

LAWTON COMMUNITY SCHOOLS

BOARD OF EDUCATION

Regular Meeting

March 16, 2026

7:00 PM

AGENDA

1. **CALL TO ORDER** - 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 forum time.
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **FORUM TIME** - Comments specific to meeting agenda
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- I. Neola Policy - 2nd Reading
- 9. **FORUM TIME**
- 10. **ADJOURNMENT**

65

2026 Lawton Blue Devil Athletics Spring Schedule

=Cancelled

Varsity Softball		Start
M	3/23 Michigamoo Lutheran (DH)	4:15
Th	4/9 Kalamazoo Christian (DH)	4:30
Tu	4/14 Schoolcraft (DH)	4:30
Th	4/16 Marcellus Howardsville Christian (DH)	4:30
S	4/18 Martin Inv	9:00
Tu	4/21 Constantine(DH)	4:30
Mon	4/27 Battle Creek Pennfield (DH)	4:30
Tu	4/28 Hackett CP(DH)	4:30
Th	4/30 Gobles (DH)	4:30
Tu	5/5 Parchment (DH)	4:30
Th	5/7 Allegan (DH)	4:30
Mon	5/11 Bangor (DH)	4:30
Th	5/14 Fennville (DH)	4:30
S	5/16 SAC DH @Lakeshore Div	9:00
Mon	5/18 Bloomingdale (DH)	4:30
Th	5/21 Cassopolis(DH)	4:30
Wed	5/27 Decatur	4:30
Varsity Soccer		Start
Tue	4/7 Kalamazoo Cougars	6:00
F	4/10 Bridgman	6:00
M	4/13 South Haven	6:30
W	4/15 Coloma	6:00
Th	4/16 Comstock	6:00
M	4/20 Kalamazoo Christian	5:00
W	4/22 Constantine	6:00
F	4/24 Bangor	6:00
M	4/27 Delton Kellogg	6:00
W	4/29 Schoolcraft	6:00
M	5/4 Parchment	6:00
W	5/6 Hackett CP	6:00
F	5/8 Fennville	6:30
M	5/11 Allegan	6:00
W	5/13 Make Up	5:00
F	5/15 Holland Black River	3:00
S	5/16 Paw Paw	6:00
M	5/18 Watervliet	6:00
MS Girls Soccer		Start
M	4/13 South Haven @ Northshore Elem.	5:00
W	4/15 Coloma	4:30
M	4/20 Kalamazoo Christian	5:00
M	4/27 Allegan	4:30
W	4/29 Holland Black River	5:00
M	5/4 Parchment	4:30
W	5/6 Kalamazoo Christian	4:30
F	5/8 Fennville	5:00
M	5/11 Allegan	5:00
W	5/13 Saugatuck	4:30
M	5/18 Watervliet	4:30

Varsity Baseball		Start
Th	4/9 Kalamazoo Christian (DH)	4:30
Tu	4/14 Schoolcraft (DH)	4:30
Th	4/16 Kalamazoo Cougars (DH)	4:30
Tu	4/21 Constantine(DH)	4:30
S	4/25 Fennville (DH)	10:00
Tu	4/28 Hackett CP(DH)	4:30
Th	5/5 Parchment (DH)	4:30
Th	5/7 Allegan (DH)	4:30
Mon	5/11 Bangor (DH)	4:30
Tu	5/12 Rain Date	4:30
S	5/16 SAC DH @ Central Div	9:00
Mon	5/18 Bloomingdale (DH)	4:30
Tu	5/19 Marcellus	4:30
Th	5/21 Coloma (DH)	4:30
Tue	5/26 Decatur	4:30
MS Baseball		Start
S	4/11 South Haven(DH)	10:00
W	4/15 Galesburg Augusta(DH)	4:30
W	4/22 Parchment (DH)	4:30
S	4/25 Galesburg Augusta(DH)	10:00
M	4/27 Martin (DH)	4:30
W	4/29 Gobles(DH)	4:30
S	5/2 South Haven(DH)	10:00
W	5/6 Parchment(DH)	4:30
S	5/9 Gobles(DH)	4:30
W	5/13 Allegan(DH)	4:30
MS Softball		Start
S	4/11 South Haven(DH)	4:30
W	4/15 Galesburg Augusta(DH)	4:30
S	4/18 Gull Lake (DH)	4:30
W	4/22 Parchment (DH)	4:30
S	4/25 Galesburg Augusta(DH)	10:00
M	4/27 Martin (DH)	4:30
M	4/27 South Haven (DH)	4:30
W	4/29 Gobles(DH)	4:30
W	5/6 Parchment(DH)	4:30
S	5/9 Gobles(DH)	4:30
M	5/11 Gull Lake (DH)	4:30
W	5/13 Allegan(DH)	4:30

Track		Start
Tue	3/24 Gobles (scrimmage)	4:30
Wed	4/8 K- Christian & Hackett	4:30
Sat	4/11 Paw Paw Inv.	9:00
W	4/15 Constantine	4:30
F	4/17 Comstock Inv.	4:00
W	4/22 Galesburg Augusta	4:30
F	4/24 Kent City Inv	1:30
Wed	4/29 Martin	4:30
Sat	5/2 Hopkins Inv	9:15
Tue	5/5 SAC Championship @ Gobles	11:00
F	5/8 Berrien Springs Inv	4:00
?	? Regionals @ Bangor	11:00
Sat	5/30 MHSAA States @ Kent City	TBA
MS Track		Start
Tu	4/14 G-A, St. Monica, Saugatuck	4:30
Th	4/16 Gobles Co-Ed Relay	2:30
W	4/22 Delton Kellogg	4:30
Th	4/23 G-A, Schoolcraft, Constantine, St. Monica	4:30
Tu	4/28 Martin	4:30
Th	4/30 Gobles	4:30
M	5/4 Coloma,Black River,South Haven	4:30
Th	5/7 Fennville	4:30
Tue	5/12 Saugatuck Inv	2:00
Golf		Start
F	4/10 Eastern Hills SAC 9	3:30
Wed	4/15 Olde Mill SAC 9	1:00
Thu	4/16 Mullenhurst Invite	9:00
Tue	4/21 Milham SAC 9	4:00
Sat	4/25 Blue Devil Inv. 18	9:00
Th	4/30 Mullenhurst SAC 9	4:00
Mon	5/4 Moors SAC 9	3:30
Thu	5/7 Island Hills SAC 9	1:00
Mon	5/11 Tullymore Invitational 18	9:00
Tue	5/12 Lake Cora SAC 9	1:00
Tue	5/19 SAC Championship @ Beeches	8:00
Tue	5/26 Regionals @ Island Hills	9:00



*** SCHEDULE SUBJECT TO CHANGE ***

Revised 3/5/26

Updates posted at: www.lawtoncs.org About Us/Athletics

LAWTON 2026 SPRING SPORTS COACHING STAFF

<u>SPORT (STEP)</u>	<u>Coach</u>	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Varsity Softball (5)	Madison Ludwig	269.624.7532 mludwig@lawtoncs.org		260.350.2034
MS Softball (5)	Derek Weurding	269.624.7506 dweurding@lawtoncs.org		
Varsity Baseball (10)	Chris Richter	629.624.7807 crichter@lawtoncs.org		269.806.8861
JV Baseball (10)	Bobby Emmans	emmansrd@yahoo.com		269.266.2694
MS Baseball (8)	Brian Richter	brianrichter2415@yahoo.com		815.701.6809
Varsity Golf (10)	Barry Shanley	bgshanley@gmail.com		269.501.2676
Varsity Girls Soccer (5)	Abigail Burris	abigailburris18@gmail.com		269.929.7547
MS Girls Soccer (1)	Addison Nienhuis	269.624.7630 anienhuis@lawtoncs.org		
Varsity Track (10)	Mike Meyer	269.624.7825 mmeyer@lawtoncs.org		
Event Assistant Track (10)	Zander Armstrong	269.624.7654 zarmstrong@lawtoncs.org		269.370.9262
Event Assistant Track (10)	AJ High	269.624.7818 ahigh@lawtoncs.org		
Event Assistant Track (6)	Emma Foster	269.624.7822 efoster@lawtoncs.org		
MS Track Boys (10)	Mike Armbruster	269.624.7640 marmbruster@lawtoncs.org		
MS Track Girls (3)	Nicholas Stamas	269.624.7855 nstamas@lawtoncs.org		



TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: New Business Consent Agenda Items

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves consent agenda items: 7. A, B, C, D, E, F, G, H, I, and J."

Elementary Respectful Student of the Month

Presentation for School Board Meeting March 16th

.....
Quinn is a respectful student. She listens carefully when her teacher and classmates are speaking and follows classroom rules. She uses kind words like “please” and “thank you” and treats other with care. Quinn also waits her turn, shares materials, and goes out of her way to help her friends when they need it.
~Mrs. Welburn (Kindergarten) [Quinn Zeleny]

.....
Kyleigh is a wonderful example of respect in our classroom. She listens attentively during lessons, waits patiently for her turn to speak, and follows classroom rules with a positive attitude. Kyleigh treats classmates with kindness, uses polite words, and shows care for both people and materials. Her respectful behavior helps create a calm and supportive environment, where everyone can learn and feel valued. Keep up the great work, Kyleigh! ~Mrs. Visser (1st Grade) [Kyleigh Lozano]

.....
Congratulations to Elise Klomprens for being chosen as the 2nd grade respectful student. Elise shows respect in so many important ways. She uses her manners and always says please and thank you. She treats everyone kindly, values each one of her classmates, and considers their feelings when interacting with them. She is always willing to lend a hand to whoever might need help. Elise is also a wonderful example to her peers of how to listen attentively in class and show respect to the staff at Lawton Elementary. Keep up the good work! ~Mrs. Cornish (2nd Grade)

.....
Fernando shows respect every day through his words and actions. He uses kind and polite language and speaks calmly to both adults and classmates. He listens when others are talking and waits his turn to speak. Fernando is thoughtful by helping classmates when they need it, respecting other people’s space and belongings, and accepting that everyone is different. He follows classroom rules and takes good care of our classroom materials and shared spaces. Fernando’s respectful choices help make our classroom a safe, welcoming place for everyone. ~Mrs. Bainbridge (3rd Grade) [Fernando Crouch]

.....
Maddie Leonard has been chosen from fourth grade due to her consistent respectfulness. She is polite in her interactions, which helps bring about a positive classroom environment. Maddie always uses courteous language, greets everyone with a smile, and listens attentively. She often shows empathy by supporting classmates who are in need. Maddie’s recognition is a testament to her admirable qualities and positive impact on her school community. ~Mr. Prine (4th Grade)

February 2026

Student of the Month

To: Board of Education
From: David Williams
Date: March 16, 2026
Re: Middle School Resolutions

RECOMMENDED BOARD ACTION:

“RESOLVED, that the Lawton Community Schools Board of Education extends its congratulations to the following students for being Students of the Month for the month of January: Fifth Grade Gwenyth Olson, Sixth Grade Hudson Cirino, Seventh Grade Charlotte Welburn, and Eighth Grade Kenzie Winkel.”

Gwenyth Olson; Daughter of Brad and Heather Olson

Gwenyth Olson is our 5th grade Student of the Month! Gwen is an excellent example of a middle school ROAR student. She exemplifies all qualities we look for in a student at Lawton Middle School. Gwen is patient, kind, and works hard in all aspects of the day! She is always one of the first students that volunteers to help others. Gwen has a great attitude about all things going on in the school day, is always respectful and responsible, and is a great friend to everyone. Gwen is someone that anyone would be able to go to when they need a friend or help with anything and she will be there for them in any way that she can! Great job, Gwen!

