



ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Agenda

Regular Meeting

Monday, December 13, 2021

6:00 p.m.

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 Ashley Flores, Head Start
 - b. Retirement of Mike Perez, High School Principal

B. Recommended Action

1. Consent Agenda
 - a. Approval of Minutes from November 22, 2021, Regular Meeting
 - b. Approval of Minutes from November 22, 2021, Closed Session, hand out
 - c. Approval of Minutes from November 22, 2021, Superintendent Search Sub Committee Minutes
 - d. Treasurer's Report ending November 30, 2021
 - e. Approval of Hire- Jennifer Creswell, AHS teacher, Kathleen Duvall, Pupil Accounting, Lily Wilson, Paraprofessional
2. Business Requiring Board Action
 - a. Approval of the 2021-22 budget amendments
 - b. Approval of Safe Return to In-Person Instruction/LEA Plan for ESSER III funds
 - i. Public Comment
 - c. Approval of HVAC and other District construction projects
 - d. Approval of Clark Construction for construction management services
 - e. Acceptance of Donations
3. Business Requiring Future Board Action

C. Reports from Superintendent and Staff

1. Drugs 101
2. Vaccination Clinics
3. NAACP Grant
4. School Safety Updates

D. Future Meetings and Business

1. Board Committee Reports- Finance
2. Board Member Comments
3. Meeting Dates and Upcoming Events
December 13, 2021. AHS Band and Orchestra Winter Concert, 7:30, PAC
December 14, 2021, MS Winter Concert, 7:00, PAC
December 16, 2021, BOE Special meeting, 5:30, B-100
December 16, 2021, AHS Winter Choir Concert, 7:30, PAC

E. Public Comment

F. Closed Session

G. 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 13, 2021

CONTACT PERSON: Bob Behnke

PURPOSE:

The resignation of Ashley Flores.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Ashley has submitted her resignation from Adrian Public Schools effective December 3, 2021.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Ashley Flores effective December 3, 2021.

EXECUTIVE SUMMARY

DATE: December 13, 2021

CONTACT PERSON: Bob Behnke

PURPOSE:

The retirement of Mike Perez.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Mike has submitted his retirement from Adrian Public Schools effective June 30, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the retirement of Mike Perez effective June 30, 2022.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, MONDAY, NOVEMBER 22, 2021, ADRIAN HIGH SCHOOL B-100. **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: President Ferguson, Trustees: Baucher, Ballard, Henagan, and Marks

ABSENT: Trustees: Buku and Flores

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

Motion carried by a 5-0 vote.

Trustee Ballard recited the District's mission statement as a reminder of the purpose and direction of the District. **MISSION STATEMENT**

Superintendent Behnke recognized the 8th-grade volleyball team. The team went undefeated this year with a record of 14-0. They won the SEC white division and this same group was undefeated in 7th grade. Over the last two years, they have won around 28 games. **GOOD NEWS REPORT**

The District acknowledged the resignations of Allison Stallkamp, David Kubel, Fayth Lewis, Carrie Brown, and Stephanie Roberts. **COMMUNICATIONS**

Moved by Trustee Henagan, supported by Trustee Ballard, that the Adrian Board of Education approve the consent agenda. **CONSENT AGENDA**

The Consent Agenda contained the following items:

1. Approval of Minutes from November 8, 2021, Regular Meeting.
2. Approval of Minutes from November 8, 2021, Closed Session, handout
3. Treasurer's report ending October 31, 2021, with a balance of \$1,093,477.57.
4. Approval of Hire- Meghan Spagnoli, Julia Ely, Kristen Williams, Amanda Perry-Rienstra, and Stephen Moore.

Motion carried by a 5-0 vote.

Moved by Vice President Baucher, supported by Trustee Marks, that the Adrian Board of Education approve Rehmann Robson to perform the district's audit services for the June 30, 2022 audit, and a five-year extension be signed. **AUDIT SERVICES**

Motion carried by a 5-0 vote.

Moved by Trustee Ballard, supported by Trustee Henagan, that the Adrian Board of Education approve the individual contract list for non-union Head Start personnel effective December 1, 2021. Kathy Westfall explained that additional funding was available. The amount will be prorated. **HEAD START**

Motion carried by a 5-0 vote.

