



## ADRIAN PUBLIC SCHOOLS

*Tradition of Opportunities*  
Future of Possibilities

### **Agenda**

Regular Meeting  
Monday, May 12, 2025  
Adrian High School cafeteria  
6:00 p.m.

#### **A. Call to Order**

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
  - a. Retirees
  - b. Elementary Honors Choir
5. Communications
  - a. Resignation of Rosemary Orozco, Head Start
  - b. Resignation of Marisa Cappelletty, Head Start
  - c. High School presentation

#### **6. Recommended Action**

1. Consent Agenda
  - a. Approval of April 28, 2025, Regular Minutes
  - b. Approval of April 28, 2025, Closed Session
  - c. Treasurer's Report ending April 30, 2025
2. Business Requiring Board Action
  - a. Approval of food service equipment
  - b. Approval of LISD Budget
  - c. Approval of Head Start Teacher waiver
  - d. Approval of Superintendent Evaluation
  - e. Approval of Individual contracts
  - f. Approval of LISD election
  - g. Acceptance of Donations
3. Business Requiring Future Board Action
  - a. First reading for Edustaff contract extension
  - b. First reading for Align Center lease
  - c. First reading for the purchase of desktop computers for Lincoln and Michener

#### **C. Reports from the Superintendent and Staff**

- a. Diploma Plus

**D. Future Meetings and Business**

1. Board Committee Reports, Finance, Personnel
2. Board Member Comments
3. Meeting Dates and Upcoming Events
  - May 13<sup>th</sup>, Spring String Spectacular, 7:00, PAC
  - May 14<sup>th</sup>, Awards Night, 7:00, PAC
  - May 20<sup>th</sup>, IB Art Show and Awards, 5:00, AHS Courtyard
  - May 21<sup>st</sup>, NHS Inductions, 6:00, PAC
  - May 28<sup>th</sup>, Adrian Community Education graduation, 7:00, PAC
  - May 29<sup>th</sup>, Honors Night, 7:00, PAC
  - June 1<sup>st</sup>, AHS Graduation, 2:00, Maple Stadium

**E. Public Comment** ('Request to Participate Form' must be filled out and given to Angie Schaffer before Section D (Future Meetings and Business) on the agenda

**F. Closed Session**

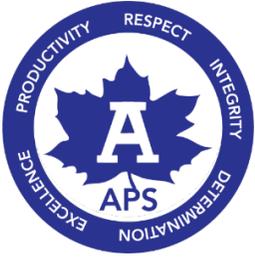
- a. BAA
- b. AAA
- c. IUOE Maintenance

**G. Tentative Action from Closed Session**

- a. BAA
- b. AAA
- c. IUOE Maintenance

**H. Adjournment**

**In partnership with families and our community, Adrian Public Schools provides a quality education, challenging students to excel academically and inspiring them to become contributing citizens within our diverse, ever-changing society.**



## ADRIAN PUBLIC SCHOOLS

*Tradition of Opportunities*  
Future of Possibilities

Invitation from the Superintendent and the Board of Education.....

At its meeting on May 12th, the Adrian Public Schools Board of Education will be honored to recognize retiring Adrian Public Schools staff members. A reception will be held before the Board meeting for retirees, their families, and colleagues. Collectively, the following individuals have served our students, families, and community for 157 years:

Please RSVP by May 9<sup>th</sup> to Angie at 264-6640, ext. 4018, or [aschaffer@adrian.k12.mi.us](mailto:aschaffer@adrian.k12.mi.us).

Thomas Allor, Teacher, 8 years

Tracy Pickle, Teacher, 30 years

Camila DiPietro, Teacher, 30 years

Terri Wagner, Paraprofessional, 18 years

Barb Snead, Paraprofessional, 24.5 years

Jim Rubley, Maintenance, 24 years

Esther Grisham, Food Service, 23 years

I sincerely thank you for the important contributions you have made over your years of dedicated service. You have furthered the excellence that exemplifies Adrian Public Schools. We recognize the wisdom and experience that you have provided to our schools and students. Thank you for the opportunity to learn from you as colleagues, students, parents, and community members. We wish you well as you complete one chapter and begin a new one.

# EXECUTIVE SUMMARY

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**DATE:** May 12, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The resignation of Rosemary Orozco.

**EXPLANATION:**

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Rosemary has submitted her resignation from Adrian Public Schools.

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Rosemary Orozco's resignation effective April 22, 2025.

