



ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Agenda

Regular Meeting

Monday, April 10, 2023

6:00 p.m. Cafeteria

A. Call to Order

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
 - a. You be the Chemist
 - b. Robotics
 - c. Outstanding Citizens
5. Communications
 - a. Resignation of Tongi Merillat, Head Start
 - b. School Pictures

B. Recommended Action

1. Consent Agenda
 - a. Approval of March 13, 2023, Closed Session Minutes (hand out)
 - b. Approval of March 13, 2023, Regular Minutes
 - c. Treasurer's Report ending February 28, 2023 and March 31, 2023
 - d. Change Order from Clark Construction
 - e. Approval of Hire-
 - i. Marquese Dunn, Paraprofessional
 - ii. Spring Coaches
2. Business Requiring Board Action
 - a. Approval of revisions to board policy, 3116 District Technology, and Acceptable Use
 - b. Approval of the Head Start Early Childhood Program's Cost Allocation Plan
 - c. Approval of nomination of a representative to the LISD annual budget meeting
 - d. Approval of Individual Contracts for 2023-24
 - e. Approval of Donations
3. Business Requiring Future Board Action
 - a. First reading to review the 2023-24 Contract renewal For ESS
 - b. First reading for bathroom work at Springbrook
 - c. First reading for safety film window wraps
 - d. First reading for Social Media proposal
 - e. First reading to review the proposed resolution to enter into contracts
 - f. First reading of the Early Head Start and Head Start COLA & QI grant application

C Reports from Superintendent and Staff

- a. Safety Grant
- b. Winter Sports Recap and Spring Sports Preview
- c. Fine Arts

D. Future Meetings and Business

1. Board Committee Reports- Curriculum, Finance, Personnel
2. Board Member Comments
3. Meeting Dates and Upcoming Events
 - a. Lincoln Musical, April 14-15, 2023, 6:30 PAC
 - b. Middle School Solo Ensemble, April 22nd
 - c. BOE Meeting, April 24th, 6:00 p.m. Michener

E. Public Comment

F. Closed Session

1. AAA Negotiations
2. AESPA Negotiations
3. AEA Negotiations
4. AFSCME Negotiations

G. Tentative Action

1. AAA

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.

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Tongi Merillat.

EXPLANATION:

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

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Tongi Merillat effective March 23, 2023.

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Dan Peña

PURPOSE

To provide a board update on the school picture Request For Proposal (RFP) and subsequent award.

EXPLANATION:

In the past, each school building has been responsible for contracting with a school picture vendor. The schools each get a commission from the vendor they select. Each vendor has to supply the district with a student picture upload, which goes into our student information software. It has become a problem in recent years to receive consistent and timely student picture uploads from each vendor.

The District decided in 2016 to use one picture vendor district-wide, and has continued doing so since. We prepared an RFP and sent it out to current vendors as well as others that had contacted us to be on the bid list. Bids were due on March 28th. Each school will still receive a commission, but it is set at 20% district wide.

We received bids from four vendors. The lowest price per picture package was from Schoolpictures.com out of Ypsilanti, MI. They have a long list of references from other districts in Michigan, including Onsted, Clinton, Napoleon, Leslie, and Grand Ledge. The picture package prices will start at \$14.

As there is no cost to the district, this is not something that requires board approval. This is informational only.

RECOMMENDATION:

This is informational only.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF
EDUCATION, MARCH 13, 2023, ADRIAN HIGH SCHOOL

**A MEETING WAS
CALLED TO ORDER**

President Ferguson called the Adrian Board of Education meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

PLEDGE RECITED

PRESENT: Trustees: Baucher, Ballard, Buku, Flores, and President Ferguson

ABSENT: Trustees: Henagan, Marks

Moved by Trustee Ballard, supported by Vice President Baucher, that the Adrian Board of Education approve the agenda.

AGENDA APPROVED

Motion carried by a 5-0 vote.

Assistant Superintendent Westfall recited the District's mission statement as a reminder of the purpose and direction of the District.

**MISSION
STATEMENT**

A video thanking the community for supporting the bond projects in 2004 and 2016 was shown.

**GOOD NEWS
REPORT**

Superintendent Parker read a board resolution recognizing Kathy Westfall and her fifteen years of service with Adrian Public Schools. Kathy Westfall read a statement about her time at Adrian Public Schools and thanked members of the school community for their support.

