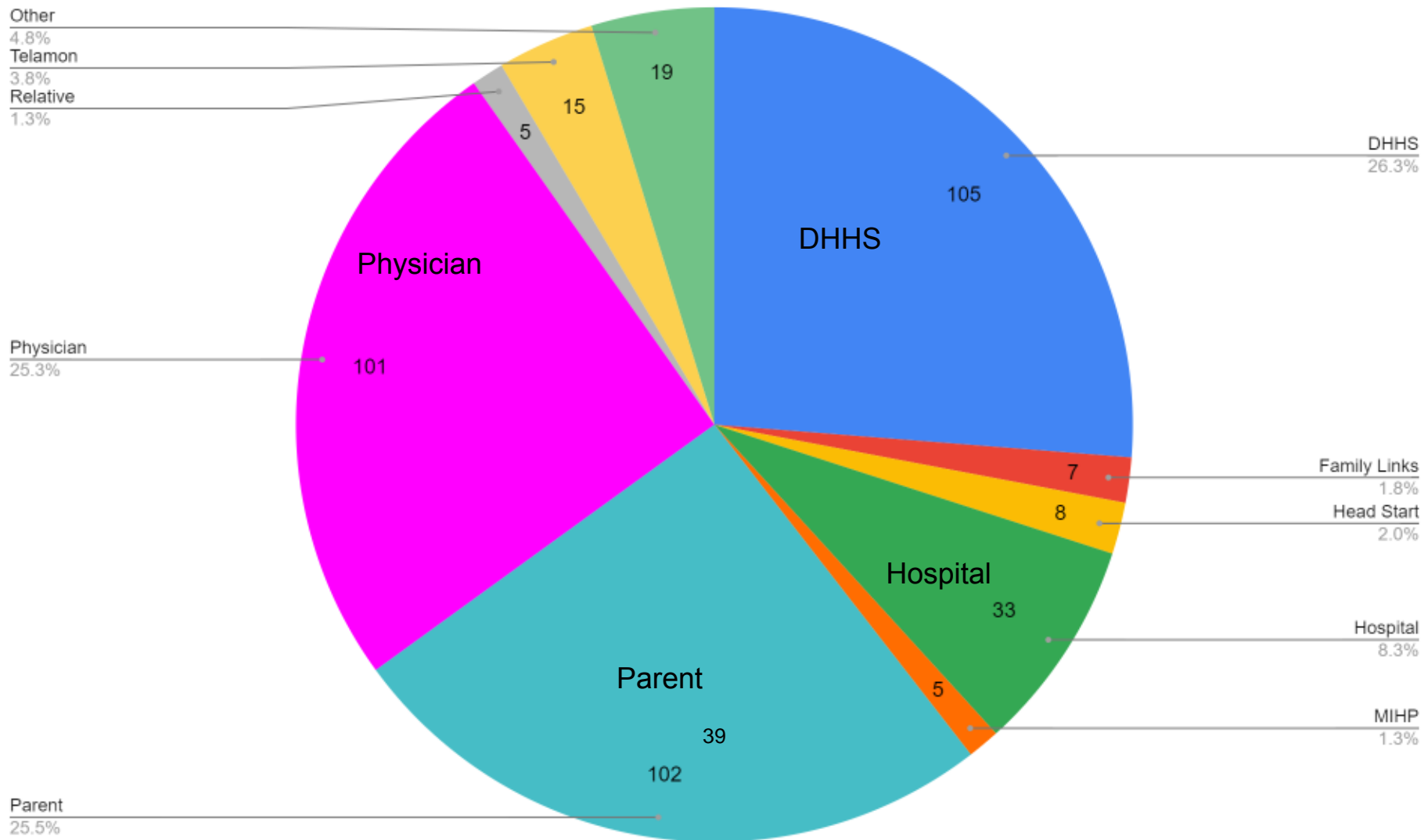
To maximize the potential of individuals with disabilities;

To enhance the capacity of families;



Sources of Early On Referrals

(Total Referrals 2021-22 school year = 400)

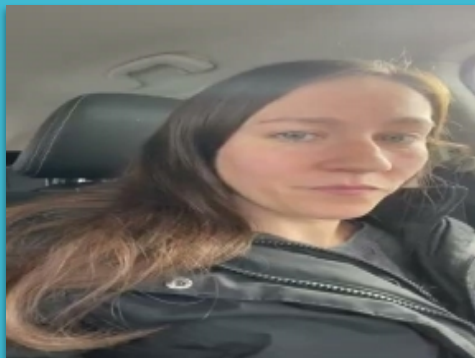


Early On Eligibility

Early On conducts in-home evaluations of infants and toddlers, from birth until 36 months (3 years) of age.