Hudson Cirino; Son of Anthony and Alison Cirino

Hudson Cirino is a hardworking student who manages the expectations of sixth grade, with the appearance of ease. Hudson is a person of strong character, who listens actively, interprets quickly, and acts with a quiet determination. Endlessly supportive to peers, and with patience that never seems to run low, he offers to help by noticing. This trait has earned him a spot in the hearts and minds of staff. Hudson has a sharp mind, an empathetic heart, and a humorous spirit that makes getting to know him an honor. We count ourselves lucky to be a step in the journey of a student like Hudson, as we know how deserving he is of the title of February Student of the Month.

Charlotte Welburn; Daughter of Mark and Lesley Welburn

Charlotte is our seventh grade Student of the Month. Charlotte shows qualities of a middle school ROAR student daily. She is very responsible for herself and takes pride in her work. She has a strong sense of ownership and accountability when it comes to doing the right thing. Charlotte always shows the utmost respect and has a positive attitude every day. Charlotte has a strong sense of pride and a big heart. She has a special place in the hearts of the staff of Lawton Middle School. Way to go Charlotte!

Kenzie Winkel; Daughter of Matt and Kelli Winkel

The 8th grade teachers nominated Kenzie Winkel as February’s Student of the Month. Kenzie is a kind and thoughtful individual who consistently shows care and respect toward those around her. She is always willing to lend a helping hand, supporting both staff and her peers whenever the need arises. She has a positive attitude and willingness to collaborate with group members. In addition to her helpful nature, Kenzi brings a wonderful sense of fun and creativity into all she does. Her energy and enthusiasm brighten the room, creating an uplifting environment that encourages others to feel welcome, engaged, and motivated. Thank you for being an outstanding student Kenzie! Keep it up!

To: Board of Education
From: Jon Waldron
Date: March 16, 2026
Re: High School Resolutions

RECOMMENDED BOARD ACTIONS:

“RESOLVED, that the Lawton Community Schools Board of Education extends its congratulations to the following students for being Students of the Month.

Quinn Freds, daughter of Sally Freds and Steven Freds:

One Teacher wrote: Quinn Freds is a hard-working, kind-hearted, and positive young lady. I have seen her push herself as a student and as an athlete, and she doesn't shy away from a challenge. She has a very bright future ahead of her!

Another teacher wrote: Quinn Freds is a respectful, kind, and hard-working student who approaches everything she does with determination and a positive attitude. She is driven to do her best and consistently sets a great example for others.

Jaxon Stone, son of Jami Bryan and Jon Bryan:

One Teacher wrote: Jaxon knows how to hit the ground running. He puts forth his best effort on assignments and will remain focused despite the behavior of peers around him. He is considerate and rarely fails to ask me how I am doing that day, showing his attention and care to not just the details of his work, but the details of the lives of those around him. He cares about school, but he also shows great maturity and depth in his care for the people around him.

Another teacher wrote: Jaxon Stone is a wonderful young man; he is kind, respectful, helpful, trustworthy, and a great student. He is most deserving of recognition like this and we are incredibly blessed to have him here at LHS!

Another teacher wrote:

Jaxon Stone is a dedicated and hardworking student who consistently demonstrates respect, kindness, and a positive attitude. His strong work ethic and bright mind make him a standout in the classroom, and he is a great example for his peers.

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Educational Hero Award Recipients

This resolution recognizes two employees receiving the Educational Hero Award through the Van Buren County School Boards Association. This award recognizes their work with students, community engagement, and making a positive difference in the lives of people.

RECOMMENDED BOARD ACTION:

“RESOLVED, that the Lawton Community Schools Board of Education extend congratulations to Amanda Maurer and Diana Michalski for receiving the Educational Hero Award through the Van Buren County School Boards Association.”



LAWTON COMMUNITY SCHOOLS

Lawton Community Schools Board of Education Minutes of the Regular Meeting on February 16, 2026 High School Board Room

A REGULAR MEETING of the Board of Education of Lawton Community Schools was held Monday, February 16, 2026 beginning at 7:00pm in the HIGH SCHOOL BOARD ROOM.

- Board members present: Steve Carroll, Eric Smith, Bryan Cronenwett, Lariss Hunt, Walter Hitchcock, Nate Pursley, Matt Riggs
- Board members absent: None

1. **CALL TO ORDER** - 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 forum time.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

Motion: Riggs

Support: Cronenwett

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**

6. **SUPERINTENDENT'S REPORT**

A. Special Recognitions

1. Elementary Character Trait Awards

2. Student of the Month

7. **NEW BUSINESS - CONSENT AGENDA ITEMS**

A. Approval of Consent Agenda Items

Motion: Smith

Support: Riggs

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education approves consent agenda items: A, B, C, and D.”

B. Special Recognition Resolution Approvals

1. Elementary Character Trait Awards

Elementary 2025-2026

Caring Student of the Month

Austin Johnson, Kindergarten - Austin shows kindness and caring to all those around him. He is always willing to lend a helping hand. Austin is great at giving compliments and making his teachers and friends feel special. ~ Mrs. Taylor

Paxton Martin, 2nd grade - I chose Paxton Martin for the caring student of the month in 2nd grade. All month long (and truly, every month), Paxton has shown what it means to be caring, thoughtful, and supportive. He is a student I can always count on to encourage his peers in reading and math. He offers uplifting words and genuine support. He celebrates the successes of others, noticing the big and small wins happening around the classroom. If he sees a classmate struggling, he is the first to step in with a helping hand. If someone is left out, Paxton is quick to invite them to join and feel included. Paxton also takes time to recognize the amazing things his peers do, writing shout-outs that brighten their day. His kindness extends to me as his teacher as well—his encouraging notes always bring a smile. Everyone should be lucky enough to have a student like Paxton. His caring heart makes our classroom a better place every single day. ~ Mrs. Coombs

Jobi Herson, 4th grade - Jobi has a huge heart that can brighten even the darkest of days. Jobi cares about how she makes others feel. She never brings people down and is always looking for ways she can fill someone's bucket. If Jobi sees another student playing alone on the playground, she will ask them to play with her. If a student falls and needs help getting up, she will be there. Did you know it's possible to be caring toward your very own brain? That's right, Jobi even cares how she speaks to herself. If she doesn't get an answer correct right away, she uses positive self-talk and the power of "yet" instead of telling herself she can't do it. Way to go Jobi! ~ Mrs. Withrow

Kinzley Hammond, 1st grade - Kinzley is a wonderfully caring student who brings kindness to our classroom every day. She checks in on friends, includes anyone who may be alone, and is always willing to share whatever she has. Her thoughtful nature shines through in the sweet hugs she offers to teachers and classmates just because. Kinzley's constant kindness makes her an excellent choice for Caring Student of the Month. ~ Mrs. Ludwig

Donald Taylor, 3rd grade - Donald is a kid who will always make sure everyone around him is good. He will check in on his friends throughout the day and help anyone who needs it. If you are sad, Donald will do what he can to cheer you up. ~ Miss Walley

Honesty Student of the Month

Robert (Bobby) Mack, 4th grade- Bobby has exhibited honesty in many ways already this school year. He has served as lunch safety and is always honest about students' behavior. He also is sincere when interacting with his peers. I can always count on Bobby to make the right choices and to always give me an honest answer. Way to go Bobby! ~Mrs. Waterson

Alex Servello, 2nd grade - I'm nominating Alex Servello because he is someone who consistently shows honesty both inside and outside of our classroom. He doesn't cheat or lie and he always tries to do the right thing. He is truthful about his behavior and takes responsibility for his actions even when it's hard. Being honest makes our school a better place. Thanks for being honest and kind every day, Alex! ~Mrs. Mills

Silas VanderVeen, Kindergarten - Silas is a wonderful example of an honest student and I can count on him to make great choices! Silas is honest, even when it's hard, returns lost items, and is quick to apologize for mistakes when needed. Silas displays honesty in every aspect of his day here at Lawton Elementary. ~Mrs. Martin

Reina Rodriguez, 3rd grade - Reina is a superb example of what the trait of honesty means. Being honest is not always easy, but it is always the right decision. Reina exemplifies honesty in the hard times and can be counted on by her teachers and peers to tell the truth. ~Mr. Weurding

Eleanor Dewey, 1st grade - Eleanor Dewey is our first grade honesty student of the month. I appreciate that I can count on Eleanor to be honest in all situations, even when it is uncomfortable and the outcome could be serving a consequence. I can count on Eleanor to be honest in all situations. I find her to be reliable, dependable and a student of integrity.

~Mrs. Prior

2. Middle School

“RESOLVED, that the Lawton Community Schools Board of Education extends its congratulations to the following students for being Students of the Month for the month of January: Fifth Grade Eleanor Baldus, Sixth Grade Elizabeth Penny, Seventh Grade Tessa Wright, and Eighth Grade Gaige Whipple.”

Eleanor Baldus; Daughter of Jonathan and Dorothy Baldus

Ellie is an outstanding individual! Ellie is that student of the month for 5th Grade. She puts time and effort into her studies and she is curious to learn. She works very hard at all that she does and takes the time to help peers giving patience and kindness. Ellie is not only patient and kind to her peers, but she is helpful as well. She has shown so much personal growth this year by gaining confidence and showing such understanding with our ROAR expectations. Ellie will be a force to reckon with in the years to come and she represents well what we look for in receiving the title: The Student of the Month!

Elizabeth Penny; Daughter of Kayleigh Overhuel

The 6th grade staff is pleased to announce their Student of the Month selection for the month of January is Elizabeth Penny. Elizabeth consistently demonstrates excellence in all subject areas. She approaches every task and challenge with focus, perseverance, and a strong problem-solving mindset. She is highly responsible, always prepared for class, and takes pride in completing her work accurately and on time. Elizabeth is a true hard worker who never gives up, even when tasks are challenging. Her respectful attitude toward teachers and classmates helps create a positive learning environment for everyone.

Tessa Wright; Daughter of Anthony and Kathleen Wright

The 7th grade Student of the Month is Tessa Wright. Tessa is a terrific student to have in class. She works hard on every assignment and strives to learn. She’s great about getting help if she ever needs it and is also willing to help others. Tessa participates in class nicely and always follows expectations. Besides being an amazing student, Tessa also has a very nice personality. She is sweet, handles challenges well, and has a great sense of humor. Tessa is trustworthy, respectful, and always has a positive attitude.

Gaige Whipple; Son of Kyle and Jessica Whipple

The 8th grade teachers have chosen Gaige Whipple as our January Student of the Month! Gaige has grown into a great leader and has made massive gains throughout his middle school career. Gaige is kind and respectful to staff and students alike and is always willing to lend a helping hand to anyone that asks. He is one of the most hardworking students at our school. Gaige truly sets a great example for other students to follow and we are grateful to have him on our 8th grade team!

3. High School

“RESOLVED, that the Lawton Community Schools Board of Education extends its congratulations to the following students for being Students of the Month.

Carley Tanis, daughter of Christina Tanis and Ryan Tanis:

One Teacher wrote: brings sincere effort to our training work in the weight room and she has the data to back that up. She is also a great teacher/leader for her peers and assists as a mentor on Thursdays in the elementary school. She also brings positive energy and sound mindsets to class each day.

Rafael Solis, son of Maria and Porfirio Solis:

One Teacher wrote: He brings sincere effort to our training work in the weight room and has the data to back that up. He is also a great teacher/leader for his peers and assists as a mentor on Thursdays in elementary school. He brings positive energy and sound mindsets to class each day.

C. Approval of Board of Education Meeting Minutes

“RESOLVED, that the Lawton Community Schools Board of Education approves the January 5, 20266 Organizational and Regular Meeting Minutes as presented.”

