



LAWTON COMMUNITY SCHOOLS

Lawton Community Schools Board of Education Minutes of the Regular Meeting on May 21, 2018 High School Board Room

A REGULAR MEETING of the Board of Education of Lawton Community Schools was held Monday, May 21, 2018 beginning at 7:00 PM in the HIGH SCHOOL BOARD ROOM.

- Board members present: Stephen Carroll, Bryan Cronenwett, Kathryn Drew, Toby Fields, Walter Hitchcock, Matthew Ryan, and Douglas Townsend
- Board members absent: None

1. CALL TO ORDER

President Drew called the meeting to order at 7:00 pm.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

Motion: Hitchcock

Support: Carroll

Carried: 7-0

"RESOLVED, that the Lawton Community Schools Board of Education approves the agenda as presented."

4. FORUM TIME - Comments specific to meeting agenda

5. BUDGET REPORTS

Budget reports were presented and there were no questions.

6. SUPERINTENDENT'S REPORT

A. Special Recognitions

1. Middle School - Tim Cerven

- Cathy Davidson-Farrow

Thomas and Teresa Farrow, Parents

CJ is a one of a kind student. Her straight "A" grades are a reflection of the incredible effort she puts forth every single day at school. Over the past few weeks, CJ has taken it upon herself to mentor a new student in our building. We have been so impressed with the amount of guidance and compassion she's shown this new student. During class she is constantly pausing in her own work to explain and clarify questions the new student has. CJ has also taught her about the expectations at LMS, and makes an effort to accompany her to lunch every day. CJ has always been a leader and a very strong student in school. The

growth we've seen in her over the course of the year has impressed us all. She continues to evolve into an all-around outstanding individual. We know she is capable of great things. Keep up the awesome work, CJ!

- Nolan Collins

Betsy Cornish and Hartley Collins, Parents

Nolan is a model of Lawton Middle School's ROAR expectations. He demonstrates maturity and a strong commitment to his academics. Nolan is helpful when his classmates need a hand, and is always fully engaged in the classroom. Nolan has been recognized by ALL of his teachers as an outstanding student. He serves as a leader to his peers in his behavior and daily decisions. Nolan maintains a positive attitude every day, and is respectful to everyone around him. He will certainly continue to be a strong leader in his class, and we are all very proud of the year he has had at LMS.

- Annika Steinke

Kurt and Amanda Steinke, Parents

Annika simply does what she is supposed to do with best effort and maximum accountability. She never makes excuses, never complains, she just shows up, does great and moves on. Annika is also extremely respectful and helpful with students and staff. She is continuing to excel in academics and athletics, primarily due to her attention to detail. Even though she is just 3 foot 2 inches tall (just kidding) everyone looks UP to Annika Steinke in many ways. Thank you and keep working hard.

- Connor Douglas

Tim and Sue Douglas, Parents

Connor is a low maintenance, hard worker. Kids like Connor are a pleasure to have in class because he listens, he cares and he puts genuine effort into all phases of his work. His confidence is rapidly growing in all areas of school and his interaction with students and staff has drastically improved. He has shown tremendous growth in all classes, but has stood out in PE with his new found strength through focused training. He is also lifting after school making great gains in the weight room both with weights and camaraderie. Keep up the great work.

- Alexia Barrett

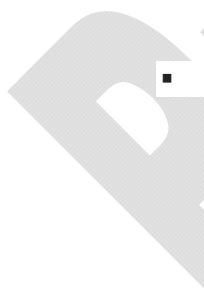
Amber and Michael Good, Parents

Alexia is a student who enters class with enthusiasm and a willingness to participate. Throughout the school year, she has worked hard to maintain good grades by completing all of her work and advocating for herself when she needs help. Her success this year in school is a credit to her positive attitude and ownership of the learning process.

- Johnathan Gaubatz

Lacey Monk, Mother

Johnathan has made huge strides in terms of effort and engagement in class since the beginning of his 8th grade year. In the third trimester, he has entered each class every day with a focus on working hard and it has paid off. Johnathan demonstrates LMS's R.O.A.R. mantra by interacting with both peers and teachers respectfully while consistently taking ownership and responsibility for his academic success.