For infants 2 months or younger, any delay qualifies them for Early On.

For children over 2 months of age, a delay of at least 20% is needed (if no qualifying condition is present).



We typically evaluate 8 areas of development:

1. Gross Motor
2. Fine Motor
3. Cognitive/Problem-Solving
4. Communication
5. Self-Help
6. Social
7. Emotional
8. Coping

What Will Happen After the Evaluation?

- ▶ Early On reviews the results of the evaluation with the family and provides ideas of ways they can help their child grow and learn.
- ▶ The team may decide to do a special education evaluation or may serve the child under Early On only.
- ▶ The Service Coordinator develops an Individualized Family Service Plan (IFSP) with the family and the child's progress is reviewed at least every 6 months. This is similar to an IEP, but for children under 3.

- ▶ Using a Primary Service Provider Model, the Service Coordinator may invite consult from other members of the Early Intervention team when needed, such as such as physical, occupational or speech therapy/consult, teacher services, audiological or other hearing or vision support services.
- ▶ Early On may also suggest other community services or programs that could benefit the child and family.

All services for children birth to age 3 are provided in the home (or other location in the community) whenever possible.

All services are free of charge.

Parent Coaching Model

- ▶ We believe that parents are a child's best teacher.
 - ▶ **We give simple strategies to use every day**
- ▶ We believe that children learn best through play.
 - ▶ **The child's interests lead the focus of visits.**
- ▶ We believe that learning happens in daily routines.
 - ▶ **Visits may happen at mealtimes, play time, outside, at the park, etc.**

Supporting Families at a Sensitive Time

For many families we are their first introduction to the VBISD and to the Special Education System.

They may be worried about their child.

Sometimes we are confirming their concern, which can still be difficult to hear.

Sometimes we are expressing a concern that they have not identified.

We support the families throughout the evaluation and IFSP process with sensitivity to how difficult it may be to hear for the first time that their child has a delay.

We also emphasize the strengths of the child and family that are building blocks to move forward.

AUDIOLOGY/HEARING SERVICES

We have Welch Allyn OAE machines to check hearing in the home. If a child doesn't pass or won't let us get a reading, we may refer them to the VBISD Audiologist for a more thorough audiological evaluation.

- When needed, the Audiologist can assist with hearing aid selection and fitting, provide counseling to parents about next steps, and follow-up.
- They can also connect a child to a Teacher Consultant for the Hearing Impaired



Vision Screenings

- ▶ We have Spot Vision Screeners to check the vision of children 6 months and older in the home.
 - ▶ If they do not pass the vision screen, we provide a list of eye doctors who see children.
- ▶ We recommend all babies 6 - 12 months of age receive a FREE InfantSee exam and we provide information on where to go.