D. Retirement Resolution – Waterson – Elementary Teacher

“RESOLVED, that the Lawton Community Schools Board of Education accepts the retirement of Lisa Waterson as an Elementary Teacher effective January 30, 2026.”

8. NEW BUSINESS

A. Points of Pride

Bandfield – Educational Hero Awards: Amanda Maurer and Diana Michalski

B. Discussion and Apportionment of 2026 Standing Committee Memberships

The following committee assignments were established:

▪ Facilities, Athletics & Student Activities Committee

Matt Riggs – Chair
Bryan Cronenwett
Eric Smith

▪ Curriculum Committee

Eric Smith - Chair
Larissa Hunt
Nate Pursley

▪ Evaluation Committee

Larissa Hunt - Chair
Nate Pursley
Walter Hitchcock

▪ Negotiations Committee

Steve Carroll – Chair
Bryan Cronenwett
Walter Hitchcock

▪ Finance Committee

Steve Carroll – Chair
Bryan Cronenwett
Matt Riggs

C. 2026-27 School District Calendar

Motion: Cronenwett

Support: Smith

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education approves the 2026-27 school district calendar, including the use of professional development days to be used as instructional time, as presented.”

D. Professional Development Planning Committee

Motion: Hitchcock

Support: Hunt

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education approves the Professional Development Planning Committee as presented.”

E. Finance Committee Meeting – 02.13.26

Committee: Finance

Date of Meeting: 2.13.26 @ 12:30

Committee Members attending: Carroll, Cronenwett, Riggs

Administrator(s) attending: Bandfield, Watson

Type of committee report:

X Reporting/updating

Recommending board action

Brief background of committee issues/area reporting:

The committee met to discuss a few items on Monday 2.13

- Hungerford was at the meeting to present on the Audit.
- Initial conversations on Business Office Changes that will be continued
- Conversations around the Operating Millage and 27L(2)
- The Finance Committee will be scheduling another meeting in the near future to continue discussions.

RECOMMENDED BOARD ACTION:

F. Audit Approval for Fiscal Year 2024-25 – **Roll Call Vote**

Motion: Riggs

Support: Pursley

Carried: 7-0

Ayes: Carroll, Smith, Cronenwett, Hunt, Hitchcock, Pursley, Riggs

Nays: None

“RESOLVED, that the Lawton Community Schools Board of Education accepts the audit form Hungerford Nichols CPAs and Advisors, as it has been accepted by the Finance Committee. Be it further resolved that, General Fund Revenues were \$15,030,446, Expenditures were \$14,194,915, and Other Financing Uses were \$181,919, with a net change in fund balances of \$653,612 and an ending balance of \$6,310,332.”

G. Operating Millage Renewal – **Roll Call Vote**

Motion: Hitchcock

Support: Hunt

Carried: 7-0

Ayes: Carroll, Smith, Cronenwett, Hunt, Hitchcock, Pursley, Riggs

Nays: None

“RESOLVED, that the Lawton Community Schools Board of Education accepts Option 3 of the Operating Millage Proposals for 18.5 Mills to run for four years and to have the vote in August.”

H. ~~MASB Region 6 Election~~ – **Roll Call Vote**

~~—Motion:~~

~~—Support:~~

~~—Carried:~~

~~—Ayes:~~

~~—Nays:~~

~~—“RESOLVED, that the Lawton Community Schools Board of Education supports XXX for MASB~~

I. Neola Policy – 1st Reading

Policy 8500 – Food Services

9. **FORUM TIME**

Riggs – inquiring about athletic trainer; Bandfield – doesn't know if it's official yet; Smith – the current athletic trainer has ties to the school so will likely take the position

Cronenwett – saw a Traverse City school district ad about a kid having guns and saying he had all his school supplies and that there needs to be zero tolerance to threats; maybe having police officials do a meeting in the gym

Carroll – concern with policies needing governing from board that isn't happening

10. **CLOSED SESSION** – To consider a periodic personnel evaluation as allowed by the Open Meetings Act, P.A. 267 of 1976, Section 8(a) – **Roll Call Vote**

The board went into Closed Session at 8:05pm and returned to Open Session at 8:09pm.

Motion: Hitchcock

Support: Hunt

Carried: 7-0

Ayes: Carroll, Smith, Cronenwett, Hunt, Hitchcock, Pursley, Riggs

Nays: None

“RESOLVED, that the Lawton Community Schools Board of Education go into Closed Session to consider a peronnel evaluation as allowed by the Open Meetings Act, P.A. 267 of 1976, Section 8(a).”

11. **OPEN SESSION**

Motion: Hitchcock

Support: Hunt

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education return to Open Session.”

A. Superintendent Contract

Motion: Pursley

Support: Riggs

Carried: 7-0

“RESOLVED, that the Lawton Community Schools Board of Education extend the contract of Ben Bandfield for an additional year and make it a three-year contract.”

12. **ADJOURNMENT**

The meeting adjourned at 8:10pm.

Submitted by: _____

Larissa Hunt, Lawton Community Schools Board of Education Secretary



LAWTON COMMUNITY SCHOOLS

Lawton Community Schools Board of Education Minutes of the Special Meeting on March 11, 2026 High School Board Room

A SPECIAL MEETING of the Board of Education of Lawton Community Schools was held Wednesday, March 11, 2026 beginning at 5:45 PM in the HIGH SCHOOL BOARD ROOM.

- Board members present: Steve Carroll, Eric Smith, Bryan Cronenwett, Walter Hitchcock, Nate Pursley, Matt Riggs
 - Board members absent: Larrissa Hunt
1. **CALL TO ORDER** - 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 forum time.
 2. **CLOSED SESSION** - To consider the dismissal, suspension, or discipline of a student, as allowed by the Open Meetings Act, P.A. 267 of 1976 8(b) - **Roll Call Vote**
The Board went into Closed Session at 5:52pm and returned to Open Session at 7:10pm.
Motion: Cronenwett
Support: Riggs
Carried: 6-0, 1 absent
Ayes: Carroll, Smith, Cronenwett, Hitchcock, Pursley, Riggs
Nays: None
"RESOLVED, that the Lawton Community Schools Board of Education go into Closed Session to consider the dismissal, suspension, or disciplining of a student, as allowed by the Open Meetings Act, P.A. 267 of 1976 8(b). Closed session requested by student."
 3. **OPEN SESSION**
Motion: Cronenwett
Support: Smith
Carried: 6-0, 1 absent
"RESOLVED, that the Lawton Community Schools Board of Education return to Open Session."
 - A. Student Discipline
Motion: Hitchcock
Support: Cronenwett
Carried: 6-0, 1 absent
"RESOLVED, that the Lawton Community Schools Board of Education suspends student #20300803 from Lawton Community Schools for 30 school days, returning on March 25, 2026. Upon her return, the student will turn her phone into the office each day or not have her phone on school grounds, without issue, and refrain from any elevated and inappropriate language directed at staff, and any incidents will result in referral to the Lawton Board of Education for long term suspension. During the suspension, the student should not be on school grounds except with Administrative Approval."
 4. **FORUM TIME**
 5. **ADJOURNMENT**
The meeting adjourned at 7:24pm.

Submitted by: _____
Larissa Hunt, Lawton Community Schools Board of Education Secretary

Proposed

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Approval of Minutes

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the February 16, 2026 Regular Meeting Minutes, the March 11, 2026 Special Meeting Minutes and the March 14, 2026 Work Session Meeting Minutes as presented."

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Hire – Foster – Varsity Track Event Assistant

Chris Richter is recommending Emma Foster be hired as a Varsity Track Event Assistant. One candidate applied and one was interviewed.

Emma is a high school English teacher in the district. Previously, Emma has coached MS Volleyball at Lawton as well as coached varsity boys and girls volleyball at her last high school. Emma last ran track competitively in high school.

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Emma Foster as a Varsity Track Event Assistant."

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Hire – Stamas – MS Track Boys Head Coach

Chris Richter is recommending Nicholas Stamas be hired as an MS Track Boys Head Coach. One candidate applied and one was interviewed.

Nicholas has been a member of the Lawton Alternative Academic Center teaching staff and has coached Varsity Hockey at Mattawan HS the last 3 years.

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Nicholas Stamas as an MS Track Boys Head Coach."

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Hire – Nienhuis – MS Soccer Girls Head Coach

Chris Richter is recommending Addison Nienhuis be hired as an MS Soccer Girls Head Coach. One candidate applied and one was interviewed.

Addison is our MS Physical Education teacher. She has been our assistant JV Girls Basketball coach during the 25-26 season. She played high school soccer.

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Addison Nienhuis as an MS Soccer Girls Head Coach."

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Hire – Armbruster – MS Track Girls Head Coach

Chris Richter is recommending Mike Armbruster be hired as an MS Track Girls Head Coach. One candidate applied and one was interviewed.

Mike has been a long time member of the Lawton Alternative Academic Center teaching staff and has coached Middle School Boys and Girls Basketball for the last 15 years. He has also coached Baseball and Football.

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Mike Armbruster as an MS Track Girls Head Coach."

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Hire – Armbruster – 8th Grade Boys Basketball Head Coach

Chris Richter is recommending Mike Armbruster be hired as an 8th Grade Boys Basketball Head Coach. One candidate applied and one was interviewed.

Mike Armbruster has 10+ seasons of experience coaching MS Boys and Girls basketball at both Marcellus and Lawton. Mike is also a teacher in our LAAC

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves the hiring of Mike Armbruster as an 8th Grade Boys Basketball Head Coach."

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Resignation Resolution – Macon – LAAC Aide

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Jeremy Macon as an LAAC Aide effective February 4, 2026."

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Resignation Resolution – Macon – Girls Basketball Head Coach

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education accepts the resignation of Jeremy Macon as a Girls Basketball Head Coach effective February 4, 2026."

