



ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Agenda

Regular Meeting

Monday, December 12, 2022

6:00 p.m. AHS Cafeteria

A. Call to Order

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
 - a. Outstanding Citizens
5. Communications
 - a. Resignation of Veronica Stetten, Paraprofessional
 - b. Resignation of Scott Kelley, HS Assistant Principal

B. Recommended Action

1. Consent Agenda
 - a. Approval of November 28, 2022, Regular Minutes
 - b. Approval of November 28, 2022, Closed Session Minutes (hand out)
 - c. Treasurer's Report ending November 30, 2022
 - d. New Hires
 - i. Grace Halliwill- Head Start, Mental Health Consultant
 - ii. Sarah Thomas, Paraprofessional
 - iii. Dan Pena, Business Manager
2. Business Requiring Board Action
 - a. Acceptance of Donations
3. Business Requiring Future Board Action

C. Reports from Superintendent and Staff

- a. Playbill Update
- b. Lesson Plan Update
- c. Evaluation Workshop Update
- d. Head Start Monthly Report
- e. Rudy Flores

D. Future Meetings and Business

1. Board Committee Reports
2. Board Member Comments

3. Meeting Dates and Upcoming Events

AHS Band & Orchestra Winter Concert, December 12, 7:30 PAC

MS Choir Concert, December 13, 2022, 7:00 PAC

AHS Choir Winter Concert, December 15, 2022, 7:30 p.m., PAC

7th & 8th Grade Band & Orchestra Concert, December 19th, 7:00, PAC

Half Day for Students, December 22, 2022, the start of Winter Break

B.O.E. Organizational Meeting, January 9, 2023, 6:00 p.m. B100

E. Public Comment

F. Closed Session

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: December 12, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Veronica Stetten.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Veronica has submitted her resignation from Adrian Public Schools effective November 29, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Veronica Stetten effective November 29, 2022.

EXECUTIVE SUMMARY

DATE: December 12, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Scott Kelley.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Scott has submitted his resignation from Adrian Public Schools effective December 12, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Scott Kelley effective December 12, 2022.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF
EDUCATION, NOVEMBER 28, 2022, ALEXANDER ELEMENTARY

**MEETING CALLED TO
ORDER**

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

Pledge of Allegiance was recited.

PLEDGE RECITED

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

ABSENT: Trustee Henagan

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

AGENDA APPROVED

Motion carried by a 6-0 vote.

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

**MISSION
STATEMENT**

Superintendent Parker recognized Julia Ely for the organization and coordination of the 7th-grade Career Fair. Community Business leaders came to talk to the students about their businesses and careers. The students were divided into groups and went to 12 different sessions to learn about the variety of businesses. Ian Kesterke was recognized as November Student of the Month for Springbrook.

**GOOD NEWS
REPORT**

COMMUNICATIONS

Shanan Henline, Principal at Alexander Elementary gave a presentation to the board. Mrs. Henline talked about community, attendance, climate and culture at Alexander. She also shared about Literacy and Math support that students are receiving in the building. She was excited that many programs pre-COVID are back. One of those programs is leadership and accelerated opportunities for students in her building.

The District recognized the resignation of Stephanie Hindes and Amber Lawson.

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

CONSENT AGENDA

The consent agenda included the following items:

- a. Approval of Minutes from November 14, 2022, Regular Meeting
- b. Approval of Minutes from November 14, 2022, Closed Session (hand out)
- c. Approval of New Hire- Mary Brown

Motion carried by a 6-0 vote.

Moved by Trustee Ballard, supported by Trustee Marks, that the Adrian Board of Education approve the Dell EMC Isilon Storage replacement using

DELL STORAGE

the APEX Flex on Demand Solution from Presidio. Superintendent Parker thanked Ryan Skeels for his diligence in looking at multiple options for the District.

Motion carried by a 6-0 vote.

Moved by Vice President Baucher, supported by Trustee Marks, that the Adrian Board of Education approve the amended budget. Kathy Westfall reviewed the amendments with the board. She highlighted that the auditors recommend three months of operating expenditures in the fund balance as an additional measure of financial stability. Salaries and benefits make up about 72% of the Districts expenditures. The District has achieved a minimum 15% fund balance for the last five years eliminating the need to borrow from the state. The change in revenues over expenditures from the adopted budget to the proposed amendment is an increase of \$5,066. The increase in revenue was primarily due to enrollment coming in better than budget by 49 students. There were numerous changes on the expense side including wage adjustments, added positions, and various other increases.