Superintendent Parker recognized the Outstanding Citizens for March. The trait was Excellence. They were Laney Shepherd from Alexander, Bently Farris from Lincoln, Aubrie Guerra from Michener, Melissa Berrios-Ramirez from Prairie, Avery Canales from Springbrook, and Van Skeels from AHS.

The following 8th-grade Accelerated Science students were recognized for their accomplishments at the STEM Fair competition: Jude Van Etten, Brycen Pifer, Brenna Gifford, Ian Baker, Alex Coumoundouros, Hanhvi Sidhu, Eva Garcia, Carter Fenner, Carter Howard, Ashley Condon, Abram Marlatt, Jackie Vetitoe, Noah Yatzek, Lexi Fox, Allison Marks, and Cadee Butts.

COMMUNICATIONS

The District recognized the retirement of Nancy Roback.

CONSENT AGENDA

Moved by Trustee Buku, supported by Trustee Ballard, that the Adrian Board of Education approve the consent agenda.

The consent agenda included the following items:

- a. Approval of Minutes from February 27, 2023, Regular Meeting
- b. Approval of Minutes from February 27, 2023, Closed Session (hand out)
- c. Approval of New Hires, Nick Evans, Teresa Jackson, Elizabeth Stoddard, Samantha Harrison

Motion carried by a 5-0 vote.

**EARLY HEAD
START/HEAD START
GRANT
APPLICATION**

Moved by Trustee Ballard, supported by Trustee Solis-Gautz, that the Adrian Board of Education approve the Early Head Start and Head Start grant application for the 2023-24 program year.

Motion carried by a 5-0 vote.

**2023 BUDGET
AMENDMENTS**

Moved by Trustee Ballard, supported by Trustee Buku, that the Adrian Board of Education approve the amended budget. The District's auditors recommend a 10-15% fund balance range. The need to borrow is eliminated if the District achieves a 15% fund balance. The District ended 2021-22 with a fund balance of 20%. However, the auditors are now recommending three months of operating expenses in the fund balance as an additional measure of financial stability. Salaries and benefits continue to be the most significant expenditure for the District. The change in revenue over expenditures from the 2022-23 November amendment to the current is an increase of \$1,740. The District received an increase in Special Education funding from the State of \$266,587, half of which was prior year revenue or one-time funding. The administration chose to move an additional \$300,000 to the capital projects and technology fund to assist in the District's technology sustainability funds and the ever-changing needs of the District's facilities.

Motion carried by a 5-0 vote.

JUUL LABS

Moved by Trustee Solis-Gautz, supported by Vice President Baucher, that the Adrian Board of Education approve the attached resolution and settlement with Juul Labs Incorporated. Superintendent Parker reminded the board that this was a lawsuit against JUUL Labs that was filed back in 2021.

Motion carried by a 5-0 vote.

BANK ACCOUNTS

Moved by Trustee Solis-Gautz, supported by Trustee Buku, that the Adrian Board of Education approve the accounts to be established for the remainder of the 2023 calendar year and that those named be authorized to sign the checks for the indicated accounts.

A unanimous vote carried the motion.

DONATIONS

Moved by Trustee Buku, supported by Trustee Ballard, that the Adrian Board of Education accept donations from Steven Rymal, Adrian Steel Company, Salsaria's, Derrick and Christie Richards, Kiwanis, Artalicious, and the Lincoln PTO.

Motion carried by a 5-0 vote.

BOARD POLICY 3116

First reading to review changes to board policy 3116, District Technology and Acceptable Use Policy, was held. At the recommendation of Thrun Law Services, the District is updating the policy to include provisions regarding the use of electronic devices by students and staff during state assessments.

**HEAD START EARLY
CHILDHOOD**

First reading to review the Head Start Early Childhood Program's Cost Allocation Plan was held. Mary Bruggenwirth shared that the plan's purpose is to summarize the methods and procedures that the Head Start Early Childhood Programs will use to allocate costs. It is based on the direct allocation method. Updates to the personnel section were also reviewed.

**PROGRAM'S COST
ALLOCATION PLAN**

First reading to review names to represent the board at the LISD budget meeting was held. Vice President Baucher informed the board that he would not be available for the meeting.

**LISD BUDGET
MEETING**

Mr. Parker reminded the board that the Head Start monthly report was in the board packet, the dates for the kindergarten round-up, the Kindergarten Expo., and Spring Break.