# EXECUTIVE SUMMARY

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**DATE:** May 12, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The resignation of Marisa Cappelletty.

**EXPLANATION:**

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Marisa has submitted her resignation from Adrian Public Schools.

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Marisa Cappelletty's resignation effective June 6, 2025.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, APRIL 28, 2025, MICHENER ELEMENTARY SCHOOL, MEDIA CENTER

**MEETING CALLED TO ORDER**

President Ferguson called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

**PLEDGE RECITED**

PRESENT: Trustees: Baucher, Buku, Dunn, Lewis, Marks, Solis-Gautz, and President Ferguson

ABSENT: None

Moved by Buku, supported by Lewis, that the Adrian Board of Education approve the agenda.

**AGENDA APPROVED**

Motion carried.

Trustee Dunn recited the District's mission statement as a reminder of its purpose and direction.

**MISSION STATEMENT**

President Ferguson read a proclamation thanking teachers for their outstanding commitment to students and our District. "We have incredible teachers who inspire our students. They do a great job. This week was Administrative Assistants Day, and I want to recognize our Administrative Assistants and all they do," commented Parker.

**GOOD NEWS REPORT**

The board recognized the resignations of Dayna Riesner, Morgan Harris, and Mercedes Lorichon.

**COMMUNICATIONS**

Mrs. Lacasse, Principal at Michener Elementary, shared highlights of the year. The building has two sections, at each grade level, and three classrooms delivering Special Education services. The building has three academic interventionists, a school mental health professional, a success coach, and a parent involvement coordinator. Michener continues to have a very mobile population with students leaving and returning. The school provides weekend snack bags, health snacks, eyeglasses, and shoes to students in need. These resources are due to grants received and the generosity of our community. Mrs. Lacasse shared activities students can join: Lego Robotics, Leaders and Dreamers, and numerous field trips.

Baucher moved, supported by Marks, that the Adrian Board of Education approve the consent agenda.

**CONSENT AGENDA**

The consent agenda included the following items:

Consent Agenda

- a. Approval of April 14, 2025, Regular Minutes
- b. Approval of April 14, 2025, Closed Session Minutes, Handout

Motion carried.

<p>Baucher moved, supported by Lewis, that the board approve the Head Start enrollment reduction request. Ms. Bruggenwirth told the board that no current employees would lose their jobs due to the enrollment reduction request.</p>	<p><b>ENROLLMENT REDUCTION REQUEST FOR HEAD START</b></p>
<p>Motion carried.</p>	
<p>Buku moved, supported by Lewis, that the board approve revisions to Board Policy 5413, Senior Recognition.</p>	<p><b>BOARD POLICY</b></p>
<p>Motion carried.</p>	
<p>Marks moved, supported by Buku, that the board approve the request for a contract extension with Adams Property Services, LLC. The contract is for an additional 3 years at the current rate. An additional surcharge would apply if gasoline prices increase above \$4.25 per gallon.</p>	<p><b>ADAMS CONTRACT</b></p>
<p>Motion carried.</p>	
<p>Moved by Baucher, supported by Buku, that the board approve milk pricing for Food Service. Toft Dairy will continue as the District's 2025-26 school year supplier.</p>	<p><b>MILK PRICING</b></p>
<p>Motion carried.</p>	
<p>Baucher moved, supported by Buku, that the board approve a childcare leave for Stephanie Mullinex. Ms. Culley shared that this is Mrs. Mullinex's second request for leave, and the teachers' contract permits it.</p>	<p><b>CHILDCARE LEAVE</b></p>
<p>Motion carried.</p>	
<p>Baucher moved, supported by Dunn, that the board approve Elizabeth Ogren's childcare leave request. Ms. Culley explained that this leave is available per the teacher's contract.</p>	<p><b>CHILDCARE LEAVE</b></p>
<p>Motion carried.</p>	
<p>The board reviewed a request to purchase a walk-in freezer for the high school cafeteria. Administration would like to award the bid to Adrian Mechanical Services. They were the lowest responsible bidder.</p>	<p><b>FOOD SERVICE EQUIPMENT PURCHASE</b></p>
<p>The board reviewed a resolution for the Lenawee Intermediate School District's 2025-26 budget. Trustee Marks told the board that Special Education funding was increasing and the Focus Fund would stay the same. There was a lot of discussion about Mental Health and services being provided for that.</p>	<p><b>LISD BUDGET</b></p>
<p>The board reviewed a request for a Head Start Teacher waiver. Ms. Bruggenwirth explained to the board that two individuals would like to be lead teachers. To meet the qualifications, they must have a degree. Mary shared that one individual is working on an Associate's degree, and the other is working towards a Bachelor's degree.</p>	<p><b>HEAD START TEACHER WAIVER</b></p>

The Head Start monthly report was shared in the board packet. Superintendent Parker asked Mary to explain all the services that Head Start and Early Head Start provide. Superintendent Parker shared that Prairie will have a 4-year-old preschool program this year. One difference he noted was that this program is only for 4-year-olds.