BUDGET AMENDMENTS

Motion carried by a 6-0 vote.

Moved by Trustee Ballard, supported by Trustee Flores, that the Adrian Board of Education approve the 1% increase for non-union employees, effective January 1, 2023, prorated for the remainder of the year.

NON UNION EMPLOYEES

Motion carried by a 6-0 vote.

Moved by Trustee Flores, supported by Trustee Buku, that the Adrian Board of Education accept donations from Tom MacNaughton, Dane Nelson, Culver's, an anonymous benefactor, Gerald and Susan Hager, the Farver Foundation, Adrian Steel, Lenco Credit Union, Gary and Cindy Gray, Sharon Gramling, and Cooper & Bender.

DONATIONS

The motion was approved unanimously.

Athletic Director Chad O'Brien recapped the fall sports season. The girls golf, cross country, and swim teams were all Southeastern Conference White Champions. In addition, the boys and girls cross country teams qualified for the state meet where they finished 4th and 10th respectively. Both teams were crowned Lenawee County Champions, an honor also earned by the girls golf team. The boys and girls cross country teams also earned Academic All-State Honors. The three league titles put Adrian in a tie for the most championships in the White Division. The girls swim team finished 4th in the state. The volleyball and football teams also turned in their best performance in years with young squads. Three APS coaches were recognized with coach of the year honors. They were Greg Schoonover, Tom Allor, and Robert Petkus. This was the first time in seven years that 2 teams were available in each sport. Mr. O'Brien informed the board that there are over 300 students signed up to participate in winter sports.

REPORTS FROM THE SUPERINTENDENT AND STAFF

Derrick Richards reported that the District is partnering with Lenawee Family Medical Center of Lenawee/Monroe to bring a counselor on-site. The person

will likely start at Springbrook Middle School. This is at no cost to the District. We provide the space and they will provide intense counseling for our students that may need it. Insurance will be accepted. The District will handle the referrals.

Vice President Baucher reported that the Finance Committee had met and discussed the technology sustainability plan, the budget amendments, and enrollment numbers.

**FINANCE
COMMITTEE**

Trustee Marks invited the audience to First Friday. There will be a light parade and lighting of the trees. The Adrian High School band will be performing.

**BOARD MEMBER
COMMENTS**

Vice President Baucher thanked Shanan Henline for hosting the board and for the wonderful presentation. "The presentation tonight was a holistic approach. You showed us citizenship, behavior, attendance, culture and climate. The presentation tonight was about more than just reading, writing, and math. You informed us of things being implemented for both those not achieving academically on grade level and for those that are achieving above academically. Thank you for showing us both ends of the spectrum," commented Baucher.

Trustee Ballard said, "There is a sign near my subdivision advertising houses for sale and on that sign, it mentions Adrian Public Schools. The community recognizes our faculty and staff for their approach to teaching and learning. We (the school) are a great product of our community."

Trustee Flores commented, "Thank you for the caring spirit demonstrated by the students at the Veterans Day events. The responses from the students show the recognition and respect they have for the veterans. I also want to thank those that surprised me in the state chambers as I was presented an award."

President Ferguson said, "The Kiwanis have partnered with Alpha Coney Island for several years to provide a Thanksgiving meal to our community. This year over 600 meals were served. The Kiwanians have always been able to fill the volunteer spots, but this year they did not. It was nice to see so many people affiliated with Adrian Public Schools step in and volunteer."

Moved by Trustee Buku, supported by Trustee Marks, that the Adrian Board of Education convene to closed session at 7:00 p.m. under the Open Meetings Act 8(c) for the purpose of collective bargaining.

CLOSED SESSION

ROLL CALL VOTE:

Yeas: Ballard, Baucher, Buku, Flores, Marks, and Ferguson
Nays: none

Motion carried by a 6-0 vote.

At 7:06 p.m. the board returned to open session.

OPEN SESSION

Moved by Trustee Marks, supported by Trustee Buku, that the Adrian Board of Education approve the tentative agreement with the International Union of Operating Engineers, Administrative Assistants. Kathy Westfall explained that the letter of agreement includes a 1% pay increase on schedule for the current school year, effective January 1, 2023, prorated for the remainder of the year. This is due to state funding and enrollment coming in better than budget for the 2022-23 school year.

**IUOE-
ADMINISTRATIVE
ASSISTANTS**

Motion carried by a 6-0 vote.