**REPORTS FROM THE
SUPERINTENDENT
AND STAFF**

Vice President Baucher reported that the Finance Committee had met and discussed the budget amendments, AAA negotiations, and future projects.

**FINANCE
COMMITTEE**

Trustee Buku reported that the Personnel Committee had met and discussed potential changes in responsibilities, additional support at the elementary level, and AAA negotiations.

**PERSONNEL
COMMITTEE**

Trustee Ballard reported that the Curriculum Committee had met and discussed the board policy update, the Program of Studies booklet, and some potential class offering changes in the Fall.

**CURRICULUM
COMMITTEE**

**BOARD MEMBER
COMMENTS**

Vice President Baucher commented, "Kathy is an exact numbers person, but she is the same person with an eight million fund balance as when there was a two hundred fifty thousand fund balance. The amount did not change her demeanor, her approach, or outlook. It has been my pleasure to get to know Kathy since she has been on the board. I am happy for you and the opportunity presented to you. It will be wonderful for them and you, but not as wonderful for us. Thank you for agreeing to help us part-time over the next several months. You are the same person today, in good times and bad times. You are a rock, and you can be counted on."

Trustee Ballard said, "One of the most difficult things for anyone that is educationally oriented is a finance group that reduces everything to what is on the plus and minus sheet. Education is about what we can do for kids. Kathy is different. She is concerned about how we get money into the classroom for kids. We are here because of kids. This is obvious with what happens in the finance department under Kathy's leadership."

President Ferguson commented, "Kathy called me back in July and told me about her decision, yet she is still here. Kathy has graciously given us time that she did not owe us. What you have done for us by staying and helping us transition to Dan has been incredible. Thank you."

CLOSED SESSION

Moved by Trustee Buku, supported by Trustee Ballard, that the Adrian Board of Education convene to a closed session at 7:05 p.m. under the Open Meetings Act 8(c) for collective bargaining.

OPEN SESSION

President Ferguson called the meeting back into open session at 7:10 p.m.

There being no further business, moved by Vice President Baucher, supported **ADJOURNMENT** by Trustee Buku, that the meeting be adjourned.

Motion carried by a 5-0 vote.

The meeting adjourned at 7:10 p.m.

Beth Ferguson, President

Mike Buku, Secretary

**ADRIAN PUBLIC SCHOOLS
FINANCIAL REPORT
FOR THE YEAR TO DATE PERIOD
FEBRUARY 28, 2023
STATEMENT OF REVENUES, EXPENDITURES AND
CURRENT BUDGET POSITION**

		BUDGET ADOPTED 11/28/2022	Y.T.D. ACTUAL	CURRENT BUDGET POSITION
REVENUES				
100	Local Sources	\$ 5,116,731	\$ 4,017,514	\$ 5,116,731
300	State Sources	27,367,922	13,466,127	27,367,922
400	Federal Sources	11,069,861	1,918,430	11,069,861
500	Incoming Transfers	1,815,014	1,528,987	1,815,014
TOTAL		<u>\$ 45,369,528</u>	<u>\$ 20,931,058</u>	<u>\$ 45,369,528</u>
EXPENDITURES				
INSTRUCTION				
110	Basic Program	\$ 17,814,256	\$ 9,021,906	\$ 17,814,256
120	Added Needs	5,731,005	2,975,641	5,731,005
130	Adult & Continuing Education	166,666	83,083	166,666
SUPPORT SERVICES				
210	Pupil	3,385,817	1,706,229	3,385,817
220	Instructional Staff	2,022,704	1,207,711	2,022,704
230	General Administration	842,604	546,978	842,604
240	School Administration	2,241,717	1,415,561	2,241,717
250	Business	1,284,469	501,327	1,284,469
260	Plant & Operations	3,776,578	2,325,267	3,776,578
270	Pupil Transportation	1,254,962	773,720	1,254,962
280	Central Services	708,986	530,815	708,986
290	Other	1,228,493	8,344	1,228,493
300	Community Services	342,641	146,490	342,641
450	Prior Year Adj/Facilities Improvements	4,218,128	2,667,601	4,218,128
510	Debt Services	0	2,346	0
600	Outgoing Transfers	300,000	300,000	300,000
TOTAL		<u>\$ 45,319,026</u>	<u>\$ 24,213,017</u>	<u>\$ 45,319,026</u>
Excess Revenues over Expenditures		<u>\$ 50,502</u>	-3,281,959	<u>\$ 50,502</u>
Beginning Fund Balance			8,114,703	
Ending Fund Balance			<u>\$ 4,832,744</u>	