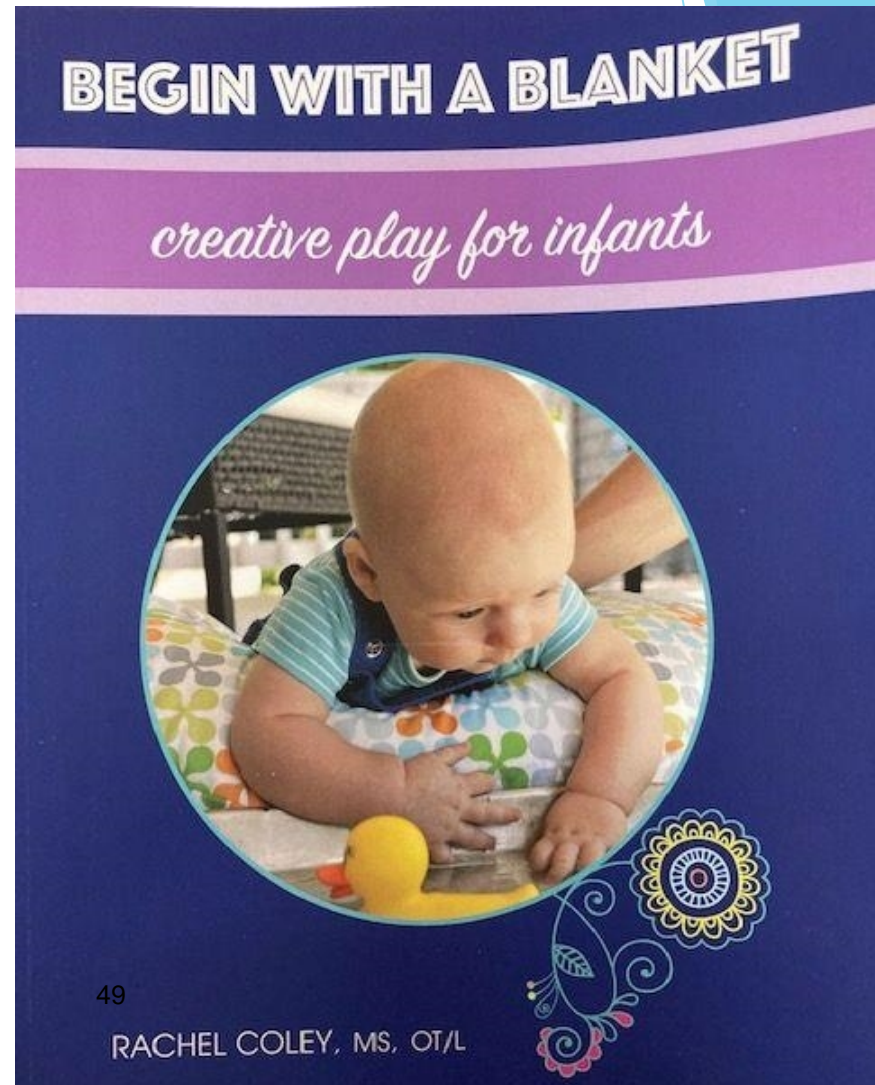
Resource Packet

Every family receives a resource packet that includes a wealth of information about area resource, including but not limited to:

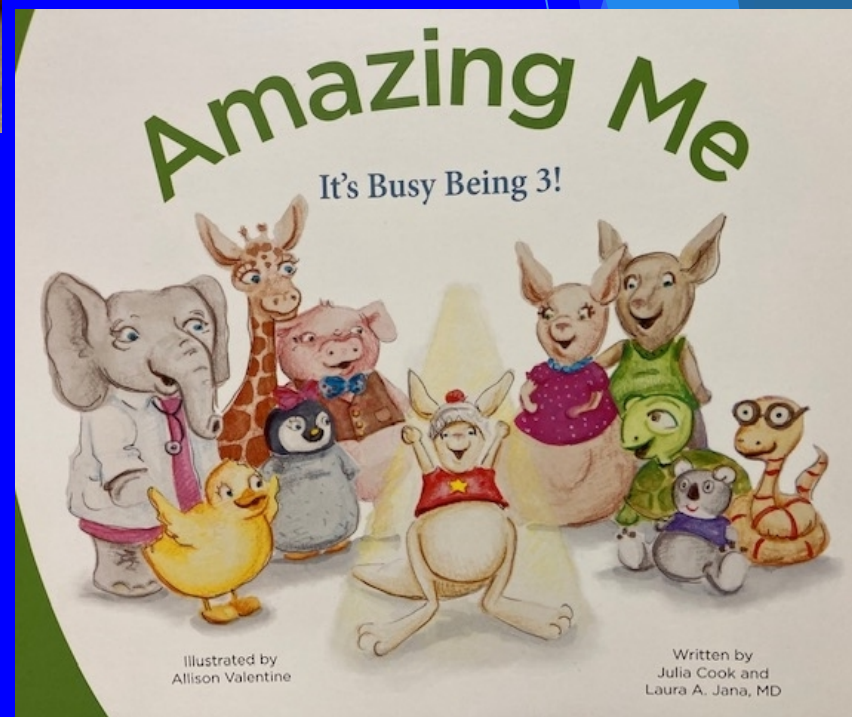
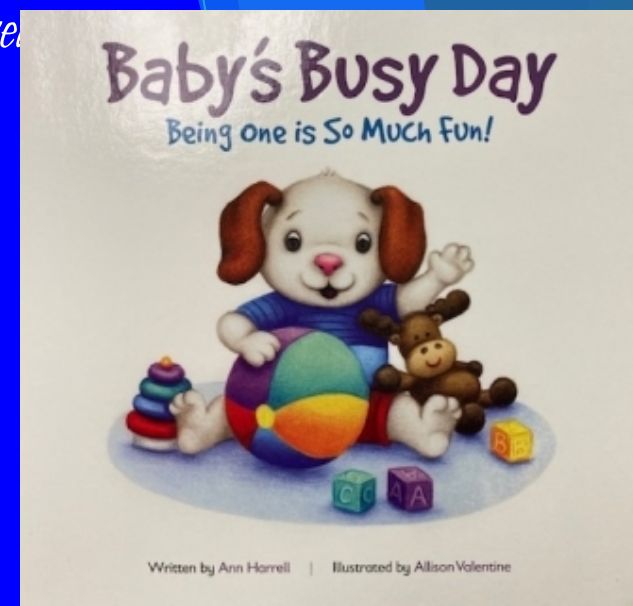
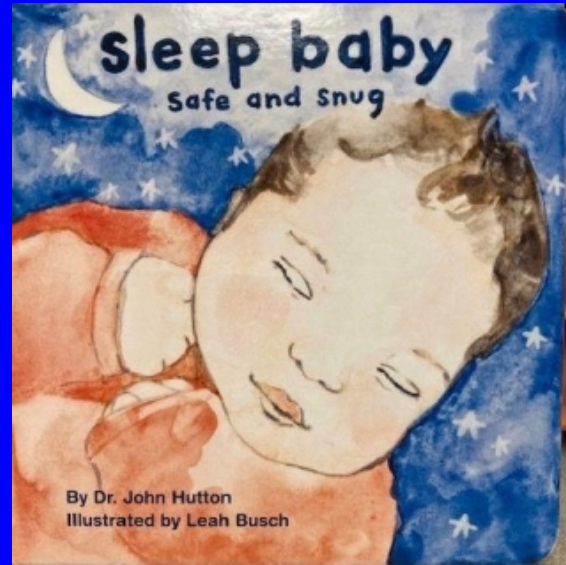
- ▶ Area Playgroups
- ▶ Developmental/Milestone information
- ▶ Info on the Great Start Parent Coalition
- ▶ Crisis Text Line
- ▶ Michigan Alliance for Families
- ▶ Food and clothing support
- ▶ Dolly Parton Imagination Library

We provide free books to all families.

*For babies under 4 months, we provide **Begin with a Blanket** which gives parents floor-time and tummy-time ideas to get babies out of containers like swings, bouncers, jumpers, saucers and on the floor where they can move freely.*



We also provide storybooks specific to the child's age, including a 3 year old book when they leave our program at age 3.



Early On Summer Music

- ▶ We offer music classes for newborn – 4 years. For the past 2 years it has been virtual and we hope to return to in-person in 2023.



Early On Summer Swimming

- ▶ Pre-pandemic we offered swimming classes for ages 6 months – 6 years in the Learning Center pool.
- ▶ We hope to be able to offer summer swimming classes again soon.



Great Start Safe Sleep Program

In collaboration with Great Start and the Child Abuse and Neglect Prevention Council, we are pleased to be able to offer Safe Sleep Sets to infants under 1 year of age who do not have a safe place to sleep.

This includes:

- **A portable crib**
- **A sleep sack,**
- **2 fitted sheets**
- Information and education about safe sleep for infants.

Why is this important?

A Michigan baby dies every 2 – 3 days from sleep-related causes.



Community Awareness in 2022

- ▶ Farmworker Appreciation Event in Bangor
- ▶ VBISD Back to School Event
- ▶ Early On and Safe Sleep presentations at teen parent program in South Haven (Hopeful Beginnings)
- ▶ Lunch and Learn at Hope Parent Resource Center in South Haven

We bring information about Early On and other ISD and area programs for young children and free books for young children.