Moved by Vice President Baucher, supported by Trustee Ballard, that the Adrian Board of Education approve the tentative agreement with the Adrian Educational Support Personnel Association. Kathy Westfall explained that the letter of agreement includes a 1% pay increase on schedule for the current school year, effective January 1, 2023, prorated for the remainder of the year. This is due to state funding and enrollment coming in better than budget for the 2022-23 school year. This applies to paraprofessionals and food service employees only.

AESPA

Motion carried by a 6-0 vote.

Moved by Trustee Flores, supported by Trustee Buku, that the Adrian Board of Education approve the tentative agreement with the Adrian Administrators Association. Kathy Westfall explained that the letter of agreement includes a 1% pay increase on schedule for the current school year, effective January 1, 2023, prorated for the remainder of the year. This is due to state funding and enrollment coming in better than budget for the 2022-23 school year.

AAA

Motion carried by a 6-0 vote.

Moved by Trustee Marks, supported by Trustee Buku, that the Adrian Board of Education approve the tentative agreement with the International Union of Operating Engineers, Maintenance. Kathy Westfall explained that the letter of agreement includes a 1% pay increase on schedule for the current school year, effective January 1, 2023, prorated for the remainder of the year. This is due to state funding and enrollment coming in better than budget for the 2022-23 school year.

**IUOE-
MAINTENANCE**

Motion carried by a 6-0 vote.

There being no further business, a motion was made by Vice President Baucher, supported by Trustee Buku, that the meeting be adjourned.

ADJOURNMENT

Motion carried by a 6-0 vote.

The meeting adjourned at 7:12 p.m.

Beth Ferguson, President

Mike Buku, Secretary

**ADRIAN PUBLIC SCHOOLS
FINANCIAL REPORT
FOR THE YEAR TO DATE PERIOD
NOVEMBER 28, 2022
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	\$ 2,452,682	\$ 5,116,731
300	State Sources	27,367,922	5,232,163	27,367,922
400	Federal Sources	11,069,861	1,285,959	11,069,861
500	Incoming Transfers	1,815,014	25,675	1,815,014
	TOTAL	\$ 45,369,528	\$ 8,996,479	\$ 45,369,528
EXPENDITURES				
INSTRUCTION				
110	Basic Program	\$ 17,814,256	\$ 5,008,893	\$ 17,814,256
120	Added Needs	5,731,005	1,489,763	5,731,005
130	Adult & Continuing Education	166,666	43,450	166,666
SUPPORT SERVICES				
210	Pupil	3,385,817	996,018	3,385,817
220	Instructional Staff	2,022,704	770,952	2,022,704
230	General Administration	842,604	372,965	842,604
240	School Administration	2,241,717	905,641	2,241,717
250	Business	1,284,469	383,425	1,284,469
260	Plant & Operations	3,776,578	1,406,711	3,776,578
270	Pupil Transportation	1,254,962	344,262	1,254,962
280	Central Services	708,986	402,680	708,986
290	Other	1,228,493	3,964	1,228,493
300	Community Services	342,641	104,057	342,641
450	Prior Year Adj/Facilities Improvements	4,218,128	1,815,368	4,218,128
600	Outgoing Transfers	300,000	300,000	300,000
	TOTAL	\$ 45,319,026	\$ 14,348,147	\$ 45,319,026
	Excess Revenues over Expenditures	\$ 50,502	-5,351,669	\$ 50,502
	Beginning Fund Balance		8,114,703	
	Ending Fund Balance		\$ 2,763,034	

EXECUTIVE SUMMARY

DATE: December 12, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a Mental Health & Disabilities Coordinator at Drager Early Education Center.

EXPLANATION:

Mary Bruggenwirth and her interview team recommend Grace Halliwill as a Head Start Mental Health & Disabilities Coordinator at Drager Early Education Center. She has four (4) years of experience working in a Head Start program. Grace has a Bachelor of Arts in Social Work from Adrian College.

RECOMMENDATION:

It is the recommendation of the HR Director that Grace Halliwill be hired as a Mental Health & Disabilities Coordinator at Drager Early Education Center, effective, December 5, 2022.

EXECUTIVE SUMMARY

DATE: December 12, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a paraprofessional for Michener Elementary.

EXPLANATION:

Deb Agnew and her interview team recommend Sarah Thomas as a paraprofessional. She has three (3) years of experience working with children as a teacher assistant.