2026-2027 LAWTON COMMUNITY SCHOOLS CALENDAR											
Proposed		Student Days	Cumulative Student Days	Teacher Days	Cumulative Teacher Days	Half Days	TRI	PD Hrs	CONF		
8/17-8/21	8/18 Teacher PD, 8/20 All Staff Report	0	0	2	2			6			
8/24-8/28	8/24 First day all students - Full day	5	5	5	7						
8/31-9/4	9/4 No School	4	9	4	11						
9/7-9/11	9/7 No School - Labor Day	4	13	4	15						
9/14-9/18		5	18	5	20						
9/21-9/25		5	23	5	25						
9/28-10/2		5	28	5	30						
10/5-10/9	10/6 Conferences (HS/MS/LAAC 4-7, ES 4:30-8), 10/7 Conferences (HS / MS 4-7, ES 4:30-8) 10/9 - No School Fall Break	4	32	4	34				HS/MS 6 ES 7	LAAC 3	
10/12-10/16	10/12 Teacher PD - No students	5	37	5	39			6			
10/19-10/23		5	42	5	44						
10/26-10/30		5	47	5	49						
11/2-11/6		5	52	5	54						
11/9-11/13	11/12 - Full Day (HS Exams), 11/13 Students 1/2 Day AM (HS Exams) - Records PM	5	57	5	59	1	57				
11/16-11/20	Start of 2nd Trimester (HS / MS)	5	62	5	64						
11/23-11/27	11/25 No School Conf. Comp. Day, 11/26 & 11/27 No School Thanksgiving Break	2	64	3	67						
11/30-12/4	12/1 Conferences (LAAC 3-6)	5	69	5	72					LAAC 3	
12/7-12/11		5	74	5	77						
12/14-12/18		5	79	5	82						
12/21-12/25	Christmas Break - No School	0	79	0	82						
12/28-1/1	Christmas Break - No School	0	79	0	82						
1/4-1/8		5	84	5	87						
1/11-1/15	1/14 Full Day - Conferences (HS / MS 4-7) 1/15 Students 1/2 Day AM - Conferences PM (HS/MS/LAAC 1-3 ES at-risk Conf. 1-3)	5	89	5	92	1			HS/MS 5 ES 2	LAAC 2	
1/18-1/22	1/18 Teacher PD - No students	5	94	5	97			6			
1/25-1/29		5	99	5	102						
2/1-2/5		5	104	5	107			6			
2/8-2/12	2/12 Teachers PD - No students	5	109	5	112						
2/15-2/19	2/15 No School Mid-Winter Break (Potential Make Up Day)	4	113	4	116						
2/22-2/26		5	118	5	121						
3/1-3/5	3/3 - Full Day (HS Exams), 3/4 - Students 1/2 Day AM (HS Exams) - Records PM 3/5 Teacher PD - No students	5	123	5	126	1	66	6			
3/8-3/12	Start of 3rd Trimester	5	128	5	131						
3/15-3/19	3/16 - Conferences (ES 4:30-8, LAAC 3-6) 3/18 - Conferences (ES 4:30-8)	5	133	5	136				ES 7	LAAC 3	
3/22-3/26	3/26 No School Conference Comp. Day	4	137	5	141						
3/29-4/2	No School Spring Break	0	137	0	141						
4/5-4/9	4/6 State Assessments Begin (tentative)	5	142	5	146						
4/12-4/16	4/15 - Full Day - Conferences (HS/MS/LAAC 4-7) 4/16 Students 1/2 Day AM - Conferences PM (HS/MS/LAAC 1-3)	5	147	5	151	1			HS/MS 5	LAAC 5	
4/19-4/23		5	152	5	156						
4/26-4/30		5	157	5	161						
5/3-5/7		5	162	5	166						
5/10-5/14		5	167	5	171						
5/17-5/21		5	172	5	176						
5/24-5/28	5/28 Graduation	5	177	4	180						
5/31-6/4	5/31 No School - Memorial Day; 6/2 Students 1/2 Day AM (HS Exams) / Records PM 6/3 Students 1/2 Day AM (HS Exam) - Records PM 6/4 No School - Potential Make Up Days 6/4, 6/7-6/11	3	180	4	184	2	57				
		180		184		6	180	30			
Note:	To offset additional evening P/T conference time for elementary teachers the afternoon of 4.16 will be comp time.										

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
RE: Approval of 2026-27 District Calendar

The proposed calendar has been reviewed by the Administration and LEA leadership and is being presented to the Board for approval.

RECOMMENDED BOARD ACTION:

“RESOLVED, that the Lawton Community Schools Board of Education approves the 2026-27 school district calendar, including the use of professional development days to be used as instructional time, as presented.”

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Senior trip
 Proposed Departure Date May 27th Return Date May 27th
 Proposer Jenny Karsen Position Teacher / Senior Advisor
 Date by which response is needed ASAP? Proposal Date 3/9/26

A. Purpose

1. What is the major place to be visited or event to be attended?

Cedar Point Sandusky, OH

2. How is the trip related to the educational program of the District?

Senior trip

3. In what ways will the students benefit?

Memories, bonding time

4. In what ways will the District benefit?

Tradition, happy seniors

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

N/A

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

Seniors

B. Students and Staff (cont'd)

2. How many students in total?

Up to 53

3. How many students are currently experiencing academic problems?

They will be done w/school

4. Which staff member will be in charge?

Jenny Karsen

5. What previous experience has the staff member had in conducting overnight or extended field trips?

↳ STEM field trips

6. What other staff members will be going?

M/b Melissa Karsen & Amanda Steinke

7. How many chaperones, in addition to staff members, will be going?

Total of 3 adults

8. What are their names and affiliations with the students?

9. How many school days will be missed?

1

10. How will teachers be advised in advance that the students will be out of school?

N/A Students are done w/
school 5/19

C. School Work

1. How will missed work be made up?

N/A

2. What special assistance will be provided students with academic problems?

N/A

D. Itinerary

1. What is the destination? Cedar Point

Sandusky, OH

2. What will be the mode of transportation? What liability insurance does the carrier have?

Charter Bus "Go Riteway"

formerly Cardinal

3. Where will the group be housed and fed?

N/A

We're buying
"All day" dining
for all students

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

We have 1 stop: Tiffin River Service Plaza
West Unity, OH

5. What arrangements have been made for dealing with emergency situations?

I'm CPR/AED certified, I'll bring a first aid kit, I

6. If tour guides are involved, what liability insurance do they carry?

N/A

have emergency contact #'s.

E. Finances

1. What is the estimated total cost and cost per student?

x \$83/student \$42 tickets
+ x \$3200 bus^{charter} \$41 food/drink

2. What is the source of funds?

Class of 2026 funds

3. How will the funds be collected and safeguarded?

Already in account @ business office

4. How will any shortfall be made up or excess funds used?

N/A

5. What provision has been made for students who are financially unable to pay any necessary costs?

N/A (free trip)

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

- email Class of 2026 parents & FB groups
 - only if there's an emergency
 - students will arrange to be picked up at

2. List telephone numbers at destination and where group will be housed.

N/A

h/e I have all students cell #'s and we'll have a group text.
 upon return or drive home
 ≈ 11pm

3. What information will be provided to the media and the community?

None; h/e students could post about their experiences on their own social media.

FIELD TRIP REQUEST FORM

Teacher Jenny Karsen School/Class H.S./Class of 2026

Request Date 3-9-26 Trip Date 5-27-26 Destination Cedar Point

Number of Students 53 Number of Staff/Chaperones 3

Purpose of Trip Senior Trip

Course of Study N/A

Specific Learning Objectives to be Accomplished:

Fun & Memories

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Laughter, smiles

Course Objectives Related to the Learning Objectives:

N/A

Pre-Trip Lessons/Activities to be Done in the Classroom:

N/A

Post Trip Activities/Lessons to Reinforce/Extend Learning:

N/A

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

Field Trip Approval

Trip Approved: _____ Trip Disapproved: _____ Principal: _____ Date: _____

Trip Approved: _____ Trip Disapproved: _____ Superintendent: _____ Date: _____

(Over)

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
RE: Senior Trip – Out of State Approval Resolution

This resolution recommends approval of the Cedar Point trip for the Class of 2026.

RECOMMENDED BOARD ACTION:

“RESOLVED, that the Lawton Community Schools Board of Education approves the out of state Senior Trip on May 27, 2026 to Cedar Point.”

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Golf
 Proposed Departure Date 5-10-26 Return Date 5-11-26
 Proposer Barry Shanley Position Head Coach
 Date by which response is needed _____ Proposal Date _____

A. Purpose

1. What is the major place to be visited or event to be attended?

Tullymore Golf Club

2. How is the trip related to the educational program of the District?

#1 resort course in Michigan

3. In what ways will the students benefit?

Playing in a first-rate tournament with mostly very large schools

4. In what ways will the District benefit?

Esteem for program We are the small school.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Scores, sportsmanship, being in the most prestigious event.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

TBA. 6 players

B. Students and Staff (cont'd)

2. How many students in total?

6

3. How many students are currently experiencing academic problems?

? will check. But the more experienced 6 will go
and usually there is no issue.

4. Which staff member will be in charge?

Barry Shanley

5. What previous experience has the staff member had in conducting overnight or extended field trips?

Twenty plus same trip.

6. What other staff members will be going?

None. But several parents usually go.

7. How many chaperones, in addition to staff members, will be going?

Parents.

8. What are their names and affiliations with the students?

TBA

9. How many school days will be missed?

One

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

Practice round on May 10
Tournament May 11
Dinner etc.

5. What arrangements have been made for dealing with emergency situations?

my phone - plus parent attend in most cases

6. If tour guides are involved, what liability insurance do they carry?

NA

E. Finances

1. What is the estimated total cost and cost per student?

4 rooms x \$22.00
practice round x 6 of \$60 each
tournament entry fee

2. What is the source of funds?

The district
Players pay for food and transportation

3. How will the funds be collected and safeguarded?

District pays weekly by credit card.

4. How will any shortfall be made up or excess funds used?

None will exist.

5. What provision has been made for students who are financially unable to pay any necessary costs?

They just pay for food.

10. How will teachers be advised in advance that the students will be out of school?

I will notify through Mrs Steinke

C. School Work

1. How will missed work be made up?

Players will ask teachers for work ahead of time.

2. What special assistance will be provided students with academic problems?

I will monitor ~ and suggest ways to improve.
Usually not an issue.

D. Itinerary

1. What is the destination?

Tullymore Golf Course near Stanwood and Quality Inn + Suites in Big Rapids

2. What will be the mode of transportation? What liability insurance does the carrier have?

Cars

3. Where will the group be housed and fed?

Quality Inn + Suites Big Rapids

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

In person and on phone

2. List telephone numbers at destination and where group will be housed.

Will provide

3. What information will be provided to the media and the community?

I will send info to newspapers etc

TO: Board of Education
FROM: Ben Bandfield
DATE: May 16, 2026
SUBJECT: Golf Team Overnight Approval

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approve the proposal for the overnight trip for the Golf Team that is planned for May of 2026."



Committee Report Form

Committee: Facilities, Athletics, Student Activities

Date of Meeting: 3.9.26 @ 4:00

Committee Members attending: Cronenwett, Riggs,

Administrator(s) attending: Bandfield, Turner, Waldron, Webster

Type of committee report:

X	Reporting/updating
	Recommending board action

Brief background of committee issues/area reporting:

The committee met on Monday March 9th for a few items

- The Team from Triangle presented the Facility Assessment in preparation for the Saturday full BOE Work Session.
- The White Minivan that is used for different daily runs needs a transmission replacement if we were to keep it. The committee had initial discussions about how we want to move forward and will be getting some quotes on different replacements.
- Initial discussions about a property by the HS that will likely be going up for sale at the end of the summer to determine if there is interest.
- Initial discussions about including the LAAC in the MHSAA count to change our approach of LAAC students being more easily involved in athletics. More conversation to come. Any potential recommendation would be for the 27-28 school year at the earliest.
- The FASA Members were individually consulted about adding an Assistant Middle School Softball Coach for a team with large numbers in order to make a 2nd team to provide more playing time. The committee is supportive and a resolution will follow in tonight's meeting.

CHAIR DOES NOT NEED TO READ THE FOLLOWING BOARD ACTIONS AS THEY WILL BE RESOLUTIONS AFTER THE COMMITTEE REPORT

RECOMMENDED BOARD ACTION: MS Softball Assistant Coach



LAWTON COMMUNITY SCHOOLS

101 PRIMARY WAY • LAWTON, MICHIGAN 49065

Letter of Agreement between the
Lawton Community Schools Board of Education (BOE) and the
Lawton Education Association (LEA)

Re: 2026 Middle School Girls Softball Assistant Coach

The Lawton Board of Education, hereinafter referred to as the Board, and the Lawton Education Association hereinafter referred to as the Association, hereby agree to the following.

The Board and the Association agree that

1. The following position will be added to the Master Agreement – Schedule B Athletic Positions
 - MS Softball Girls - Assistant
 - This is an assistant added to a Middle School Girls Softball Team
2. The positions will be compensated at 4%

This Letter of Agreement shall begin in the 2025-26 school year, to cover the Middle School Girls Softball Season, and remain in effect through the 2025-26 school year

Board of Education Representative

Date

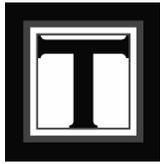
LEA Representative

Date

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Letter of Agreement – MS Softball Coach

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves supporting a letter of agreement with the LEA for a paid coach (4%) for Middle School Softball with the intention of adding a 2nd team."