**ADRIAN PUBLIC SCHOOLS
FINANCIAL REPORT
FOR THE YEAR TO DATE PERIOD
MARCH 31, 2023
STATEMENT OF REVENUES, EXPENDITURES AND
CURRENT BUDGET POSITION**

		BUDGET ADOPTED 3/13/2023	Y.T.D. ACTUAL	CURRENT BUDGET POSITION
REVENUES				
100	Local Sources	\$ 5,133,580	\$ 4,679,967	\$ 5,133,580
300	State Sources	30,960,914	17,080,605	30,960,914
400	Federal Sources	11,344,173	2,490,974	11,344,173
500	Incoming Transfers	1,866,933	1,528,987	1,866,933
	TOTAL	\$ 49,305,600	\$ 25,780,533	\$ 49,305,600
EXPENDITURES				
INSTRUCTION				
110	Basic Program	\$ 19,644,792	\$ 12,001,667	\$ 19,644,792
120	Added Needs	6,477,848	3,624,240	6,477,848
130	Adult & Continuing Education	192,094	101,000	192,094
SUPPORT SERVICES				
210	Pupil	3,548,493	2,050,247	3,548,493
220	Instructional Staff	2,208,414	1,423,280	2,208,414
230	General Administration	810,742	625,862	810,742
240	School Administration	2,255,932	1,670,787	2,255,932
250	Business	1,252,332	565,859	1,252,332
260	Plant & Operations	4,072,359	2,651,426	4,072,359
270	Pupil Transportation	1,309,777	920,117	1,309,777
280	Central Services	776,612	587,258	776,612
290	Other	1,229,311	14,855	1,229,311
300	Community Services	440,023	185,567	440,023
450	Prior Year Adj/Facilities Improvements	4,431,110	2,767,887	4,431,110
510	Debt Services	3,519	2,346	3,519
600	Outgoing Transfers	600,000	600,000	600,000
	TOTAL	\$ 49,253,358	\$ 29,792,397	\$ 49,253,358
	Excess Revenues over Expenditures	<u>\$ 52,242</u>	-4,011,864	<u>\$ 52,242</u>
	Beginning Fund Balance		8,114,703	
	Ending Fund Balance		<u>\$ 4,102,839</u>	

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Dan Peña

PURPOSE

To report upcoming change orders submitted by Clark Construction.

EXPLANATION:

The following change orders have been approved:

- Brint Electric-\$66,867.00 Total
 - Michener-Late VUV Delivery-\$4,950.00 (ESSER)
 - Alexander-Kitchen Heater-\$614.00 (ESSER)
 - The equipment was delivered late, requiring Brint to work overtime to complete the project in order to not disrupt the school day.
 - Drager-\$61,303.00 (Head Start-American Rescue Plan (ARP) Funding)
 - On January 23, 2023, the Board approved a change order in the amount not to exceed \$243,750 for the HVAC updates for the Drager 3rd floor. This is Brint's portion of that work.
- Positive Trades Group-\$197,230.07 Total
 - Michener-Late VUV Delivery-\$55,760.07 (ESSER)
 - The equipment was delivered late, requiring Positive Trades to work overtime to complete the project in order to not disrupt the school day.
 - Drager-\$141,470.00 (Head Start-American Rescue Plan (ARP) Funding)
 - On January 23, 2023, the Board approved a change order in the amount not to exceed \$243,750 for the HVAC updates for the Drager 3rd floor. This is Positive Trades' portion of that work.

RECOMMENDATION:

It is the recommendation of the Business Manager that the change orders in the amount of \$264,097.07 be included and reported on the consent agenda, for approval by the Adrian Board of Education.

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a paraprofessional for Springbrook Middle School.

EXPLANATION:

Deb Agnew and her interview team recommend Marquese Dunn as a paraprofessional. He has several years of experience working with children as a coach and mentor through the YMCA.

RECOMMENDATION:

It is the recommendation of the Director of Human Resources that Marquese Dunn be hired as a paraprofessional effective April 4, 2023.