VBISD SPECIAL
EDUCATION
EARLY
CHILDHOOD
MISSION
STATEMENT

**To encourage,
educate
and empower
children and families
in a respectful
and supportive
environment.**

III. ACTION ITEMS

A. Approval of Architect Engineering Design Firm for VB Tech Teachers Lounge Construction Project (**ROLL CALL VOTE**)

57

MEMO

DATE: JANUARY 4, 2023
TO: BOARD OF EDUCATION
FROM: ROBERT SMITH, DIRECTOR OF CTE
RE: **APPROVAL OF HIRING ARCHITECT/ENGINEERING DESIGN FIRM FOR VAN BUREN TECH TEACHERS' LOUNGE CONSTRUCTION PROJECT**

REVIEW

As part of the 61i State Grant, Van Buren Tech is interested in utilizing a portion of those funds to construct a teachers lounge at Van Buren Tech.

OVERVIEW

Van Buren Tech was recently approved for a \$100,000 grant pertaining to Section 61i of P.A. 144 of 2022 for CTE Teacher Recruitment and Retention. As part of our comprehensive grant application, Van Buren Tech proposed utilizing \$90,000 of the grant for Teacher Retention initiatives, including the design and development of a teacher's lounge within the VB Tech building. Bids for the teacher's lounge construction project have been received from both Tower Pinkster and C2AE. Estimated cost for the project is approximately \$250,000. Architectural/Engineering Design fees for the project are listed below. Round 2 of the 61i grant opens January 23, 2023, where VB Tech can potentially secure additional grant funds to provide even more financial support for this project and others.

- Tower Pinkster = \$37,500
- C2AE = \$29,500

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 hiring of C2AE for the Architectural/Engineering Design portion of the Van Buren Tech teachers' lounge construction project for the total cost of \$29,500 plus reimbursables. This price does not include any changes to the scope of work going forward.

**B. Approval of Maintenance Technician Position and Posting (ROLL
CALL VOTE)**

59



1 Buren Intermediate School District

Integrity □ Compassion □ Excellence

DATE: January 4, 2023
TO: Board of Education
FROM: David D. Manson, Superintendent
SUBJECT: Approval of Maintenance Technician Posting

The recent retirements of Randy Olds and Tom Blum have resulted in an assessment of the current structure of our maintenance & custodial department. After an initial analysis, David Johnson is recommending that VBISD consider hiring a Maintenance Technician that would perform heavy duty maintenance services across the organization in an effort to reduce contracted service. Some of the responsibilities associated with this individual include, but are not limited to:

- Coordinate with the Maintenance Supervisor to assess and complete work orders
- Schedule, perform and track cost of routine preventative maintenance and service for each piece of equipment
- Inspect equipment regularly for signs of malfunctions, including visual, electrical diagnosis and sound inspections
- Use an electrical multimeter to diagnose electrical issues
- Use a variety of power and hand tools to perform job functions
- Complete repairs to doors and replace door hardware as needed
- Repair, install, adjust and maintain HVAC, electrical, lighting and plumbing systems
- Complete written record of work performed
- Order, track and inventory required part to complete maintenance of building systems

Resolved, the VBISD Board of Education approves the posting of a Maintenance Technician position designed to perform heavy duty maintenance services across the organization..



1 Buren Intermediate School District

Integrity □ Compassion □ Excellence

DATE: January 4, 2023
TO: Board of Education
FROM: David D. Manson, Superintendent
SUBJECT: Approval of VBISD Marketing Posting

At the December work session, the possibility of hiring a “marketing” individual was discussed. This discussion was due to recent District Improvement Planning meetings, where the comprehensive team repeatedly identified that our district needs to improve upon our ability to provide consistent and coordinated messaging to all of our constituents. Some of the more challenging areas identified include:

- Well monitored and streamlined use of social media
- Ongoing revisions and updates to the ISD website
- Frequent one source communication to our local districts
- Organizing calendars and events to ensure attendance and communication
- Consistent contact to news outlets (i.e., newspaper, press releases, radio, etc.)
- Uniform branding across all ISD departments
- Recruiting and preparing quality job candidates

Given these needs, I would like to propose that the board approve a posting that would be placed under the direction of Human Resources.

Resolved, the VBISD Board of Education approves the posting of a VBISD Marketing position designed to focus on providing consistent and coordinated messaging to all of our constituents.