THRUN
LAW FIRM, P.C.

U.S. Mail Address
P.O. Box 2575, East Lansing, MI 48826-2575
Phone: (517) 484-8000 Fax: (517) 484.0041

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Ian F. Koffler
Fredric G. Heidemann
Ryan J. Nicholson
Cristina T. Patzelt

Philip G. Clark
Piotr M. Matusiak
Jessica E. McNamara
Erin H. Walz
Ryan J. Murray
Mackenzie D. Flynn
Kathryn R. Church

MaryJo D. Banasik
Cathleen M. Dooley
Kelly S. Bowman
Austin W. Munroe

Gordon W. VanWieren, Jr. (Of Counsel)
Roy H. Henley (Of Counsel)
Bradford W. Springer (Of Counsel)

RYAN J. NICHOLSON
(517) 374-8863
nicholson@thrunlaw.com

3/12/2026

Via Email and U.S. Mail

Mr. Benjamin Bandfield
Superintendent of Schools
Lawton Community Schools
101 Primary Way
Lawton, Michigan 49065-8781

Re: Special School Election on Tuesday, August 4, 2026

Dear Mr. Bandfield:

Enclosed are the following:

1. Four copies of a resolution relative to calling the special election to be adopted by your Board at its upcoming meeting. **Before adopting the resolution, the name of the newspaper of general circulation in the District the Board prefers for publication of notices must be inserted in Paragraph 3a.** Upon adoption, have all copies completed and provide one copy to the election coordinator and one copy to your election clerk or clerks, if designated by the county clerk, retain one copy with the minutes of your Board meeting and return the remaining copy to me. If one or more board members will participate in the board meeting virtually due to military service, please contact me.

READ THE BALLOT PROPOSITION LANGUAGE CAREFULLY BEFORE THE BOARD ADOPTS THE RESOLUTION TO ENSURE THE LANGUAGE IS CORRECT. Please do not re-type the ballot language in the resolution or remove any of the exhibits from the resolution. The deadline for certification of the ballot to the election coordinator and election clerk(s) is **Tuesday, May 12, 2026, before 4:00 p.m.**

2. A form of Certification which, along with a copy of the adopted resolution, must be filed with the District's election coordinator and election clerk(s), if designated, by personal delivery, facsimile or other type of delivery utilizing a tracking system (i.e., express, FedEx, UPS, etc.) **for receipt on or before 4:00 p.m. on Tuesday, May 12, 2026.** The purpose of the Certification of Ballot Proposition form is to provide the District with documentation that the certified copy of the ballot language was forwarded to the election coordinator and election clerk(s) before the applicable election law deadline. **FAILURE TO FILE THE RESOLUTION AND CERTIFICATION ON A TIMELY BASIS WILL JEOPARDIZE THE DISTRICT'S ABILITY TO PLACE A PROPOSITION ON THE BALLOT FOR THE ELECTION ON TUESDAY, AUGUST 4, 2026.** Be sure to verify the hours of operation for the offices of the election coordinator and election clerk(s) to ensure timely delivery.



Mr. Benjamin Bandfield
3/12/2026
Page 2

Please return a copy of the resolution and the signed Certification to this office for our file.

3. A suggested calendar.
4. A copy of a detailed document addressing campaign financing requirements, particularly with respect to a governmental entity's compliance with the requirements of the Campaign Finance Act.

Under Section 57 of the Campaign Finance Act, a public entity may not use public dollars for advocacy in relation to a ballot question. As such, a public entity may not spend public dollars or use public resources/assets (including staff time) on communications that urge a "yes" vote on that question. Should you have any questions regarding the attached or if you would like to schedule a conference call to discuss the implications of Section 57 on your particular election, please contact me.

Further, please forward to me any materials to be issued for the informational campaigning for review prior to distribution.

Posting Notices

While the election law does not require registration and election notices to be posted, it is our recommendation that because a millage proposition will be presented at this election, notices be posted as a safeguard against an error in or a failure of publication.

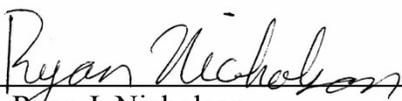
Proof Ballots

It is essential that a proof copy of the ballot language be obtained prior to publication of the ballots. When the proof copy is received, please immediately forward a copy to me for review. If you do not receive a ballot proof by Friday, June 5, 2026, please contact me immediately. As the election clerks know, ballots must be available to be sent to voters serving in the military or living overseas for absentee voting not later than Saturday, June 20, 2026 and generally available on or before Thursday, June 25, 2026.

You should begin discussions as soon as possible with the District's election coordinator and election clerk(s) for the purpose of coordinating this election under the election consolidation law and to determine if there are additional requirements with which we may assist your election coordinator and election clerk(s).

Very truly yours,

THRUN LAW FIRM, P.C.

By 
Ryan J. Nicholson

RJN/baf
Enclosures



Mr. Benjamin Bandfield
3/12/2026
Page 3

cc: Karen Carpenter (*via email only*)

**LAWTON COMMUNITY SCHOOLS
VAN BUREN AND KALAMAZOO COUNTIES, MICHIGAN
CALENDAR FOR SPECIAL ELECTION ON
AUGUST 4, 2026**

1. **Monday, March 16, 2026** - Board of Education regular meeting to adopt the resolution calling the election.
2. **Before 4:00 p.m. on Tuesday, May 12, 2026** - Forward the resolution, including the ballot language, to the Election Coordinator. **Failure to timely file a certified copy of the resolution, including the ballot language, may jeopardize the School District's ability to place the question on the ballot.**
3. **On or before Saturday, June 20, 2026** - Absent voter ballots must be available to be sent to voters serving in the military or living overseas. Absent voter ballots must be available by **Thursday, June 25, 2026** to be sent to members of the general public.
4. **On or before Sunday, July 5, 2026^{*}** - Registration notice must be published by the Election Coordinator once in a newspaper of general circulation in the School District.
5. **Monday, July 6, 2026** - Early in-person voting *may* begin on this date.
6. **Monday, July 20, 2026** - Last day for voters to register by mail. Voters may register **in person** through **Tuesday, August 4, 2026** (election day) with the required documentation.
7. **Saturday, July 25, 2026** - Mandatory early in-person voting begins.
8. **On or before Tuesday, July 28, 2026** - Election notice must be published by the Election Coordinator once in a newspaper of general circulation in the School District.
9. Election clerk offices must be open for a combination of at least 8 hours on the last Saturday (**August 1, 2026**) and/or Sunday (**August 2, 2026**) before the election to issue and receive absent voter ballots. The election clerk must post notice of those date(s) and time(s) at least 30 days before the election (**Sunday, July 5, 2026^{*}**).
10. **Sunday, August 2, 2026** - Final day of early in-person voting.
11. **Tuesday, August 4, 2026** - The polls of election will open at 7:00 a.m. and close at 8:00 p.m.

^{*} May be done on the next secular day and still satisfy the time limit.

CAMPAIGN FINANCE ACT – FREQUENTLY ASKED QUESTIONS

Section 57 of the Michigan Campaign Finance Act, Public Act 388 of 1976, MCL 169.257, governs the activities of public bodies (e.g., school districts, public school academies, and intermediate school districts), elected or appointed public officials, and individuals acting for or employed by public bodies by limiting the ways in which public funds or public resources may be used to support or oppose a candidate or ballot question. Below are common questions concerning Section 57 and Michigan Election Law.

The answers are of a general nature. This information is not intended to provide legal advice or an opinion about specific matters, facts, or situations. Future legal developments may affect these topics. The reader is encouraged to contact legal counsel to discuss specific matters or issues as they arise.

GENERAL OVERVIEW

The Michigan Secretary of State’s (“SOS”) Compliance and Rules Division is responsible for the interpretation, application, and enforcement of Section 57. Investigations usually occur after a complaint is filed. Penalties may include a warning letter, substantial fines imposed on individuals or the public body, and/or misdemeanor charges.

1. SCHOOL DISTRICT ACTIVITIES/EXPENDITURE OF PUBLIC FUNDS

1.1. Are school districts authorized to spend public funds or use public resources to advocate passage or defeat of a proposition?

No. Section 57 expressly prohibits a public body or individual acting for a public body from using or authorizing the use of funds, personnel, office space, computer hardware or software, property, stationery, postage, vehicles, equipment, supplies, or other public resources that constitute a “contribution” or “expenditure” as defined by Michigan law or to provide volunteer personal services to support or oppose a candidate or ballot question.

1.2. What is a “contribution” or “expenditure” under Michigan Election Law?

“Contribution” means a payment, gift, subscription, assessment, expenditure, contract, payment for services, dues, advance, forbearance, loan, donation of money or anything of ascertainable monetary value, or a transfer of anything of ascertainable monetary value to a person, *made for the purpose of influencing* the nomination or election of a candidate, for the qualification, passage, or defeat of a ballot question, or for the qualification of a new political party.

“Expenditure” means a payment, donation, loan, or promise of payment of money or anything of ascertainable monetary value for goods, materials, services, or facilities in assistance of, or in opposition to, the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

1.3. What are some examples of expenditures?

- A contribution of anything of ascertainable monetary value *for purposes of influencing* the qualification, passage, or defeat of a ballot question.
- Voter registration or get-out-the-vote activities unless the activity is non-partisan voter registration or non-partisan get-out-the-vote activities made by a 501(c)(3) organization or by the SOS or other registration officials.

1.4. What is meant by “for the purposes of influencing” the passage or defeat of a ballot question? Aren’t all activities influential in some way?

Relying on the U.S. Supreme Court’s interpretation of federal campaign finance laws, the SOS defines the term “influencing” by using an “express advocacy” standard. When applying the “express advocacy” test to communications produced with public funds or public resources, the SOS reviews the communication within the four corners and, in certain circumstances, will look behind the creation or production of the communication to determine if there has been a violation. The SOS has concluded that the following terms violate the express advocacy test:

- “Vote For” or “Vote Against”
- “Elect” or “Defeat”
- “Support the Continuation of”
- “Support” or “Oppose”
- “Vote Yes” or “Vote No”

1.5. What types of activities are permitted under Section 57?

Section 57(1)(a)-(f) outline *exceptions* to the general rule prohibiting public funds or public resources from being used to influence a ballot question or candidate. The SOS has interpreted these permitted activities as being limited in nature. Below are those exceptions.

- (a) The expression of views by an elected or appointed public official who has policy-making responsibilities.
- (b) The production or dissemination of factual information concerning issues relevant to the function of the public body.
- (c) The production or dissemination of debates, interviews, commentary, or information by a broadcasting station, newspaper, magazine, or other periodical or publication in the regular course of broadcasting or publication.
- (d) The use of a public facility owned or leased by, or on behalf of, a public body if any candidate or committee has an equal opportunity to use the public facility.
- (e) The use of a public facility owned or leased by, or on behalf of, a public body if that facility is primarily used as a family dwelling and is not used to conduct a fundraising event.
- (f) An elected or appointed public official or an employee of a public body who, when not acting for a public body but is on his or her own personal time, is expressing his or her personal views, is expending his or her own personal funds, or is providing his or her own personal volunteer services.

Additional information pertaining to permitted activities can be found under **“School Employee Activities”** and **“School District’s Relationship with Advocacy Committees”** below.

1.6. May the board adopt a resolution expressing its support for a ballot proposition and encourage its voters to vote “yes”?