RECOMMENDATION:

It is the recommendation of the HR Director that Sarah Thomas be hired as a paraprofessional effective, December 19, 2022.

EXECUTIVE SUMMARY

DATE: December 12, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a Business Manager for Adrian Public Schools.

EXPLANATION:

Nate Parker and his interview team recommend Daniel Pena as the Business Manager for Adrian Public Schools. Daniel is a current employee of Siena Heights University. He lives in Adrian and has a passion for our community and District. He has his Bachelors in Business Management from Siena Heights and Master of Business Administration from the University of Notre Dame.

RECOMMENDATION:

It is the recommendation of the HR Director that Daniel Pena be hired as the Business Manager for Adrian Public Schools effective no later than March 6, 2023.

EXECUTIVE SUMMARY

DATE: December 12, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

To accept donations from Community Members.

EXPLANATION:

The following donations were given:

The Adrian College Football team raised \$1,500 to buy Christmas gifts for Families in Transition.

TLC Credit Union donated \$25,000 to the baseball/softball seating project

The Maple Fans Club donated \$10,00 to the wrestling program

Adrian Rotary Club donated \$250 to the Turkey Drive

RECOMMENDATION:

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

Adrian Public Schools Head Start

*December 2022 Board of Education & Policy
Council Report*

Staff Vacancies

4 Teachers

1 Teacher Assistants



Average Attendance

82%

Average daily attendance has gone up this month. Attendance plans in place for chronic absenteeism.

55%

EHS Enrollment

End of Nov: 44/80 enrolled. Additional 2 accepted students.

51%

HS Enrollment

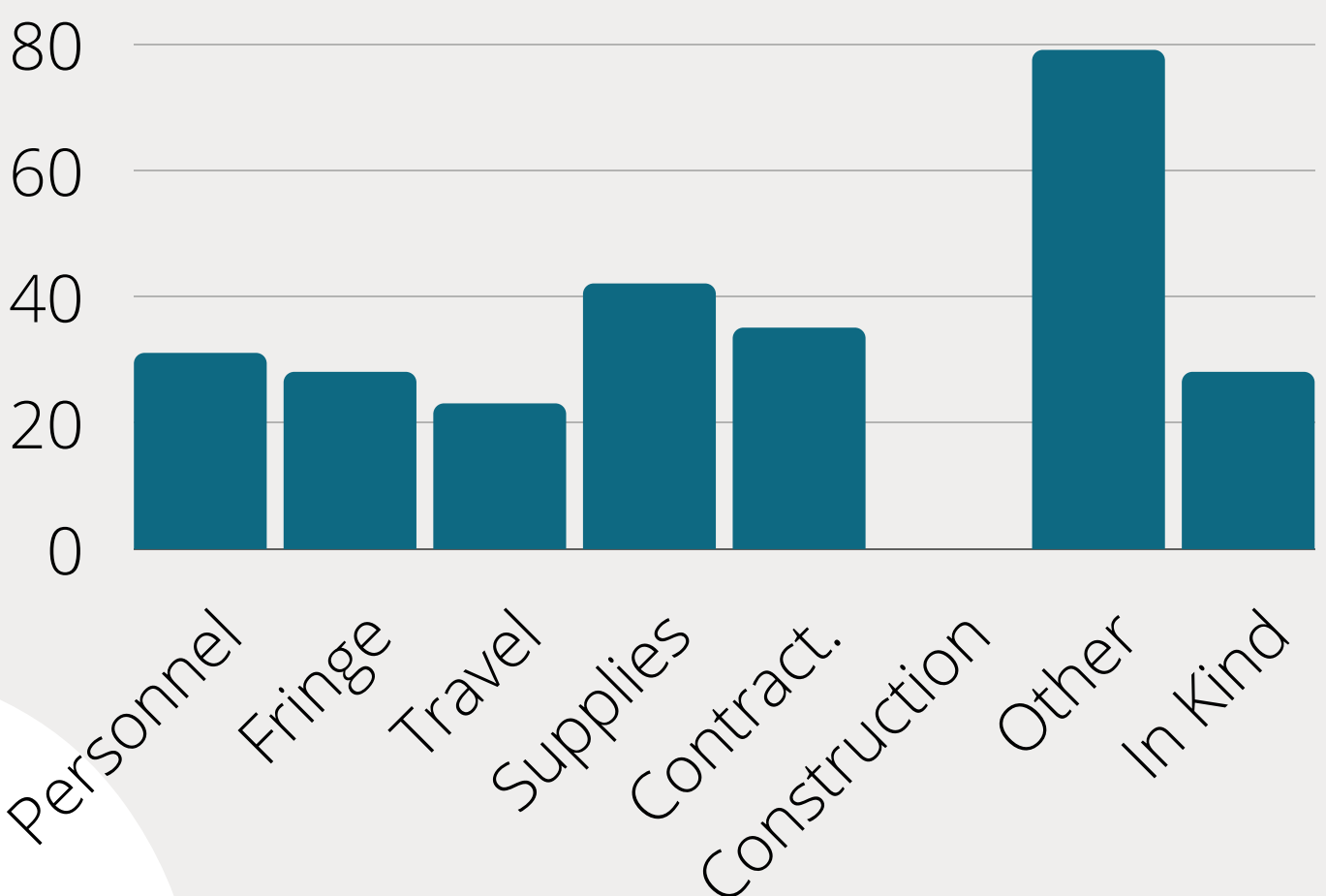
End of Oct: 126/246. Additional 7 accepted students.