D. Approval of Non-Union Pay Adjustments (**ROLL CALL VOTE**)

63



DATE: January 4, 2023
TO: Board of Education
FROM: David D. Manson, Superintendent
SUBJECT: **Non-Union Pay Adjustments and Other Items**

In the past, we have made mid-year adjustments to non-union staff members in an effort to reward exceptional performance, keep up with market conditions and account for increasing workloads due to staff shortages. As a result, I am seeking the board's approval of the following:

- 1) Provide a \$1,000 stipend to Tracy Johnson, Andrea Robinson and Craig Jeffers for covering an increased workload during Robert Smith's intermittent FMLA absences.
- 2) The adoption of our new HR system has been and continues to be a huge undertaking. As a result, I am recommending a one time stipend of \$750 for Kara Duffy & Jodi Sower for this endeavor.
- 3) Angie Gutierrez, Britani Olds & Rebecca Drake were all hired mid-year with the understanding that their performance would be reviewed and salaries adjusted if they demonstrated exceptional performance. After reviewing their performance, I am recommending an increase in salary of \$1,500 for each of them..
- 4) Recruiting, training, retaining and coordinating transportation staff has been an enormous challenge over the last several years. As a result, I am recommending the following adjustments:
 - a) Moving Judy Allison and Karen King from Code V (\$20.20/hr) to Code U (\$20.71/hr).
 - b) Increasing Terry Lechenet's salary by \$4,000.

RESOLVED, the VBISD Board of Education approves the non-union member pay adjustments and other items presented above with an effective date of January 9, 2023.

E. Approval of Tuition Assistance Plan (**ROLL CALL VOTE**)

65

MEMO

DATE: JANUARY 4, 2023

TO: BOARD OF EDUCATION

FROM: BARB MATTHEWS, DIRECTOR OF FINANCE
BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR

RE: **APPROVAL OF ADOPTION OF TUITION ASSISTANCE PLAN**

BACKGROUND:

In anticipation of the District receiving grant funding to cover the costs of employee college tuition and related costs, we want to be able to offer those educational opportunities in an affordable manner to our employees. Internal Revenue Code Section 127 provides an exclusion of up to \$5,250 per calendar year from an employee's gross income provided certain requirements are met. The first requirement is to have a written plan document. We have developed a plan for your approval which will comply with IRS section 127. We have also incorporated into this plan language conforming with IRS Section 132 which covers working condition fringe benefits. This code section would exclude payments over \$5,250 per calendar year from being taxable if certain requirements are met.

RESOLVED that the Board of Education approves the Van Buren Intermediate School District Tuition Assistance Plan as presented in the attachment with an effective date of January 4, 2023.



Van Buren Intermediate School District

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VAN BUREN INTERMEDIATE SCHOOL DISTRICT TUITION ASSISTANCE PLAN

Effective January 4, 2023

Introduction

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

Grant Funded Pathway

As grant funds become available in the District, employees may be eligible for:

- \$10,000 maximum tuition reimbursement per calendar year unless another limit is specified in the grant.
 - Covers tuition, fees and books
 - Doesn't cover meals, lodging, transportation or parking fees, tools or supplies that can be used or kept after the course.
- Employees will have to complete an application form within required timelines as specified in the grant funded tuition reimbursement announcement. Employees must meet the qualifications below:
 - Are an active full-time or part-time employee
 - Must be rated Highly Effective/Effective or in Good Standing at the time of application unless the grant is awarded for purposes related to performance improvement. Exceptions may be made for an employee new to the District.
 - Tuition reimbursements must align with career goals at VBISD or current position and/or job responsibilities. In accordance with Internal Revenue Code, the first \$5,250 of reimbursement per year for qualified educational programs will be tax-free. Should lawmakers enact an increase or decrease to the \$5,250 ceiling, this Plan automatically adopts the new ceiling on its effective date. Tuition reimbursement over \$5,250 per calendar year may be taxable unless certain requirements are met.



Van Buren Intermediate School District

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

Non-Grant Funded Pathway

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

- A \$4,000 maximum reimbursement per calendar year
 - Covers tuition or fees
 - Doesn't cover meals, lodging, transportation or parking, tools or supplies that can be used or kept after the course.
- Administrators will have to complete an application form. Administrators must meet the qualifications below:
 - Be an active full-time employee
 - Must be rated Highly Effective/Effective or in Good Standing at the time of application. Exceptions may be made for an employee new to the District.
 - Tuition reimbursements must align with required certification for their current position and/or job responsibilities. The tuition reimbursement may be taxable unless certain requirements are met. The education:
 - Maintains or improves skills required by the District, including refresher courses and courses dealing with current developments in the employee's profession and
 - Meets the requirements of any applicable law or regulation or any expressed requirements imposed by the District for bona fide business reasons as a condition to the employee's continued employment, status or rate of compensation.