Yes. A governing body may adopt a resolution supporting a proposition under Section 57(1)(a) above. However, the SOS determined that the governing body may only publicize that board action through the ordinary means that it publicizes other board actions, such as recording the action in its meeting minutes, posting the minutes on its website, or publishing copies of the meeting minutes *in its customary fashion*. Using public resources to distribute or publicize the resolution beyond its customary fashion of disseminating the resolution would result in a violation.

1.7. What about the Superintendent? He or she is an appointed public official. Is the Superintendent authorized to express his or her viewpoint during the school day and/or use public resources to disseminate that viewpoint?

This is a tricky issue, and the answer depends upon the specific circumstances. When a Superintendent is on his or her free time and not serving in any official capacity, the Superintendent may express any viewpoint about the proposition, so long as he or she does not use public resources to do so. However, when acting in an official capacity, the standard in Section 57 depends upon whether the Superintendent has policy-making responsibilities. Whether the Superintendent has such responsibilities depends upon the Superintendent’s job description, relevant board policies and practices, and day-to-day functions. The Superintendent may always, however, communicate factual information about a ballot question that is relevant to the district. Relying upon the SOS’s Interpretative Statement referenced above, we believe it is highly likely that the SOS would conclude that public resources may not be used to broadly disseminate the Superintendent’s viewpoint

regardless of whether the Superintendent is a true policy maker. Accordingly, when in doubt, we recommend that the Superintendent, when acting in his or her official capacity, convey compelling factual information and allow the elected board members to advocate for the proposition.

1.8. Is the school district authorized to use its general fund monies or other public resources to disseminate flyers or other publications to its community about an upcoming proposition?

Yes, but with limitations. The school district is authorized to use its resources to produce and disseminate *factual information* concerning issues *relevant to the function of the public body*. School districts should avoid language that could be construed as opinion or not factual in nature and should avoid any language that could be interpreted as “express advocacy.” Although the SOS has not issued an interpretative statement on this distinction, Thrun Law Firm recommends that material contain only factual information to stay within the clear parameters of this exemption to avoid a potential complaint.

Of course, information can be both compelling *and* factual. Examples of permitted, compelling factual statements follow:

Example 1: “Alexander Elementary School’s roof was last replaced in 1990. According to the school district’s architect, the structural integrity of the roof is failing and failure to replace the roof will continue to cause significant deterioration of the interior walls, windows, and fascia. Unless the roof is replaced, the building’s integrity will eventually fail. The proposed roof system has a useful life of 20+ years and will also result in projected energy savings.”

Example 2: “The current entryways to all of our school buildings lack any type of security access points or systems that provide physical security for our buildings. The proposed security system will cover the three “D’s” of physical security: Discern, Delay and Disrupt. Discern means... .”

Example 3: “The Board of Education’s academic goal is to implement one-to-one technology in the school district by July 1, 2025.” “One-to-one technology means... .” “Classroom and instructional technology will allow students to... .” “Current research regarding the types of future work skills necessary for today’s students require... .” “The technology in this bond issue will provide opportunities for students to develop those skills because... .”

1.9. May flyers and other information be sent home in students’ backpacks or distributed at school-sponsored events?

Yes, if the school district’s flyers contain only factual information. If the materials are from a third party other than the school district (i.e., “vote yes” committee or an individual), check board policy regarding distribution of literature at school or school-sponsored events to determine if a third party’s distribution of materials is compliant. If the policy is silent or ambiguous, contact legal counsel for advice.

1.10. We regularly publish a monthly newsletter to our community. May the newsletter include a column from the Superintendent or board president asking voters to support the proposition?

Again, this is a tricky issue which has not been addressed by the SOS in any recent Interpretative Statement. The exception in Section 57(1)(c) allows the production or dissemination of debates, interviews, commentary, or information by a periodical or publication in the regular course of broadcasting or publication. On its face, exception Section 57(1)(c) seems to apply; however, it is unclear how the SOS may rule if a complaint is filed given the SOS’s recent interpretation of Section 57(1)(a) prohibiting the use of public resources to widely disseminate a viewpoint. Until clear direction is given by the SOS, we recommend that a school district consider a column that does not expressly advocate support or contain a “vote yes” message but, instead, provides compelling factual information and encourages residents to vote.

1.11. Are there identification requirements for literature, brochures, or other materials that the school district produces and disseminates?

Yes, in certain circumstances. According to the SOS’s Ballot Question Manual, Appendix J, the phrase “paid for by” followed by the name, address and zip code must be included in certain materials listed below **if circulated within 60 days before a November even-year election or 30 days before a primary election in**

which the question appears on the ballot. Example: “Paid for by ABC Schools, 100 Learners Avenue, Small City, Michigan 50001.” The types of materials are:

- Radio, television, mass mailing (U.S. mail or facsimile of more than 500 pieces of identical or substantially similar communications within any 30-day period), or pre-recorded telephone messages
- Printed matter such as yard signs, brochures, billboards, posters, business cards, or stationery
- Paid advertisements – the advertisement must contain an identifier that is clear to the reader or listener and that includes this specific wording: “This advertisement was paid for by ABC Schools, 100 Learners Avenue, Small City, Michigan 50001”.

The Ballot Question Manual also provides other points to consider:

- Electronic media such as web sites, Facebook, Twitter, etc., are not specifically exempt from the identifier requirements.
- An individual is not subject to the identification requirement provision as it relates to printed matter only if the individual is acting independently and not acting as an agent for the school district or a “vote yes” or “vote no” organization.
- The identification or disclaimer on printed material must be in a place and in a print clearly visible to and readable by an observer.

1.12. We have a home basketball game the weekend before the election date. Is the school district allowed to have a booth at the game with factual information about the proposition and run by parent volunteers?

Yes. If a “vote yes” or “vote no” group requests a similar booth, the school district must review its board policies regarding distribution of political literature at school-sponsored events. We recommend that you seek legal counsel if the policy is unclear or requires discretionary judgment by the Superintendent. Any decision may inadvertently impact the school district’s ability in the future to have a limited open forum or closed forum at school.

1.13. I am a high school Government teacher. May I have the students debate the merits of the proposition in class as an academic exercise?

Yes, provided both sides of the issue are represented and the intent is not to disseminate the debate for purposes of advocating support for or opposition to the proposition. Otherwise, teachers may not involve students in any campaign activities for or against a proposition during a regularly scheduled school day or use the school district’s resources for campaign activities with students.

1.14. Our school district owns a radio and public television station that broadcasts news content and commentary on a regular basis. Is the station permitted to broadcast a debate about the merits of the proposition?

Yes. In our opinion, this activity falls squarely within exemption 1(c) of Section 57 and would pass muster with the SOS provided that the activity is in the regular course of broadcasting.

2. SCHOOL EMPLOYEE ACTIVITIES

2.1. As a school employee, may I participate in political activities outside of the school day? I would like to volunteer for a “vote yes” committee on my own free time.

Yes. Section 57(1)(f) provides that elected or appointed public officials and school employees may be involved in campaign activities for or against propositions provided that they are not acting for the public body but are on their own personal time, expressing their own views, expending their own personal funds, or providing their own personal volunteer services.¹ The SOS’s Ballot Question Manual, Appendix I states, in part:

¹ The Political Activities by Public Employees Act (Act 169 of 1976) also prohibits public employees from actively engaging in political activities on behalf of a candidate or issue in connection with partisan or nonpartisan elections during those hours when that person is being compensated for the performance of that person’s duties as a public employee.

The inclusion of Section 57 in the [Campaign Finance Act] does not restrict the constitutionally protected right to associate or to engage in political speech. It is intended to prevent those who control public resources from using those resources to influence the outcome of an election. It is up to the people and not public bodies to decide elections. This means that a public body is prohibited in participating in elections for State and Local Ballot Questions... . The prohibition includes, but is not limited to the use of personnel, office space, computer hardware or software, property, stationery, postage, vehicles, equipment, supplies; provide volunteer personal services or other public resources... .

- A public body is prohibited from displaying political signs, brochures, pamphlets, etc., in any governmental building or government property.
- Public officeholders and other public bodies are prohibited from using their office email and phones for campaign purposes.

2.2. May I wear a button or t-shirt to school or a school-sponsored event (while on duty) that states “Vote Yes” or “Vote No”?

No. This would most likely be a violation of Section 57. However, you may wear a button or t-shirt that states “Vote on [insert Election Date here].”

2.3. We have end-of-school-year activities scheduled next week. May I provide informational literature prepared by the school district to parents during the conferences and remind parents of the election date?

Yes, provided that the materials are factual information only and not advocating a particular position on the proposition.

2.4. May I help with the school district’s factual information campaign during the school day?

Yes, provided that it does not conflict with your other identified job duties or spill over into express advocacy activities.

3. SCHOOL DISTRICT’S RELATIONSHIP WITH ADVOCACY COMMITTEES

3.1. We have a group of enthusiastic parents who want to form a “Support our Cherished Children or Be Shunned” committee to advocate a “yes” vote on the proposition. Is the school district authorized to provide administrative support to the committee?

If the committee will advocate support for the proposition, no school resources, personnel, or other administrative assistance may be given to the committee whatsoever. However, school employees (including administrators and board members) may volunteer on the committee outside of the school day when not serving in their official capacity, donate personal funds to the committee, or provide personal services to the committee. It is important to clearly delineate when employees are serving in their official capacity or when they are serving in their personal capacity. The committee should have no more access to public facilities than any other community group. These separate committees may also have reporting and other obligations under Michigan law.

3.2. Am I limited in my communications with members of a ballot question advocacy committee during the school day?

Campaign strategy and volunteer work for an advocacy committee may not occur while the individual is on duty during a normal work day. For example, a school employee should not communicate with a ballot question committee about campaign strategy, identify “yes” (or “no”) voters, draft advocacy committee literature, use the school district’s laptops, tablets, phone systems, or other public resources owned or purchased by the school district in support of, or opposition to, a ballot question. These types of activities should occur outside of the school day using one’s own property and communication devices.

3.3. As a Superintendent, I am responsible for responding to questions from the community. If a member of a “vote yes” committee contacts me seeking information about the bond issue, may I respond to the question?

Yes. The Superintendent may respond to questions from the community regarding information pertaining to a proposition regardless of the source of the question.

3.4. May a “vote yes” or “vote no” committee use our facilities to meet for campaign strategy purposes?

Yes. Section 57(1)(d) allows any candidate or committee to use a public facility owned or leased by a public body provided that any committee has an equal opportunity to use the public facility. Thrun Law Firm recommends that the school district comply with its “Facility Use” board policy and apply any policy requirements equally to a committee regardless of its position on the proposition. The committee, however, is not allowed to use the facility’s resources (phones, copy machine, bulk postage meter, etc.) while meeting.

3.5. The “vote yes” committee would like to use our photocopier machine to copy its literature and offered to reimburse us for the expense. Is this permitted?

The SOS has indicated in its Interpretative Statements that reimbursing for a “contribution” does not cure the initial violation. Therefore, Thrun Law Firm discourages these arrangements given the potential for a violation.

3.6. Our community relations director developed the school district’s factual information literature that the “vote yes” committee would like to use for its advocacy literature. May we share it?

In our opinion, the SOS may conclude that this is an unlawful contribution to the committee given that public resources (the paid community relations director) were used in the development of the literature. We discourage sharing resources of this nature. Of course, the community relations director is authorized to volunteer on the “vote yes” committee on his or her own personal time.

3.7. The “vote no” and “vote yes” committees both submitted a request under the Freedom of Information Act (FOIA) to receive copies of our student/parent building directories to identify potential voters. Are we required to release the building directories under FOIA or does the Family Educational Rights and Privacy Act (FERPA) apply?