Enrollment Details

EHS Home Based: 36 openings
Center Based: 0 openings
Head Start: 120 openings.

Budget Reports

Early Head Start and Head Start Budget Report.



Head Start Report

December 2022

Facility Management and Human Resources

- Facilities:
 - Updates to Drager 210 and Drager 314 should be completed this month.
- Human Resources:
 - Vacancies:
 - Teacher (or full time TA): 4 (2 are for delayed opening classrooms)
 - Teacher Assistant: 1
 - Hiring recommendations for:
 - Teacher Asst (PT): 1

Fiscal Monitoring

- November budget reports are attached; no concerns at this time.
- CACFP October reimbursement = \$2,621.71

Education and School Readiness

- EHS & HS Centerbase Fall TSG Data (Widely Held Expectations)
- All baseline CLASS Observations completed with the exception of our late or delayed start classrooms
 - Addison (CLASS Scheduled 1/23)
 - Drager 201 (CLASS Scheduled 12/8)
 - Drager 103
 - Drager 104
 - Drager 210
- Coaching
 - 1 EHS CB
 - 5 HS CB

Disability Services and Mental Health

- Disabilities:
 - 12.8% of funded enrollment have an IEP or IFSP
- Mental Health:
 - Staff Wellness Committee is meeting on December 9th
 - Staff Wellness Activity on December 19th

Family Engagement

- Received \$500 worth of food vouchers for Country Market from the APS Families in Transition Coordinator
- Five homeless children were selected to receive holiday assistance
- In partnership with I92 food boxes will be provided to families for winter break
- Procedures will be reviewed and updated if needed for the 23-24 program year

- Next committee meeting with Ed is scheduled for January 13th at 8:00 am

Early Head Start Home-Based

- New Parent Educator has been assigned families

Eligibility, Recruitment, Selection, Enrollment and Attendance

Enrollment - November 2022

EHS Home Base	Enrolled	Accepted	Vacancies
A	0	2	10
B	8	0	0
D	12	0	0

EHS Center Base	Enrolled	Accepted	Vacancies
Drager 100	8	0	0
Drager 101	8	0	0
Drager 102	8	0	0

Head Start	Enrolled	Accepted	Vacancies
Addison	8	0	10
Drager 104	Delayed Start	0	0
Drager 201	12	0	5
Drager 202	15	1	0
Drager 203	17	0	1
Drager 204	15	1	0
Drager 206	17	0	0
Drager 210	Delayed Start	0	0

Hudson	12	3	3
Lincoln	14	0	4
Michener	8	1	9
Prairie	8	1	9

Attendance - November 2022

	Average Daily Attendance (ADA)	Attendance Trends	Notes
EHS Home Base	78% Increase of 9.63% from previous month	Family was sleeping, no answer, not feeling well, no response from family, out of town, sick	Alternate dates were offered by the Parent Educators. Updated Attendance procedure is in the last stage of being finalized. The monitoring piece is still currently being reviewed.
EHS Center Base	85.00% Increase of 0.62% from previous month	Sick, death in the family, parent kept child home, doctor appointments, COVID related	Family Advocate is working with families whose children have less than 85% average attendance
Head Start	85.35% Increase of 2.2% from previous month	Sick, parent kept child home, doctor appointment, no transportation, family issue, waiting for child to be transferred, dentist appointment	Family Advocates are working with families whose children have less than 85% average attendance

Health Services

- Mobile Dentist will be at Prairie HS on: Thursday, December 8th to provide dental services.