2. High School - Tammy Wilson
Starfish award for making a difference in the lives of our students at Lawton High School:
 - Dan Grimm and Tim Hamelink
 3. LAAC - Technology Center Students of the Year
Gabe Kooyers from the Van Buren Intermediate School District presented Student of the Year awards to three LAAC students. Martyn (Megan) Pengra Early Childhood Careers Student of the Year. Nathaniel Mortimore Advanced Manufacturing Student of the Year. Joshua Brooks Coop Student of the Year. Congratulations to these students!
 4. Educational Hero Award Recipients
Superintendent Rice announced that Andria Oswald and Brian Dewey are the recipients of the Educational Hero Award. They will be recognized MASB Awards Ceremony and Educational Hero Awards Dinner on June 5.
- B. MSBO Conference Report - Pam Stermer
Mrs. Stermer gave an overview of the MSBO Conference.
- C. 2017-18 Year-End Report on Goal Progress
1. Tamara Webster - Curriculum Director and LAAC Principal
 - Enrollment
38 Total Students Served
 - Current Enrollment: 26
 - Expected Graduates: 7
 - Expected to Continue in District: 20
 - School in 16-17
 - LMS: 4
 - LHS: 7
 - Van Buren County: 8
 - Other County: 2
 - Transitory: 2
 - Residential Treatment: 2
 - Growth Indicators
 - Good Attendance and Behavior: 13
 - Credits during Trimesters 1 and 2: 6
 - Meeting of other Long Term Placement Goal (Graduated or Returned to their class): 12
 - Follow Up on Fall Goals
14 Graduates? No.
 - 7 Graduating (as of today)
 - 1 Referred for GED Testing
 - 1 Dropout
 - 4 Unknown
 - 4 Returning for an additional year
 - 12 Underclassmen making set credit goals
 - 6 (as of today)
 - School Improvement Goals Based on this and our CAN Data
 - Re-Institute focus on employment and school success skills.

- Increase graduation rate.

2. Stephanie Brown - Lawton Elementary Principal

Principal Brown and Amanda Merriman participated in the presentation.

- Math
 - Look at the data closer
 - Finding #1: 10 Students were on the very bubble of proficient
Goal: Growth for these 10 students in the area of math performance. Focus on those 10 students throughout the year, review their growth data, help them review their own growth, set goals and monitor/conference
 - Finding #2: 15 Students dropped from proficient to partially proficient from third to fourth grade
Goal: Growth for these students in the area of math performance. Focus on those 15 students throughout the year, review their growth data, help them review their own growth, set goals and monitor/conference
 - What's already been done?
Team data analysis, focus students identified
- ELA
 - Look at the data closer
 - Find Students who were on the very bubble of proficient
Goal: Growth for these 10 students in the area of math performance. Focus on those 10 students throughout the year, review their growth data, help them review their own growth, set goals and monitor/conference
 - Find Students who may have dropped from proficient to partially proficient from third to fourth grade
Goal: Growth for these students in the area of math performance. Focus on those 15 students throughout the year, review their growth data, help them review their own growth, set goals and monitor/conference
- PR
 - Continue Positive Communication – Sharing and Showcasing Our School
 - Facebook
 - Parent/Student Events
 - Regular Parent Communication
- Instructional Coaching 2017/2018 Focus – Amanda Merriman
 - Conducted coaching cycles with teachers to support, provide feedback, or model lessons to guide them with an instructional goal initiated by the teacher.
 - Focused on Tier 1 instruction by providing information/PD on the Ten Essential Practices in Literacy to K-5 teachers, and guiding teachers in implementing these practices with fidelity.