Moved by Trustee Ballard, supported by Trustee Marks, that the Adrian Board of Education accept donations from Leslie Sieler, the Int'l Union, United Automobile **DONATIONS**

Aerospace and Agricultural Implement Workers of America, Doug and Mary Kapnick, and the Adrian Rotary Club.

Motion carried by a 5-0 vote.

Superintendent Behnke gave a presentation regarding trimesters or semsters for Springbrook Middle School and the high school. The presentation gave the pros and cons of both ideas. The staff at both buildings were surveyed. The survey results showed that a stronger emphasis on 12th-grade rigor and elective options are needed. There is support for trimesters to support credit recovery. The overall results indicated that staff would like to stay with trimesters. Vice President Baucher thanked Superintendent Behnke for his presentation. "It was a very data-driven analysis that will help us make a decision", commented Baucher. President Ferguson said, "I am seeing this as a parent. The high school counseling office is doing a great job reaching out with opportunities that offer rigor".

**REPORTS FROM
SUPERINTENDENT
AND STAFF**

Mary Bruggenwirth shared that there are still vacancies in some of the Head Start classrooms. This is because there is a teacher shortage. Head Start is working diligently to fill those positions so that the program can be fully enrolled. Vice President Baucher asked, "I thought your numbers were regulated by a federal grant"? "That is true, but the numbers have been relaxed due to the COVID pandemic", stated Mary.

President Ferguson commented that the Superintendent Sub-Committee had met and discussed the site schedule and a possible activity for the candidates.

**SUPT. SUB-
COMMITTEE**

Walter Brown- Unhappy with transportation and feeling that his students are being bullied.

PUBLIC COMMENT

Moved by Trustee Ballard, supported by Trustee Marks, that the Adrian Board of Education convene to closed session at 6:51 p.m. under the Open Meetings Act 8(c) for the purpose of collective bargaining.

CLOSED SESSION

ROLL CALL VOTE:

Yeas: Ballard, Baucher, Henagan, Marks, and Ferguson
Nays: none

Motion carried by a 5-0 vote.

Moved by Vice President Baucher, supported by Trustee Marks, that the Adrian Board of Education return to open session at 6:56 p.m.

OPEN SESSION

ROLL CALL VOTE:

Yeas: Ballard, Baucher, Henagan, Marks, and Ferguson
Nays: none

Motion carried by a 5-0 vote.

Moved by Vice President Baucher, supported by Trustee Henagan, that the Adrian Board of Education approve the letter of agreement with AFSCME. Kathy Westfall explained that additional funding from the State for this fiscal year was received by Head Start. This would allow them to give raises to their

AFSCME

employees. All employees will receive a step, step one will be eliminated, and a new step will be added at the top.

Motion carried by a 5-0 vote.

Moved by Trustee Henagan, supported by Trustee Ballard, that the Adrian Board of Education approve the tentative agreement with AESPA. Trustee Marks asked, "Is this because Head Start got an increase from the state"? Ms. Westfall responded, "Yes". Superintendent Behnke reminded the board that there was also a Head Start organizational savings. Kathy informed the board that when a food service comparison was conducted it was discovered that Adrian wages are low in the county. Both of the tentative agreements are being funded through federal and state funds, not the general fund. **AESPA**

Motion carried by a 5-0 vote.

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

Motion carried by a 5-0 vote.

The meeting adjourned at 7:00 p.m.

ADJOURNMENT

Beth Ferguson, President

Mike Ballard, Secretary

**ADRIAN PUBLIC SCHOOLS
FINANCIAL REPORT
FOR THE YEAR TO DATE PERIOD
NOVEMBER 30, 2021
STATEMENT OF REVENUES, EXPENDITURES AND
CURRENT BUDGET POSITION**