The student/parent building directories should not automatically be released when a school district receives a FOIA request. FERPA applies in this situation. The school must examine its FERPA policy and annual notifications to determine if this information is defined as “directory information.” If it is not so defined, or if parents have opted out of the disclosure of directory information, the requests should be denied. Importantly, a district should treat FOIA requests from both “vote yes” and “vote no” committees similarly.

The decision to release the student/parent building directory must also be reviewed in the context of Section 13(2) of FOIA which requires a local or intermediate school district or a public school academy to exempt from disclosure directory information, as defined by FERPA, if requested for the purpose of surveys, marketing, or solicitation, unless that public body determines that the use is consistent with the educational mission of the public body and beneficial to the affected students. Before disclosing the directory information, a local or intermediate school district or a public school academy may require the requester to execute an affidavit stating that directory information provided under this subsection shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

3.8. We have an upcoming town hall meeting sponsored by the school district to provide information about the proposition and to answer questions. May the “vote yes” committee set up a table to distribute its literature advocating for the proposition?

The answer depends entirely upon the board of education’s policy regarding the dissemination of political literature during school sponsored events. Before permission is given to any candidates, advocacy committees or other political action groups to hand out literature at school sponsored events, the school district must analyze the request under its existing board policies and seek legal counsel, if necessary, to interpret and apply the policies in accordance with state and federal laws. Equal treatment is mandatory. It is essential that requests from both a “vote yes” and a “vote no” committee be handled similarly.

4. ELECTION ACTIVITIES

4.1. Are school districts allowed to register people to vote or handle absentee ballot applications?

Caution should be exercised in these two areas as Michigan election law is strict about who may register individuals to vote or handle *completed* absentee ballot applications. If the school district is interested in providing information to its residents about how to register to vote or obtain absentee ballot applications, we recommend that the school district work closely with its election coordinator (usually the county clerk, city clerk, or township clerk) to coordinate efforts and to confirm the accuracy of information shared in your community.

4.2. Our buildings are used as polling place locations on election day. Supporters and opponents of the proposition have asked to hand out literature in the parking lot during election day. Are they allowed to do this?

Michigan Election Law permits individuals to solicit votes and engage in campaigning *outside* of 100 feet of any doorway used by voters to enter the building in which a polling place location is located. Persons shall not post, display, or distribute in a polling place or within 100 feet of the entrance to the building in which a polling place is located any material that makes reference to an election, candidate, or ballot question.

School district literature pertaining to the ballot question must also be removed from the polling place location on the day of the election. However, the school marquee may remind voters to vote on the election date – provided the marquee is not within 100 feet of the doorway used by voters to enter the building.

4.3. On election day, may the Superintendent or other school officials visit the polling place and thank people for voting?

No. School officials and the Superintendent may only be in the polling place to vote or act as a poll watcher. During that time, they may not reference the proposition or thank people for voting. If this is important to the school district, the Superintendent or other school officials may stay outside of the polling place but must follow the 100-foot rule.

4.4. I want to be a poll watcher and/or challenger on election day. Is this permitted?

State law is specific about who can be a challenger and/or a poll watcher on election day. Information about how to become a challenger and/or poll watcher is available at: www.michigan.gov/sos. Click on “Elections” and then “Publications and Forms” then “Election Challengers Publications”. The brochure is titled “The Appointment, Rights and Duties of Election Challengers and Poll Watchers”.

We recommend that if a school employee desires to work as a challenger or poll watcher, he or she use permitted time off (i.e., vacation day or personal time) to perform this function.

4.5. On the day of the election, may we provide free admission to the high school's theater performance of Mr. Smith Goes to Washington if the person is wearing an “I Voted” sticker?

This is not advisable. Section 931 of the Michigan Election law, MCL 168.931, prohibits any person from providing, directly or indirectly, anything of valuable consideration to induce or influence the manner of voting by a person, as a reward for refraining to vote or as an inducement or an attempted inducement to vote. Providing anything of valuable consideration to reward or induce a person to vote may be a violation of Section 931 and could be a misdemeanor.

CAUTION

This FAQ reflects general legal standards and are not intended as legal advice for specific situations. Future legal developments may affect these topics. This document may not be reproduced or redistributed, in whole or in part, without the written permission of the Thrun Law Firm, P.C.

**SUMMARY OF CAMPAIGN FINANCE LAW
PA 388 OF 1976**

Permissible	Impermissible
<ul style="list-style-type: none"> • Campaign committee for either side may meet on school premises (if permissible under district’s use of school facilities policy). • Expression of views by an elected or appointed public official who has policy-making responsibilities, but limited in the use of public resources to disseminate that view. See attached FAQ for limitations. • The production or dissemination of <i>factual</i> information concerning the ballot question (this may include PTA, school district or foundation newsletters). • Production or dissemination of debates, interviews, commentary, or information by a broadcasting station, newspaper, magazine, or other periodical or publication in the regular course of broadcasting or publication. • An elected or appointed public official or an employee of a public body who, when not acting for a public body but is on his or her own personal time, is expressing his or her own personal views, is expending his or her own personal funds, or is providing his or her own personal volunteer services. 	<ul style="list-style-type: none"> • Tax dollars advocating “yes” or “no” vote or influencing passage or defeat of ballot question. • While on employee time or using public resources, working on passage or defeat of ballot question, assisting advocacy group with campaign strategy, identifying “yes” or “no” voters, planning a “vote yes” or “vote no” campaign. • Use of school district funds, personnel, office space, property, stationery, postage, vehicles, equipment, supplies, or other public resources to make a contribution or expenditure to advocate passage or defeat of ballot question. • No expression of viewpoint by school district employees or officials during school hours except for elected or appointed public official who has policy-making responsibility. See attached FAQ for limitations. • Posting or disseminating information in school buildings advocating the passage or defeat of the ballot question by school district employees or officials.

A knowing violation of the Campaign Finance Law is a misdemeanor punishable, if the person is an individual, by a fine of not more than \$1,000 or imprisonment for not more than one (1) year, or both, or if the person is not an individual by (1) a fine of not more than \$20,000 or (2) a fine equal to the amount of the improper contribution or expenditure (whichever is greater). In addition, if the Secretary of State determines that a violation of the Act occurred, the Secretary of State may impose a civil fine equal to triple the amount of the contribution or expenditure.

Lawton Community Schools, Van Buren and Kalamazoo Counties, Michigan (the “District”)

A regular meeting of the board of education of the District (the “Board”) was held in the High School Board Room, within the boundaries of the District, on the 16th day of March, 2026, at 7 o’clock in the p.m. (the “Meeting”).

The Meeting was called to order by Stephen E. Carroll, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. This Board intends to submit a proposition at a special election to be held on Tuesday, August 4, 2026.

2. On or before 4:00 p.m. on Tuesday, May 12, 2026, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the District (the “Election Coordinator”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A special election of the school electors of the District be called and held on Tuesday, August 4, 2026.

2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A.

3. The Election Coordinator is requested to:

a. Utilize Paw Paw Flashes/Courier Leader, a newspaper published or of general circulation within the District, for publication of notices in accordance with the election law requirements.

b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.

c. Provide a proof copy of the ballot to the District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the District by 4:00 p.m., on Tuesday, May 12, 2026.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Lawton Community Schools, Van Buren and Kalamazoo Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the Open Meetings Act (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

RJN/baf

EXHIBIT A

LAWTON COMMUNITY SCHOOLS OPERATING MILLAGE PROPOSAL

This proposal will replace expiring millage and allow the school district to continue to levy the statutory rate of not to exceed 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its revenue per pupil foundation allowance.

Shall the limitation on the amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, in Lawton Community Schools, Van Buren and Kalamazoo Counties, Michigan, be increased by 18.5 mills (\$18.50 on each \$1,000 of taxable valuation) for a period of 4 years, 2027 to 2030, to provide funds for operating purposes; the estimate of the revenue the school district will collect if the millage is approved and 18 mills are levied in 2027 is approximately \$1,590,000 (this millage replaces millage that will expire with the 2026 tax levy)?

EXHIBIT B

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

LAWTON COMMUNITY SCHOOLS
OPERATING MILLAGE PROPOSAL
EXEMPTING PRINCIPAL RESIDENCE
AND OTHER PROPERTY EXEMPTED BY LAW
18.5 MILLS FOR 4 YEARS

Full text of the ballot proposition may be obtained at the administrative offices of Lawton Community Schools, 101 Primary Way, Lawton, Michigan 49065, telephone: (269) 624-7901.



LAWTON COMMUNITY SCHOOLS

101 PRIMARY WAY • LAWTON, MICHIGAN 49065

Elementary School 269.624.7500 • Middle School 269.624.7600 • High School 269.624.7800
LAAC 269.624.7542 • Superintendent 269.624.7901 • Business Office 269.624.7906
Website: www.lawtoncs.org

CERTIFICATION OF BALLOT PROPOSITION

TO: _____

In compliance with Public Act 116, Public Acts of Michigan, 1954, as amended (the “Act”), attached is a certified copy of the ballot proposition language approved by the Board of Education of Lawton Community Schools to be placed before the voters at the election to be held on Tuesday, August 4, 2026.

Pursuant to the Act, a summary of the ballot proposition and an address where the full text of the proposal may be obtained must be included in the registration and election notices. The notice language is included in Exhibit B of the attached resolution. Please contact us if you would like the ballot proposition and summary language in an unprotected Word format. Kindly provide us with a proof copy of the ballot proposition language prior to printing the ballots.

Dated: _____

By _____
Secretary, Board of Education

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Operating Millage Renewal Resolution

This proposal will replace expiring millage and allow the school district to continue to levy the statutory rate of not to exceed 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its revenue per pupil foundation allowance.

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education accepts the Operating Millage Proposal as presented."



LAWTON COMMUNITY SCHOOLS

101 PRIMARY WAY • LAWTON, MICHIGAN 49065

Letter of Agreement between the Lawton Community Schools Board of Education (BOE) and the Lawton Education Association (LEA)

Re: 27L(2) - Educator Compensation

The State of Michigan budget section 27l(2) has allocated funds to the District to increase compensation for educators in the district. "Educator" includes, but is not limited to, teachers, school counselors, paraprofessionals, aids, food service workers, custodians, bus drivers, and literacy coaches. Educator also includes any other school employee covered under a collective bargaining agreement. All payments to educators made by the district with funds allocated under 27l(2) shall be in addition to any existing compensation negotiated in a collective bargaining agreement.

The Lawton Board of Education, hereinafter referred to as the Board, and the Lawton Education Association hereinafter referred to as the Association, hereby agree to the following.

The Board and the Association agree that:

1. The allocation will be divided equally between all employees of Lawton Community Schools including those in this collective bargaining agreement and those not affiliated with a collective bargaining agreement.
2. To be eligible, an employee must be considered an active employee as of March 1, 2026. To receive the payment, the employee must be actively employed at the time of distribution.
3. All district employees shall receive an equal portion of the 27l(2) funds except if the employee averages less than 6 hours per day which the payment will be prorated as determined by the district. Casual or temporary employees such as coaches or substitute teachers, not otherwise employed by the district or present on a regular basis, school year schedule shall be excluded.
4. The total allocation of 27l(2) funds will be divided by the total number of employees (as defined above) as of March 1st as determined by the District, to determine the monetary value to be allocated to each employee, less any taxes and MPSERS retirement contributions by the District.
5. These payments are funded through one time Section 27l(2) state funding and only for the 25-26 school year.

This Agreement is a non-precedent setting and contains the entire understanding between the parties and cannot be added to, changed, deleted from, and/or, in any other way, modified without further written agreement between the parties.