Van Buren Intermediate School District

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- Upon completion of the course(s) with a passing grade of C or better, the employee must submit her/his grade(s) with detailed invoices and proof of payment (showing the cost of each credit hour) to Human Resources for the approved course(s) within 30 days of the course end date.
- In limited circumstances determined by Human Resources, tuition and related costs may be paid directly to the educational institution. In these cases, if the employee does not pass the course with C or better or remain employed during the semester enrolled they will be required to pay back the total amount advanced.

F. Approval of Diagnostic Teacher Consultant Days (**ROLL CALL VOTE**)

70

MEMO

DATE: JANUARY 4, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: **APPROVAL OF DIAGNOSTIC-TEACHER CONSULTANT DAYS**

BACKGROUND:

Due to an increase in caseload demands and a shortage of School Psychologists, an additional Diagnostic Teacher Consultant is needed to meet the requirements and to provide needed services for local school districts. To post for a full time position, three additional service days per week are needed.

RECOMMENDATION:

RESOLVED that the Board of Education approves three additional days per week of Diagnostic-Teacher Consultant services.

G. Approval of Administrator for Accountability & Program Improvement
Position and Posting (**ROLL CALL VOTE**)

72

MEMO

DATE: JANUARY 4, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: APPROVAL OF FULL TIME POSITION FOR ADMINISTRATOR OF ACCOUNTABILITY & PROGRAM IMPROVEMENT

BACKGROUND:

A strategic decision was made four years ago to split the Administrator of Accountability and Program Improvement position with Allegan AESA. At the time, the VBISD also employed an Assistant Superintendent, and this position was not replaced. This loss, in combination with other variables results in the need to increase the Administrator of Accountability and Program Improvement role to be once again, a full time position.

RECOMMENDATION:

RESOLVED that the Board of Education approves the Administrator of Accountability role to be a full time position with the VBISD.

H. Approval of Additional Physical Therapist Days for Early On (**ROLL
CALL VOTE**)

74

MEMO

DATE: JANUARY 4, 2023
TO: BOARD OF EDUCATION
FROM: KATY HOLVERSTOTT
RE: **APPROVAL OF ADDITIONAL PHYSICAL THERAPY DAYS FOR EARLY ON**

BACKGROUND:

The Early On Department is in need of additional Physical Therapy services to provide needed services for Van Buren County children. Specifically, three additional days per week are needed to allow providers to offer increased service. If approved, funding for this increase will be provided by Section 54d grant funding, which is a reliable source of funding for ISDs across the State to support Early On programs and services.

RECOMMENDATION:

RESOLVED that the Board of Education approves three additional days per week of Physical Therapy services for the VBISD Early On Program.

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

76

MEMO

DATE: JANUARY 4, 2023
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, HUMAN RESOURCES ADMINISTRATOR
RE: **APPROVAL OF EMPLOYMENT OF NEW STAFF**

BACKGROUND

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

<u>Special Education</u>	<u>Start Date</u>
Erinn Hess, Diagnostic Consultant	1/16/2023
<u>Instructional Services</u>	<u>Start Date</u>
Eric Clark, Mental Health Clinician	1/23/2023

RECOMMENDATION

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

MEMO

DATE: JANUARY 4, 2023
TO: BOARD OF EDUCATION
FROM: BRITANI OLDS, ADMINISTRATOR FOR HUMAN RESOURCES
RE: **STAFF RETIREMENTS/RESIGNATIONS**

BACKGROUND

Attached is the letter of resignation for the following:

<u>Name</u>	<u>Resignation/Retirement Date</u>
Elizabeth Zwartz, Social Worker	Resignation - 1-19-2023

RECOMMENDATION

Resolved that the Board of Education accept the resignation of the staff listed above.

Attachments

IV. OTHER BUSINESS

A. Motion to Adjourn Meeting (**VOICE VOTE**)

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.