- Worked with teachers to develop and place kids in small groups for reading, so each group receives instruction on specific skills and strategies that they need.
- Collaborated with teachers to develop, update, and modify Individual Reading Improvement Plans. This year there were approximately 120 students on an Individual Reading Improvement Plan.
- Met weekly with all grade levels but at least once/month to look at progress monitoring data, individual reading progress for students, and re-evaluate Individual Reading Improvement Plans based on student progress.
- Developed and provided parents with Read at Home plans that targeted specific skills for their child.
- Used a diagnostic assessment to further pinpoint specific skills for each student and provided teachers with resources and activities to address these skills.
- Created monthly reading activity calendars to promote reading at home each month.
- Hosted parent nights and modeled reading strategies/information for parents in video clips to help support their reader at home.
- Worked with grade levels to implement phonics routines so there is consistency in instruction within grade levels.
- Collaborated with literacy coaches throughout the county and state to stay current on research and legislation.
- Partnered with local library to attend school events and sign children up for library cards and promote library events.
- Providing monthly PD on Essential Practices in Literacy and working with teachers to fully implement them with fidelity.
- Based on HIL recommendations, we will focus on:
 - Small group instruction (Essential #3)
 - Writing (Essential #6)
 - Working toward building robust classroom libraries (Essential #8)
- Supporting HIL work and working closely with teachers, principal, and facilitator to ensure consistency and fidelity with this work.
- Connect with our GSRP and preschool families to promote literacy strategies for our youngest students.
- Continue supporting teachers with Individual Reading Improvement Plans.
- Begin to focus on math and working with teachers on ensuring rigor and consistency in our math program across the grade levels.

D. Upcoming Events

7. NEW BUSINESS - CONSENT AGENDA ITEMS

A. Approval of Consent Agenda Items

Motion: Cronenwett

Support: Fields

Carried: 7-0

"RESOLVED, that the Lawton Community Schools Board of Education approves consent agenda items: 6. A, B, C, D, E, F, G, H, I, and J."

B. Special Recognition Resolution Approvals

1. Middle School

"RESOLVED, that the Lawton Community Schools Board of Education extends its congratulations to the following students for being Students of the Month: 8th Grade – Alexia Barrett and Johnathan Gaubatz. 7th Grade – Annika Steinke and Connor Douglas. 6th Grade – Cathy Davidson-Farrow and Nolan Collins."

2. High School

"RESOLVED, that the Lawton Community Schools Board of Education extends its congratulations to the Dan Grimm and Tim Hamelink for receiving the Starfish Award for the month of May and for making a difference in the lives of students and staff at Lawton High School."

3. Educational Hero Award Recipients

"RESOLVED, that the Lawton Community Schools Board of Education extend congratulations to Brian Dewey and Andrea Oswald for receiving the Educational Hero Award through the Van Buren County School Boards Association."

C. Minutes Approval - 04.16.18 Regular Meeting and 05.07.18 Work Session

"RESOLVED, that the Lawton Community Schools Board of Education approves the April 16, 2018 regular meeting and closed session minutes, and the May 7, 2018 work session meeting minutes as presented."

D. 2018-19 School of Choice 105 and 105C

"RESOLVED, that the Lawton Community Schools Board of Education approve the participation as a School of Choice 105 and 105C district for the 2018-19 school year."

E. LEA Retirement - Sheri Bear - Elementary Teacher

"RESOLVED, that the Lawton Community Schools Board of Education accepts the retirement of Susan Doll effective August 17, 2018."

F. LEA Retirement - Gary Oegema - Music Teacher

"RESOLVED, that the Lawton Community Schools Board of Education accepts the retirement of Gary Oegema effective June 15, 2018."

G. LEA Resignation - Amanda Lindemulder - Middle School Teacher

"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Amanda Lindemulder effective June 13, 2018."

H. LESPA - Kimberly Pastol - Guidance and Athletic Department Secretary

"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Kimberly Pastol effective at the end of the 2017-18 school year."

I. LESPA Resignation - Luann Begeman - GSRP Associate Teacher

"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Luann Begeman effective April 30, 2018."

J. LESPA Resignation - Phil Withrow – Custodian

"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Phil Withrow effective May 7, 2018."

8. NEW BUSINESS

A. Approval of Van Buren Intermediate School District - General Fund Operating Budget - Roll Call Vote

Motion: Townsend

Support: Cronenwett

Carried: 7-0

Ayes: Carroll, Cronenwett, Drew, Fields, Hitchcock, Ryan, and Townsend

Nays: None

“WHEREAS: This Board received the ISD General Fund Operating budget on or before May 2, 2018; and WHEREAS: In accordance with Section 380.624 of the Revised School Code, this Board must now adopt a resolution expressing its support or disapproval of the proposed ISD budget, and must submit to the ISD Board any specific objections and/proposed changes the Board may have to budget prior to June 1, 2018.