MAPLE PRIDE

Tradition of Opportunities
Future of Possibilities

2022-2023 Spring Coaching Recommendations

Adrian High School

Baseball Head Boys Coach
Baseball Assistant Varsity Boys Coach
Baseball JV Coach
Baseball Freshman
Golf Head Boys Coach
Track Head Boys Coach
Track Assistant Boys Coach
Track Assistant Boys Coach
Tennis Head Girls Coach
Tennis JV Girls Coach
Softball Head Girls Coach
Softball Assistant Varsity Girls Coach (split)
Softball Assistant Varsity Girls Coach (split)
Softball JV Girls Coach
Track Head Girls Coach
Track Assistant Varsity Girls Coach
Track Assistant Varsity Girls Coach
Soccer Head Girls Coach
Soccer JV Girls Coach

Kyle Johnson
Phil Cappelletty
Adam Wilson
N/A
Jordan Kelly
Tammy Francis
Chad Perry
Ralph Padilla
Alexis Dudas
Madelyn McKenzie
Toby Ernst
Rebekah Engle
Rebecca Suiter
Susan Fronce
Tammy Francis
Jim Miller
Erin Gilmore
Rangariro Mutatu
Hayden Seegert

Springbrook Middle School

Track Boys Coach
Track Boys Coach
Track Girls Coach
Track Girls Coach
Track 6th Grade
Softball 6th/7th
Softball 8th
Baseball 8th
Baseball 7th
Soccer
Soccer

Rebecca Jones
Eric Emmendorfer
Sally Skeels
Shown Koebel
Jay Roback
Alexcis Baughey
Mariah McKinney
Nick Evans
Dennis Vore
Ted Hanosh
Phil Andre

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Nate Parker

PURPOSE:

To approve the changes to board policy, 3116 District Technology and Acceptable Use Policy.

EXPLANATION:

In accordance with the Office of Educational Assessment and Accountability's 2022-23 updated Electronic Device Policy, Policy 3116 was updated to include provisions regarding the use of electronic devices by students and staff during state assessments.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education approve revisions to Board policy 3116, District Technology and Acceptable Use.

Series 3000: Operations, Finance, and Property

3100 General Operations

3116 *District Technology and Acceptable Use*

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include the following is suggested language but the Board has discretion to define "inappropriate for minors": obscene depictions, child pornography, and any other material harmful to minors.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:
 - a. use of District technology resources is a privilege that may be revoked at any time;
 - b. a user has no expectation of privacy when using District technology resources;
 - c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
 - d. District technology resources may not be used to bully, harass, or intimidate others;
 - e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and

- f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
3. A list of what constitutes misuse of District technology resources.
4. A prohibition against:
 - a. accessing other user accounts or files without authorization;
 - b. conducting personal business or activities;
 - c. accessing pornography;
 - d. communicating inappropriately with students;
 - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
 - f. accessing or downloading unauthorized software or programs.
5. A requirement that users report any material that is threatening, harassing, or bullying.
6. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

1. Students

- a. Students shall power off all electronic devices and surrender them to the test administrator for collection prior to beginning the testing session.**
- b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.**
- c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.**

2. Test Administrators

- a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:**
 - i. Ensure that all background applications and alternative websites are disabled on testing devices.**
 - ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.**
 - iii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. Test administrators may wear a wearable electronic device (e.g., smart watch or Fitbit), but must ensure that the device is in airplane mode during test administration.**
- b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes, but should exit the testing room when engaging in those communications.**

3. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as

deemed necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, "terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: September 13, 2021

Date revised:

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Nate Parker
Mary Bruggenwirth

PURPOSE:

To approve the Head Start Early Childhood Program's Cost Allocation Plan.

EXPLANATION:

The purpose of this Cost Allocation Plan is to summarize, in writing, the methods and procedures that our program uses to allocate costs to cost centers. The Cost Allocation Plan is based on the direct allocation method. This method treats all costs as direct costs except general administration and general expenses.

The Head Start Early Childhood Program's Policy Council Bylaws indicate that "*budget planning for program expenditures, including policies for reimbursement and participation in Head Start Policy Council activities*" will be approved by the Head Start Policy Council and then submitted to the Board of Education for approval.

The Head Start Policy Council approved the Cost Allocation Plan on February 20, 2023.

RECOMMENDATION:

The Superintendent and the Head Start Director recommend that the Adrian Board of Education approve the Head Start Early Childhood Program's Cost Allocation Plan.

EXECUTIVE SUMMARY

DATE: April 10, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

To approve the appointment of a Board member and alternate to represent the District at the LISD Budget Meeting.