EHS

- Hearing: Center based-83% Home Based-89%
- Vision: Center based-96% Home Based-89%
- WBC/Physicals: Center based -71% Home Based-38%
- Dental Exams: Center based-95% Home Based-38-% (>1 years of age and/or 1st tooth eruption)
- Medical Home: Center based-100%; Home Based-100% (no changes from September)
- Dental Home: Center based-96% (no changes from September); Home Based-93% (no changes from September)
- Growth Assessment: Center based-100%; Home Based-86% (those children that are >2 years old)
- Lead Screening: Center based-100%; Home Based-94% (mix of results and questionnaire completed)
- Hgb/Hct Screening: Center based-100%; Home Based-94% (mix of results and questionnaire completed)
- Immunizations: Center based-94%-Drager. All other sites at 100% (no changes from September); Home Based-82% (no changes from September).

HS

- Hearing: 84%
- Vision: 85%
- Physicals: 86%
- Dental Exams: 48%
- Medical Home: 90% (no changes from September)
- Dental Home: 74% (no changes from September)
- Growth Assessment: 87%
- Lead Screening: 98% completed the questionnaire at enrollment. Still in the process of gathering data (still within 90 days of the due date).
- Hgb/Hct Screening: 100% completed the questionnaire at enrollment. Still in the process of gathering data (still within 90 days of the due date).
- Immunizations: Center based-94%-Drager. All other sites at 100% (no changes from September).

Nutrition Services

- Looking at partnering with ProMedica's Veggie Mobile in the upcoming months.

Program Management

- Program decorated a tree at Comstock Park with children's ornaments.
- The program will be closed for winter break December 19-January 2nd, and will resume on January 3rd.
- Policy Council training took place on December 6th. A make-up training session will be offered in January or February for those who could not attend.

HEAD START ARP Funding BUDGET REPORT AS OF 11/30/2022

Approved Budget Category	Basic Grant	Total	Expenditures	% Expended	% of Year	Difference
1 - Personnel	\$ 11,691.00	\$ 11,691.00	\$ 11,691.02	100%	42%	58%
2 - Fringe Benefits	\$ 6,103.00	\$ 6,103.00	\$ 6,101.94	100%	42%	58%
5 - Supplies	\$ 15,557.00	\$ 15,557.00	\$ 5,402.94	35%	42%	-7%
8 - Other	\$ 356,708.00	\$ 356,708.00	\$ 59,441.97	17%	42%	-25%
Total	\$ 390,059.00	\$ 390,059.00	\$ 82,637.87	21%	42%	-20%

HEAD START and EARLY HEAD START BUDGET REPORT AS OF 11/30/2022

Approved Budget Category	Basic Grant	Training	Total	Expenditures	% Expended	% of Year	Difference
1 - Personnel	\$ 2,046,436.00	\$ -	\$ 2,046,436.00	\$ 631,718.44	31%	42%	-11%
2 - Fringe Benefits	\$ 1,502,679.00	\$ -	\$ 1,502,679.00	\$ 420,624.56	28%	42%	-14%
3 - Travel	\$ -	\$ 17,800.00	\$ 17,800.00	\$ 4,074.10	23%	42%	-19%
4 - Equipment	\$ -	\$ -	\$ -	\$ -			
5 - Supplies	\$ 96,954.00	\$ -	\$ 96,954.00	\$ 40,942.92	42%	42%	1%
6 - Contractual	\$ 163,817.00	\$ -	\$ 163,817.00	\$ 57,187.43	35%	42%	-7%
7 - Construction	\$ -		\$ -	\$ -			
8 - Other	\$ 280,412.00	\$ 36,977.00	\$ 317,389.00	\$ 251,945.02	79%	42%	38%
Indirect Cost	\$ 18,886.00	\$ -	\$ 18,886.00	\$ -			
Total	\$ 4,109,184.00	\$ 54,777.00	\$ 4,163,961.00	\$ 1,406,492.47	34%	42%	-8%
Inkind	\$ 1,013,406.00		\$ 1,013,406.00	\$ 280,163.98	28%	42%	-14%
Max. Allowable Admin. Cost	\$ 768,389.00	\$ 8,217.00	\$ 776,606.00	\$ 147,032.13	19%		