Board of Education Representative

Date

LEA Representative

Date



Letter of Agreement between the Lawton Board of Education (BOE)
and the Lawton Educational Support Personnel Association (LESPA)

Re: 27L(2) - Educator Compensation

The State of Michigan budget section 27l(2) has allocated funds to the District to increase compensation for educators in the district. "Educator" includes, but is not limited to, teachers, school counselors, paraprofessionals, aids, food service workers, custodians, bus drivers, and literacy coaches. Educator also includes any other school employee covered under a collective bargaining agreement. All payments to educators made by the district with funds allocated under 27l(2) shall be in addition to any existing compensation negotiated in a collective bargaining agreement.

The Lawton Board of Education, hereinafter referred to as the Board, and the Lawton Education Association hereinafter referred to as the Association, hereby agree to the following.

The Board and the Association agree that:

1. The allocation will be divided equally between all employees of Lawton Community Schools including those in this collective bargaining agreement and those not affiliated with a collective bargaining agreement.
2. To be eligible, an employee must be considered an active employee as of March 1, 2026. To receive the payment, the employee must be actively employed at the time of distribution.
3. All district employees shall receive an equal portion of the 27l(2) funds except if the employee averages less than 6 hours per day which the payment will be prorated as determined by the district. Casual or temporary employees such as coaches or substitute teachers, not otherwise employed by the district or present on a regular basis, school year schedule shall be excluded.
4. The total allocation of 27l(2) funds will be divided by the total number of employees (as defined above) as of March 1st as determined by the District, to determine the monetary value to be allocated to each employee, less any taxes and MPSERS retirement contributions by the District.
5. These payments are funded through one time Section 27l(2) state funding and only for the 25-26 school year.

This Agreement is a non-precedent setting and contains the entire understanding between the parties and cannot be added to, changed, deleted from, and/or, in any other way, modified without further written agreement between the parties.

Board of Education Representative

Date

LESPA Representative

Date

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Letter of Agreement – 27L(2)

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education approves supporting a letter of agreement with both the LEA and LESPA for 27L(2) – Educator Compensation as presented."

Book	Policy Manual
Section	8000 Operations
Title	Vol. 39, No. 2 - February 2025 Revised FOOD SERVICES
Code	po8500
Status	
Adopted	February 20, 1995
Last Revised	May 17, 2021

Revised Policy - Vol. 39, No. 2

8500 - FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages including, but not limited to, the current United States Department of Agriculture's ("USDA") school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

Further, the food service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point ("HACCP") system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the Commission on Dietetic Registration, or a school nutrition specialist certified or credentialed by the School Nutrition Association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the USDA and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. () Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards. () The Superintendent shall ensure that the District's vendors and/or food service management contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

Dietary Modifications

[DRAFTING NOTE: This section contains three (3) categories of circumstances in which a student may receive a modified meal. The first category, "Compliant Medical Documentation," is mandatory, whereas the second two (2) categories, i.e., "Noncompliant Medical Requests" and "Requests Not Based on a Medical Statement", are optional. The Board may choose either or neither of the two (2) optional categories.]

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Michigan to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted; and
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the Special Dietary Accommodation Coordinator or Food Service Director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the (x) Food Service Director who shall serve as the Special Dietary Accommodation Coordinator.

AJ Henderson ~~Bill Maury~~
269-624-7829
ahendersonbmaury@lawtoncs.org

~~() Special Dietary Accommodation Coordinator. [END OF OPTIONS] [Insert name, address, phone, email address.]~~
[DRAFTING NOTE – at least one (1) person must be identified as responsible for coordinating compliance with disability-based dietary modifications per 7 C.F.R. Part 15b.6.]

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications⁶⁶ made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with

any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the () Building Principal () District's Compliance Coordinator (X) Superintendent () _____ [OTHER] [END OF OPTIONS] [DRAFTING NOTE: The grievance procedure can be designed as appropriate for each District] and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed, () the decision is final () the decision may be appealed to the Superintendent whose decision is final () _____ [OTHER] [END OF OPTIONS].
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.

[OPTIONAL PROVISION - for medical statements not compliant with 7 C.F.R. Part 15b]

~~[] Modifications Based on Noncompliant Medical Requests~~

~~On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:~~

- ~~A. the medical or dietary need that restricts the student's diet; and~~
- ~~B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.~~

[END OF OPTION]

~~[OPTIONAL PROVISION — Based on preferences with no medical documentation] [DRAFTING NOTE: If the Board chooses to include this category of modification, it must also choose among the options below.]~~

~~[] Modification Based on Student/Parental Preference~~

~~When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following:~~

- ~~A. () Fluid Milk Substitution [DRAFTING NOTE: If selected, choose one (1) of the following two (2) options]~~

~~() The School District shall have no legal obligation to accommodate a student's or a parent's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file requiring such a substitute. However, the District will assist the student in choosing a reimbursable meal through offer versus serve ("OVS"). [DRAFTING NOTE: This gives students the ability to decline some of the food options offered as part of the reimbursable meals. For example: five (5) components need to be offered and students need to take three (3) options. They can decline milk for example, and it is still a reimbursable meal. The intent is to give students a choice and avoid food waste. Schools have the ability whether or not they use OVS.]~~

~~[OR]~~

~~() The School District shall offer a Federally approved milk substitute with a written and signed request from a~~

parent that identifies the reason for the special dietary accommodation.

B. ~~(-) Religious Reason [DRAFTING NOTE: If selected, choose one (1) of the following two (2) options]~~

~~(-) The School District shall have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the District will assist the student in choosing a reimbursable meal through OVS.~~

~~[OR]~~

~~(-) The School District will provide substitutions based on religious requests to any student, for any religious reason with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a religious request must meet USDA Child Nutrition Program meal pattern requirements.~~

C. ~~(-) General Dietary Preference [DRAFTING NOTE: If selected, choose one (1) of the following two (2) options]~~

~~(-) The School District shall have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the District will assist the student in choosing a reimbursable meal through OVS.~~

~~[OR]~~

~~(-) The School District will provide substitutions based on lifestyle preferences to any student with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a personal request must meet USDA Child Nutrition Program meal pattern requirements.~~

[END OF OPTIONS]

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State-authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Special Dietary Accommodation Coordinator (Head Cook) by 9:00 a.m. **[or enter a time]** the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities' recommendation provided with the Medical Statement for Special Dietary Needs.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260—Nondiscrimination and Access to Equal Educational Opportunity.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

[] If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, Director of Food Services, () _____, substitutions to the standard meal requirements may be made, at no additional charge, for a student who is not a "disabled person" but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food service program shall be the responsibility of the _____ and the _____. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program. The operation and supervision of the food-service program shall be the responsibility of the Superintendent and the Food Service Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food service accounts shall be made by the _____. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a la carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account. A periodic review of the food-service accounts shall be made by the Superintendent.

Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase or maintain food-service equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the non-profit food service account.

Meal Charges

Meals sold by the school may be purchased by students, staff members, and community residents in accordance with administrative guidelines established by the Superintendent. Meals may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food service program shall be the responsibility of the Food Service Director_____. In accordance with Federal law, the Food Service Director_____ shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request. **[DRAFTING NOTE: Schools participating in more than one (1) child nutrition program are only required to obtain two (2) food safety inspections per school year if the nutrition programs offered use the same facilities for the preparation and service of meals. Also, the requirement for two (2) inspections does not apply to schools that only offer the Special Milk Program.]**

A periodic review of the food service accounts shall be made by the Food Service Director/Business Manager_____. Any surplus funds from the National School Lunch Program or the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food service program.

Bad Debt

Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred () and after the Superintendent determines that sufficient reasonable effort and approaches to collecting the debt have been made. **[END OF OPTION]** If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

Negative Account Balances

[DRAFTING NOTE: USDA regulations provide local control with respect to permitting negative lunch account balances, including prohibiting it altogether. As a practical matter, a hard-line rule prohibiting any negative account balances is not recommended. Rather, permitting some limited negative balances to occur, while placing some restrictions on those situations, is likely the most appropriate. Nonetheless, this first option recognizes that each School District does have the choice to prohibit a negative balance without any exceptions].

[X] [OPTION #1]

No student will be permitted to purchase any meals for which the student does not have sufficient balance in their food service account or sufficient cash on hand to purchase the food items.

Students receiving paid or reduced-price lunch who do not have sufficient account balance or cash on hand to purchase a meal () will be provided an alternative meal (X) will not be provided an alternative meal **[END OF OPTIONS]** that meets the USDA guidelines applicable to alternative meal options. The Superintendent shall, in coordination with the District's food service, assure that any alternative meals that are provided meet the requisite USDA guidelines for alternative meals. The cost of the alternative meal will be added to the delinquent account.

[END OF OPTION #1]

[] [OPTION #2]

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate a negative food service account balance () not to exceed \$ _____ **[ENTER AMOUNT]** () not to exceed an amount equal to one (1) school week of regular meal price **[END OF OPTIONS]**. () Students up to grade eight (8) will be allowed to incur a negative balance not to exceed \$ _____ **[ENTER AMOUNT]**. **[END OF OPTIONAL SENTENCE]** **[DRAFTING NOTE: The Board may establish a different permissible negative balance for elementary grades to account for the students' lower level of responsibility for managing these accounts at the younger grade levels.]** A student () shall () shall not **[END OF OPTION]** be permitted to purchase a la carte items without sufficient account balance or cash on hand. () Likewise, any student who has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring their account current. **[END OF OPTIONAL SENTENCE]**

[] A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year.

[] [OPTION A]

If a student has reached the permissible level of a negative lunch account balance, that student shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to a negative lunch account balance.

[END OF OPTION A]**[] [OPTION B]**

If a student has a significant negative lunch account balance, they shall be provided an alternate meal, () at a reduced price recommended by the Superintendent and approved by the Board, **[END OF OPTION]** the cost of which shall continue to accrue to a negative lunch account balance, and the student's parent(s) shall be contacted to collect the outstanding charges. The alternate meal will be a low-cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards or the Smart Snacks in Schools Regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.

[END OF OPTION B]

[] Negative lunch account balances will carry over from year-to-year until paid in full or until a student enters 9th grade. Upon entering 9th grade, any negative lunch account balances will be converted to school fees. Parents/Guardians will be responsible for paying all fees in accordance with Policy 6152 - Student Fees, Fines, and Charges. Fee waivers are applied in accordance with Policy 6152.01 - Waivers of School Fees for Instructional Materials. **[END OF OPTION]**

[END OF OPTION #2]**[END OF OPTIONS]**

Students who have qualified for Free lunches are still responsible for paying off any debt that was incurred prior to qualifying for free lunches. This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. () The policy and guideline(s) will be posted on the District website. **[END OF OPTION]**

~~Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.~~

~~**[]** Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general~~

~~fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).~~

~~The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service and shall also address feeding students with unpaid meal balances without stigmatizing them.~~

~~This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.~~

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy 8540.

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of the Board's regular meetings annually.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the

complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:(833) 256-1665 or (202) 690-7442; or
3. E-mail:program.intake@usda.gov.

This institution is an equal opportunity provider.

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Legal

M.C.L. 380.1272, 1272a, 1272d et seq.
 7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015
 42 U.S.C. 1758, 1760
 Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
 Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
 OMB Circular No. A 87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)
 SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

TO: Board of Education
FROM: Ben Bandfield
DATE: March 16, 2026
SUBJECT: Neola Policy Adoption

RECOMMENDED BOARD ACTION:

"RESOLVED, that the Lawton Community Schools Board of Education adopts the Neola Board Policy 8500 as presented."