EXPLANATION:

As part of their budgeting process, the LISD had the county superintendents fill out a survey and then meet with them individually regarding the budget. The April budget meeting is scheduled for Thursday, April 20, 2023, at 6:00 p.m.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education approve a representative and an alternate to the LISD Budget meeting.

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Dan Peña

PURPOSE

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

EXPLANATION:

It is recommended that we offer the salaries as outlined in the attachment. Employees were given a 2% increase and steps where applicable.

RECOMMENDATION:

It is the recommendation of the Business Manager that the Board approve the individual contract list for non-union administrators, supervisors, and support personnel for the 2023-24 school year.

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Nate Parker

PURPOSE:

To accept donations from Community Members.

EXPLANATION:

The following donations were given to the baseball/softball seating project:

Brenton Ohrman donated \$200
Scott Peshke donated \$200
Kevin and Cindy Ohrman donated \$600
David Hayes donated \$500
Amanda Vetitoe donated \$200
Jay Marks donated \$250
Premier Bank donated \$10,000
Sally Watson donated \$500
Brad Watson donated \$500
Patton Wings donated \$1,500
Tim Gunn donated \$200
Anderson Development donated \$1,500
Lightning Quick Gas-N-Go donated \$500
Eric Russell donated \$200

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education accept these donations and thank our donors for their support.

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Dan Peña

PURPOSE:

To review the ESS Midwest Agreement renewal for Human Resource Staffing Services.

EXPLANATION:

The District contracted with PCMI (now ESS Midwest) beginning with the 2009-10 school year for custodial services. Since then, custodial services have been deleted from the original contract, while other services have been added. The rates charged to the District have remained the same from 2014-15 through 2022-2023. For the 2023-2024 fiscal year, the District is receiving a slight pricing increase.

Current positions covered under the contract include Substitute Food Service Workers and Noon Hour Paraprofessionals.

RECOMMENDATION:

It is the recommendation of the Business Manager that the Adrian Board of Education review the ESS Midwest Agreement renewal for Human Resource Staffing Services, for approval at the next Board of Education meeting.

ADDENDUM TO EXTEND AGREEMENT

This is an Addendum to an Agreement between **ESS Midwest, Inc.**, (the “Company”) located at 212 Kent St., Suite 12, P.O. Box 516, Portland, MI 48875 and the **Adrian Public Schools** (hereinafter referred to as “LEA” for Local Education Agency).

Whereas, the LEA and the Company entered into an Agreement whereby Company is to provide staffing to fill positions at the request of the District for a period ending June 30, 2023;

Whereas, LEA and Company are desirous of extending the term of the Agreement through June 30, 2024 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement is hereby extended from July 1, 2023 through June 30, 2024;
2. This Agreement will automatically renew for additional one (1) year periods unless either party provides written notice of termination at least ninety days prior to the end of the fiscal school year.
3. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

Position Title or Service	Start Date	Type of Employment	Current Bill Rate	Bill Rate After July 1, 2023	Service End Date
Noon Hour Paraprofessionals	7/1/2023	Part-Time	19.69%	21.0%	6/30/2024
Food Service	7/1/2023	Part-Time	28.19%	29.0%	6/30/2024

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth below.

Adrian Public Schools

By: _____

Title: _____

Date: _____

ESS Midwest, Inc.

By: _____

Title: Executive V.P., ESS Midwest, Inc.

Date: _____

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Dan Peña

PURPOSE: To review bids for the upcoming Springbrook Toilet Remodel project.

EXPLANATION:

The District put out an RFP for this project and received two bids. One vendor declined to bid due to current workloads and staffing. The bids were opened on April 5, 2023, at 10:05 AM, and the project will be awarded to the low bid. The cost of the winning bid was \$105,000. This will be paid out of the Capital Projects and Technology Fund.

- Vendor Bids
 - Shively-Bouma-\$108,325.00
 - Spieker Construction-\$105,000.00

RECOMMENDATION:

It is the recommendation of the Superintendent and Business Manager that the Adrian Board of Education approves the bid for completion of the Springbrook Toilet Remodel project at the next scheduled board meeting.

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Dan Peña

PURPOSE: To review bids for safety window wraps throughout all District buildings to address the vulnerability of accessibility to an active shooter.

EXPLANATION:

The District has received Section 97 Safety Funds for addressing safety infrastructure as part of the State School Aid Act for 2022-2023. This safety film greatly hinders entry into buildings by gunfire on exterior building windows. This provides critical time for APS staff to move students away from an active shooter situation and also provides law enforcement extra time to respond to an active shooter situation.