THEREFORE, BE IT RESOLVED THAT: The ISD General Fund Operating Budget for the 2018-2019 school year be supported, and that the Secretary of the Board is hereby directed to submit a copy of this Resolution to the Secretary of the ISD Board of Education, along with any specific objections or proposed changes to the budget.”

B. Call for Election - Lawton Community Schools on Tuesday, November 6, 2018 - Regular School Election - Board of Education - Roll Call Vote

Motion: Fields

Support: Hitchcock

Carried: 7-0

Ayes: Carroll, Cronenwett, Drew, Fields, Hitchcock, Ryan, and Townsend

Nays: None

“RESOLVED, that on November 6, 2018 the Lawton Community Schools will hold election for two (2) four-year term and two (2) six-year term Board of Education seats. These seats are currently held by Kathy Drew, Steve Carroll, Matt Ryan, and Doug Townsend.”

C. Curriculum Committee Report 05.10.18

Motion: Fields

Support: Carroll

Carried: 7-0

“RESOLVED, That the Lawton Community Schools Board of Education approves the addition of Mixed Media in the Arts and Biology Through Time to the high school course catalog.”

Committee: CURRICULUM

Date of Meeting: MAY 10, 2018

Committee Members attending: RYAN, CARROLL (filling in for FIELDS)

Administrator(s) attending: RICE, WEBSTER

Type of committee report:

X Reporting/updating

X Recommending board action

Brief background of committee issues/area reporting:

I. Administration is recommending the addition of (2) courses to the High School course catalog:

a. Mixed Media in the Arts: An elective option for students who have completed Art I and II. An underlying objective of this course will be

connecting the arts with our STEM initiatives through digital art and Photoshop.

- b. **Biology Through Time:** A Science elective that satisfies the requirement of a 3rd Science credit, this course will include high-interest topics including: mummification; germ theory; changes in medicine and fossils.

The committee supports these recommendations.

D. **Facilities and Student Activities Committee Report 04.16.18**

Committee: Facilities and Student Activities

Date of Meetings: April 16, 2018

Committee Members attending: CRONENWETT, FIELDS, TOWNSEND

Administrator(s) attending: RICE; STERMER; TURNER

Type of committee report:

X Reporting/updating

Brief background of committee issues/area reporting:

The committee met following the April meeting of the Board to review recommended Capital Projects for the 18-19 budget year. These recommendations include:

- Replacement of the district phone system. The current system is at end of life and in need of replacement. Total cost of approximately \$51,000 with the ISD hosting the server.
- Replacement of all Elementary teacher desktop computers. These devices are now 8 years old. Estimated cost: \$21,000.
- Replacement of broken security cameras in the Elementary at a cost of \$1,242.
- Replacement of High School walk-in lab computers with laptop cart at a cost of \$18,000.
- Replacement of Owen Bray stage curtain and track system. Estimated cost: \$25,000.
- Purchase of (1) 84 passenger transit bus with under storage. Cost for new = \$100,000.

The committee supports these capital projects pending review, financial budget concerns, and approval of the 2018-19 general fund budget.

E. **Finance Committee Report 05.08.18 and 05.16.18, and 2017-18 Amended General Fund and Food Service Budgets**

Committee: FINANCE

Date of Meeting: 5/08/18 and 5/16/18

Committee Members attending: CARROLL, DREW, CRONENWETT (5/8); CARROLL, HITCHCOCK, CRONENWETT (5/16)

Administrator (s) attending: RICE, STERMER, KEISTER (5/8)

Staff attending: J. SCHULTZ (5/8)

Type of committee report:

X Reporting/updating

X Recommending board action

Brief background of committee issues/area reporting:

May 8, 2018:

- Reviewed final 2017-18 General Fund budget.

- High-level look at 2018-19 including enrollment and foundation grant projection and other known factors expected to impact the budget.
- Made adjustments to the Allocated Fund Balance chart to appropriately reserve funds for capital projects in Technology, Operations, and Transportation.

May 16, 2018

- Continued work on both the 17-18 Final and the 18-19 Projected General Fund Budgets and the 17-18 final Food Service budget.