**REPORTS FROM  
SUPERINTENDENT  
AND STAFF**

Trustee Marks told the board that the Finance Committee had met and discussed the LISD budget, the walk-in freezer, renovation costs to the Mouli building, and a potential energy bond.

**FINANCE  
COMMITTEE**

Moved by Buku, supported by Baucher, that the Adrian Board of Education convene in a closed session at 6:38 p.m. under the Open Meetings Act 8(1) (b) Student Discipline.

**CLOSED SESSION**

*ROLL CALL VOTE:*

Yeas: Baucher, Buku, Dunn, Lewis, Marks, Solis-Gautz, and Ferguson  
Nays: none

Motion carried.

President Ferguson declared the meeting back in open session at 7:28 p.m.

**OPEN SESSION**

Baucher moved, supported by Lewis, that the board approve a student discipline resolution.

**STUDENT DISCIPLINE  
RESOLUTION**

*ROLL CALL VOTE:*

Yeas: Baucher, Buku, Dunn, Lewis, Marks, Solis-Gautz, and Ferguson  
Nays: none

Baucher moved, supported by Marks, that the meeting be adjourned at 8:37 p.m.

**ADJOURNMENT**

Motion carried.

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Beth Ferguson, President

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Mike Buku, Secretary

**ADRIAN PUBLIC SCHOOLS  
FINANCIAL REPORT  
FOR THE YEAR TO DATE PERIOD  
APRIL 30, 2025  
STATEMENT OF REVENUES, EXPENDITURES AND  
CURRENT BUDGET POSITION**

<b>REVENUES</b>	BUDGET ADOPTED 3/10/2025	Y.T.D. ACTUAL	CURRENT BUDGET POSITION
100 Local Sources	\$ 6,057,747	\$ 5,313,074	\$ 6,057,747
300 State Sources	32,059,314	# 21,255,278	32,059,314
400 Federal Sources	6,358,882	3,899,765	6,358,882
500 Incoming Transfers	<u>2,062,992</u>	<u>1,657,482</u>	<u>2,062,992</u>
<b>TOTAL</b>	<b>\$ <u>46,538,935</u></b>	<b>\$ <u>32,125,599</u></b>	<b>\$ <u>46,538,935</u></b>
 <b>EXPENDITURES</b>			
<b>INSTRUCTION</b>			
110 Basic Program	\$ 18,257,548	\$ 12,358,690	\$ 18,257,548
120 Added Needs	8,102,457	4,493,355	8,102,457
130 Adult & Continuing Education	184,771	101,650	184,771
 <b>SUPPORT SERVICES</b>			
210 Pupil	3,744,294	2,455,378	3,744,294
220 Instructional Staff	2,744,089	1,784,263	2,744,089
230 General Administration	529,659	425,058	529,659
240 School Administration	2,381,936	1,981,769	2,381,936
250 Business	1,148,230	767,971	1,148,230
260 Plant & Operations	4,241,800	3,656,279	4,241,800
270 Pupil Transportation	1,825,822	1,275,090	1,825,822
280 Central Services	1,060,201	914,686	1,060,201
290 Other	1,389,583	21,230	1,389,583
300 Community Services	385,192	288,842	385,192
450 Prior Year Adj/Facilities Improvements	116,879	116,383	116,879
510 Debt Services	85,359	68,693	85,359
600 Outgoing Transfers	<u>400,000</u>	<u>400,000</u>	<u>400,000</u>
<b>TOTAL</b>	<b>\$ <u>46,597,820</u></b>	<b>\$ <u>31,109,337</u></b>	<b>\$ <u>46,597,820</u></b>
 Excess Revenues over Expenditures	 \$ <u>(58,885)</u>	 1,016,262	 \$ <u>(58,885)</u>
Beginning Fund Balance		<u>8,762,965</u>	
Ending Fund Balance		<u>\$ <u>9,779,227</u></u>	

## **EXECUTIVE SUMMARY**

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**DATE:** May 12, 2025

**CONTACT PERSON:** Dan Peña

**PURPOSE:**

To approve the purchase of a new outside walk-in freezer for the Adrian High School cafeteria.