The District reached out to four vendors, one opted not to bid. Three bids for protective safety film on all windows in District buildings have been secured. Of the three, only two valid bids were submitted. We are currently waiting on updated bids from the two vendors that submitted valid bids so we can evaluate the bids with like materials listed.

The amount of the project will not exceed \$80,000.

RECOMMENDATION:

It is the recommendation of the Business Manager that the Adrian Board of Education approve the bid for purchase and installation of window safety film on all District windows at the next scheduled board meeting.

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Nate Parker

PURPOSE:

To sign on to a class-action lawsuit against Facebook, Instagram, Snapchat, TikTok, and other social media platforms. Thrun has facilitated the resolution with Frantz Law Group representing schools in this litigation.

EXPLANATION:

Thrun Law Firm advised the District to consider signing onto a class-action lawsuit that is taking place by several school districts across the county against major social media platforms. The attached resolution and contract allow the Districts to sign on to the class-action suit to cover previous and future losses and damages.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education review the attached resolution to have Frantz Law Group represent the District in a class-action lawsuit against major social media platforms at the next board meeting.

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Dan Peña

PURPOSE:

To review the proposed resolution for the superintendent or designee to have the authority to enter into contracts or agreements on the Board's behalf up to the annual State of Michigan's competitive bid threshold (\$28,048 in 2022-23).

EXPLANATION:

With the change to Thrun board policy (Series 2000 Bylaws, 2200 Board Powers, 2202 Authority to Enter into Contracts), the issue of contract approvals (or agreements, MOUs, etc.) needs to be addressed.

By law, the school district acts through the minutes and resolutions of its board of education – which means *the Board must approve every contract*. However, the Board doesn't have to approve every contract with a formal motion or resolution directly.

According to the policy, "The Board or designee and executed by 1 or more persons delegated authority to act as an authorized signatory to an agreement, contract, or other cooperative arrangement on the Board's behalf." This resolution gives the superintendent or designee the authority to enter into a contract, agreement, or MOU up to the purchasing threshold. This was reviewed with counsel at Thrun.

RECOMMENDATION:

It is the recommendation of the Business Manager that the Adrian Board of Education review this proposed resolution for approval at the next Board of Education meeting.

“WHEREAS, school boards are required by Act 317 of 1968, MCL 15.321; MCL 380.11a (4) the School Board of Adrian Public Schools, Lenawee County, Michigan, may enter into agreements, contracts, or other cooperative arrangements with other entities public or private, including, but not limited to, another district or an intermediate school district, or join organizations as part of performing the functions of the school district.

WHEREAS, By law, the school district acts through the minutes and resolutions of its board of education – which means *the Board must approve every contract*. However, the Board doesn’t have to approve every contract with a formal motion or resolution directly. This can be handled through a designee. The Board of Education authorizes the Superintendent or designee to enter into agreements not to exceed the State of Michigan's annual competitive bid threshold.”

A recommendation will be made at the Annual Organizational Meeting or as modified at a subsequent meeting.

EXECUTIVE SUMMARY

DATE: April 10, 2023

CONTACT PERSON: Nate Parker
Mary Bruggenwirth

PURPOSE:

First reading of the Early Head Start and Head Start COLA & QI grant application for the 2023-2024 program year.

EXPLANATION:

A Funding Guidance Letter dated March 7, 2023, notified the program of an increase in funding for the Early Head Start and Head Start programs. This funding is to provide a COLA of 5.6% for all staffing positions, in addition to Quality Improvement funding. The total funds available is \$333,470 beginning with the 2023 Fiscal Year. The breakdown of funds is:

Funding Type	Head Start	Early Head Start
Cost of Living Adjustment (COLA)	\$174,697	\$55,417
Quality Improvement (QI)	\$69,623	\$33,733
Total Funding	\$ 333,470	

The grant application is due April 21, 2023. These funds will be permanently added to our annual funding award.

The Head Start Policy Council reviewed and approved the supplemental grant application for the 2023-2024 program year at their March 20, 2023 meeting.

RECOMMENDATION:

It is the recommendation of the Superintendent and the Head Start Director that the Adrian Board of Education review the Early Head Start and Head Start supplemental grant application for the 2023-2024 program year, for approval at the next Board meeting.