Mrs. Stermer will be providing details on each of these budgets in her report.

Recommendation for board action, if any (state in the form of a motion(s) to be acted upon by the full board):

The committee is recommending approval of the 17-18 Final General Fund and Food Service Budgets.

See attached resolution.

1. 2017-18 Unaudited Amended General Fund Budget - Roll Call Vote

Motion: Cronenwett

Support: Townsend

Carried: 7-0

Ayes: Carroll, Cronenwett, Drew, Fields, Hitchcock, Ryan, and Townsend

Nays: None

GENERAL FUND BUDGET AMENDMENT

FISCAL YEAR 2017 - 2018

Originally Adopted: June 19, 2017

Amended February 19, 2018

RESOLUTION FOR ADOPTION
BY THE BOARD OF EDUCATION
OF LAWTON COMMUNITY SCHOOLS

Presented May 21, 2018

RESOLVED, that the Lawton Community Schools Board of Education approves an amended budget for fiscal year 2017-2018 to reflect updated known revenues and expenditures from the original General Fund 2017-2018 budget originally approved June 19, 2017:

Revenues of:	\$9,466,167
Expenditures of:	<u>\$9,539,558</u>
Expenditures Exceeding Revenues of:	\$ (73,391)
and Ending Fund Balance of:	\$2,606,464

to include:

Non-Spendable:	\$0
Restricted:	\$
Committed:	\$231,396 for Capital Expenditures
Assigned:	\$0
Unassigned:	\$2,375,068

2. 2017-18 Unaudited Amended Food Service Budget - Roll Call Vote

Motion: Townsend

Support: Hitchcock

Carried: 7-0

Ayes: Carroll, Cronenwett, Drew, Fields, Hitchcock, Ryan, and Townsend

Nays: None

FOOD SERVICE FUND BUDGET AMENDMENT

FISCAL YEAR 2017 - 2018

Originally Adopted: June 19, 2017

RESOLUTION FOR ADOPTION
BY THE BOARD OF EDUCATION
OF LAWTON COMMUNITY SCHOOLS

Presented May 21, 2018

RESOLVED, that the Lawton Community Schools Board of Education approves an amended budget for fiscal year 2017-2018 to reflect updated known revenues and expenditures from the originally approved 2017-2018 Food Service Fund of June 19, 2017:

Revenues of:	\$593,909
Expenditures of:	<u>\$578,783</u>
Excess Revenues of:	\$ 15,126
and	
Ending Fund Balance of:	\$115,678

to include:

Non-Spendable:	\$0
Restricted:	\$0
Committed:	\$50,000 for summer cash flow
Assigned:	\$0
Unassigned:	\$65,678

F. 2018-19 General Fund and Food Service Budget Presentation and Budget Hearing

A formal budget hearing was conducted for the Projected 2018-19 General Fund and Food Service Budgets

1. 2018-19 Projected General Fund Budget

Projected General Fund Revenue	\$9,262,913
Projected General Fund Expense	\$9,576,913
Projected General Fund Surplus/(Deficit)	(\$314,000)

2. 2018-19 Projected Food Service Budget

Projected Food Service Revenue	\$582,430
Projected Food Service Expense	\$573,619
Projected Food Service Surplus/(Deficit)	\$8,811

G. Michigan High School Athletic Association Membership - Roll Call Vote

Motion: Fields

Support: Townsend

Carried: 7-0

Ayes: Carroll, Cronenwett, Drew, Fields, Hitchcock, Ryan, and Townsend

Nays: None

"RESOLVED, that the Lawton Community Schools Board of Education adopt the Michigan High School Athletic Association (MHSAA) resolution for 2018-19 as contained in the May 21, 2018 board packet, and authorizes the Board Secretary to sign the membership resolution."

H. NEOLA - Policy Updates - First Reading

9. FORUM TIME - General comments

- Trustee Townsend had a question regarding the decision making process for an athlete to return once they are injured. This is determined by the doctor and the trainer that comes to LCS.
- Trustee Ryan noted the bus driver banner hanging on a bus on M-40.

10. ADJOURNMENT

Meeting adjourned at 8:39 pm.

Submitted by: _____
Matthew Ryan, Lawton Community Schools Board of Education Secretary