**EXPLANATION:**

The current outside walk-in freezer at Adrian High School is nearing its end of life. The District has obtained three quotes for purchase and installation listed below, and would like to move forward with this purchase for installation prior to the beginning of the 2025-2026 school year. This purchase will be funded through the District's Non-profit Food Service Account.

- Adrian Mechanical Services-\$53,560
- Cascade Refrigeration-\$55,750
- Great Lakes Hotel Supply-\$45,980

**RECOMMENDATION:**

The Business Manager recommends that the Adrian Board of Education approve the purchase of a new walk-in freezer for the Adrian High School cafeteria.

## **EXECUTIVE SUMMARY**

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**DATE:** May 12, 2025

**CONTACT PERSON:** Nate Parker

### **PURPOSE**

To approve the resolution for the 2025-26 Lenawee Intermediate School District Budget.

### **EXPLANATION:**

As required by law, local school districts must review the proposed ISD budget and adopt a resolution expressing approval or disapproval of it by June 1st. If the budget is not approved, the local board must submit objections and proposed changes to the ISD board.

### **RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education approve the Lenawee Intermediate School District 2025-26 budget resolution.

## EXECUTIVE SUMMARY

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**DATE:** May 12, 2025

**CONTACT PERSON:** Nate Parker  
Mary Bruggenwirth

**PURPOSE:**

To approve a Head Start Teacher Waiver request.

**EXPLANATION:**

Per Head Start Performance Standard 1302.102, programs must submit a request for a teacher waiver when a teacher is hired without required qualifications. The program currently has two teachers who are completing an Associate Degree (AA) or a Bachelor's Degree (BA), which is the qualification for a lead teacher position. The program requests a teacher waiver for both teachers from the Office of Head Start.

The Head Start Policy Council reviewed and approved the Teacher Waiver request at their April 22, 2025, meeting.

**RECOMMENDATION:**

The Superintendent and the Head Start Director recommend that the Adrian Board of Education approve the request for a Head Start Teacher Waiver.

## **EXECUTIVE SUMMARY**

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**DATE:** May 12, 2025      **CONTACT PERSON:** Beth Ferguson

**PURPOSE:**

To evaluate the Superintendent.

**EXPLANATION:**

Each year, the Board of Education evaluates the Superintendent according to one of two evaluation measures approved by the Michigan Department of Education. In addition, Adrian Public Schools has chosen the Michigan Association of School Boards Superintendent Evaluation Tool. Each board member has attended the required training, and the Adrian Public School board fully complies with evaluating the Superintendent using the approved tool.

The Superintendent is evaluated according to several measures and is ranked accordingly in each of the following categories and given the rating:

Governance and Board Relations \_\_\_\_\_  
Community Relations \_\_\_\_\_  
Staff Relations \_\_\_\_\_  
Business and Finance \_\_\_\_\_  
Instructional Leadership \_\_\_\_\_  
Student Growth \_\_\_\_\_  
Progress Towards District Goals \_\_\_\_\_

**RECOMMENDATION:**

The board President recommends that the Adrian Board of Education rank Superintendent Parker with an overall rating of \_\_\_%, giving him a rating of \_\_\_\_\_, based on the established weights and rankings of each category.

## **EXECUTIVE SUMMARY**

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**DATE:** May 12, 2025

**CONTACT PERSON:** Dan Peña

### **PURPOSE**

To approve the individual contracts for non-union administrators, supervisors, and support personnel.

### **EXPLANATION:**

It is recommended that the District offer the salaries as outlined on the attachment.

### **RECOMMENDATION:**

The Business Manager recommends that the Board approve the individual contract list for non-union administrators, supervisors, and support personnel for the 2025-26 school year.

# EXECUTIVE SUMMARY

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**DATE:** May 12, 2025

**CONTACT PERSON:** Nate Parker

## **PURPOSE:**

To nominate who will represent the Adrian Board of Education at the LISD Biennial Election.

## **EXPLANATION:**

Districts are required to pass a resolution appointing a representative and alternate from the Board to cast the district's vote in the June LISD Biennial Election. The designated Board member must attend the LISD Biennial Election, scheduled for June 2, 2025, at 5:30 p.m. at the Education Service Center, to cast the district's ballot.

This process requires school districts to consider this resolution at two meetings, one to consider and one to adopt.

The LISD Board of Education seats that are up for re-election are:

Full-Term Seat (6 years)

Partial-Term Seat (4 years)

Partial-term (2year)

## **RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education approve the resolution appointing a representative and an alternate to represent the Board at the June 2, 2025, LISD Elections and cast a vote on behalf of Adrian Public Schools.

**2025**  
**Lenawee Intermediate School District**  
**Official Candidate Listing**

**2-Year Term**

Kevin B. Fry  
Clayton, MI 49235

Addison Community School District

Christopher T. Porter  
Adrian, MI 49221

Sand Creek Community School District

**4-Year Term**

Carrie A. Dillon  
Adrian, MI 49221

Adrian Public School District

**6-Year Term**

Dale S. Wingerd  
Clinton, MI 49236

Clinton Community School District

# EXECUTIVE SUMMARY

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**DATE:** May 12, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:** To accept donations.

**EXPLANATION:**

Lincoln Elementary PTO donated \$260 for owl pellets.

Kiwanis Club of Adrian donated \$500 to Lincoln's Reading Month.

Kiwanis Club of Adrian donated \$500 to Alexander's Reading Month.

Kiwanis Club of Adrian donated \$500 to Michener's Reading Month

Todd Clark donated \$1,000 to the baseball program.

Sally Dickson donated \$200 to the Families in Transition program.

The Holy Family Women's Guild donated Easter bags to 28 high school and 20 middle school students, totaling approximately \$1,400, for Families in Transition.

The MacNaughtons donated \$1,000 to the Girls' tennis team.

The MacNaughtons donated \$1,000 to the Cross Country team.

Adrian Steel donated \$250 for Alexander field trips

The Maple Fans Club donated \$4,000 for a volleyball camp.

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education accept these donations and thank the donors for their support.

## EXECUTIVE SUMMARY

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**DATE:** May 12, 2025

**CONTACT PERSON:** Nikki Culley

**PURPOSE:** Review of the EduStaff three-year contract extension.

### **EXPLANATION:**

The District originally contracted with EDUStaff in April 2016 to provide substitute teacher services under a three-year agreement. Since then, the contract has been renewed for an additional three years with no increase in cost.

This proposed Third Amendment extends the contract for another three years and includes a rate increase from 18.0% to 18.6%. This represents EDUStaff's first rate increase in the last six years.

### **RECOMMENDATION:**

It is the recommendation of the Director of Human Resources that the Adrian Board of Education review the Edustaff Agreement to Extend the Current Master Agreement, for approval at the next meeting.

## EXECUTIVE SUMMARY

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**DATE:** May 12, 2025

**CONTACT PERSON:** Derrick Richards  
Nate Parker

**PURPOSE:** To review the proposed lease agreement with Align Center for Workforce Development.

**EXPLANATION:**

The district is seeking to enter into a lease agreement with the Align Center for Workforce Development to secure an additional classroom space for Adult Education programming. This new location would supplement the existing Adult Education services currently offered at the Adrian Community Education Center. The goal is to increase the program's visibility, particularly to individuals pursuing workforce opportunities who may also need to complete their high school graduation requirements.

The cost of the room is \$833 per month, totaling \$9,996 for a 12-month lease. The Adult Education 107 Grant will cover this expense.

**RECOMMENDATION:**

It is the recommendation of the Superintendent and Assistant Superintendent of Curriculum and Instruction that the Adrian Board of Education approve the proposed lease agreement at the next scheduled board meeting.

# EXECUTIVE SUMMARY

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**DATE:** May 12, 2025

**CONTACT PERSON:** Ryan Skeels  
Dan Peña

**PURPOSE:**

To review the quote for the purchase of Desktop computers for Lincoln Elementary and Michener Elementary.

**EXPLANATION:**

The current staff and office computing devices that are in place at Lincoln Elementary and Michener Elementary are reaching the end of their life (over five years old). It is the recommendation that we replace these devices with current generation devices. The District plans to purchase a total of 65 devices, which will be Dell Desktops.

- 65x Dell Pro Slim QCS1250 (Staff and Office Devices)

The district is purchasing the devices through [MHEC](#), a cooperative purchasing program. Bidding is done through the cooperative, which follows [Board Policy 3301, \(C\), \(1\), \(D\)](#).

**RECOMMENDATION:**

The Technology Director recommends that the Adrian Board of Education review the purchase of Desktops totaling \$58,306.95 from Presidio, to be paid from the Capital Projects and Technology Fund, at the next scheduled Board meeting.