		BUDGET ADOPTED 6/28/2021	Y.T.D. ACTUAL	CURRENT BUDGET POSITION
REVENUES				
100	Local Sources	\$ 4,949,205	\$ 2,347,325	\$ 4,949,205
300	State Sources	24,160,435	4,805,854	24,160,435
400	Federal Sources	6,730,113	26,746	6,730,113
500	Incoming Transfers	1,991,135	22,958	1,991,135
	TOTAL	\$ 37,830,888	\$ 7,202,883	\$ 37,830,888
EXPENDITURES				
INSTRUCTION				
110	Basic Program	\$ 16,682,856	\$ 4,552,616	\$ 16,682,856
120	Added Needs	5,546,755	1,238,136	5,546,755
130	Adult & Continuing Education	120,804	31,433	120,804
SUPPORT SERVICES				
210	Pupil	2,722,997	968,804	2,722,997
220	Instructional Staff	2,053,481	645,364	2,053,481
230	General Administration	780,300	368,561	780,300
240	School Administration	2,231,720	864,917	2,231,720
250	Business	893,159	376,846	893,159
260	Plant & Operations	2,856,111	1,153,643	2,856,111
270	Pupil Transportation	1,443,146	301,078	1,443,146
280	Central Services	623,266	287,293	623,266
290	Other	1,042,234	214,307	1,042,234
300	Community Services	259,206	119,509	259,206
450	Facilities Acquisition	582,122	487,610	582,122
490	Prior Year Adjustments	0	4,113	0
600	Outgoing Transfers	200,000	200,000	200,000
	TOTAL	\$ 38,038,157	\$ 11,814,228	\$ 38,038,157
	Excess Revenues over Expenditures	\$ (207,269)	-4,611,345	\$ (207,269)
	Beginning Fund Balance		7,570,055	
	Ending Fund Balance		\$ 2,958,710	

EXECUTIVE SUMMARY

DATE: December 13, 2021

CONTACT PERSON: Bob Behnke

PURPOSE:

To recommend the hiring of a full-time (1.0 FTE) high school teacher at Adrian Public Schools.

EXPLANATION:

Mike Perez and his interview team recommend Jennifer Creswell as a full-time high school English teacher. Jennifer has three (3) years of teaching experience. She has a Bachelor's degree in Education from Eastern Michigan University.

RECOMMENDATION:

It is the recommendation of the Superintendent that Jennifer Creswell be hired as a full-time high school teacher, effective December 13, 2021.

EXECUTIVE SUMMARY

DATE: December 13, 2021

CONTACT PERSON: Kathy Westfall

PURPOSE:

To recommend the hiring of a full-time Pupil Accounting Coordinator.

EXPLANATION:

Kathy Westfall and her interview team recommend Kathleen Duval as Pupil Accounting Coordinator. Kathleen has an Associate's degree in Early Childhood Education from Jackson Community College. Ms. Duval has over five (5) years of experience working for Adrian Public Schools as an Administrative Assistant.

RECOMMENDATION:

It is the recommendation of the Assistant Superintendent that Kathleen Duvall be hired as a Pupil Accounting Coordinator, effective December 15, 2021.

EXECUTIVE SUMMARY

DATE: December 13, 2021

CONTACT PERSON: Bob Behnke

PURPOSE:

To recommend the hiring of a Paraprofessional at Michener Elementary.

EXPLANATION:

Deb Agnew and her interview team recommend Lily Wilson as a Paraprofessional. Lily has a background working as a team player and enjoys taking on leadership roles.

RECOMMENDATION:

It is the recommendation of the Superintendent that Lily Wilson be hired as a full-time Paraprofessional, effective December 8, 2021.

EXECUTIVE SUMMARY

DATE: December 13, 2021

CONTACT PERSON: Kathy Westfall

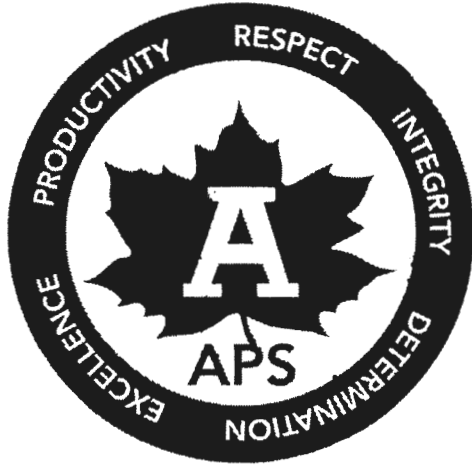
PURPOSE: To approve the amendments for the 2021 - 2022 General Fund Budget.

EXPLANATION:

Public Act 621, the Uniform Budgeting and Accounting Act, requires that when Administration becomes aware of revenue or expenditure changes that would significantly increase the total approved budget or any of the line items within the approved budget, a resolution for amendment reflecting those increases and decreases must be taken to its Board for adoption.

RECOMMENDATION:

It is the recommendation of the Assistant Superintendent that the Adrian Board of Education approve the amended budget as presented and adopt the attached resolution.



ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Budget Amendments

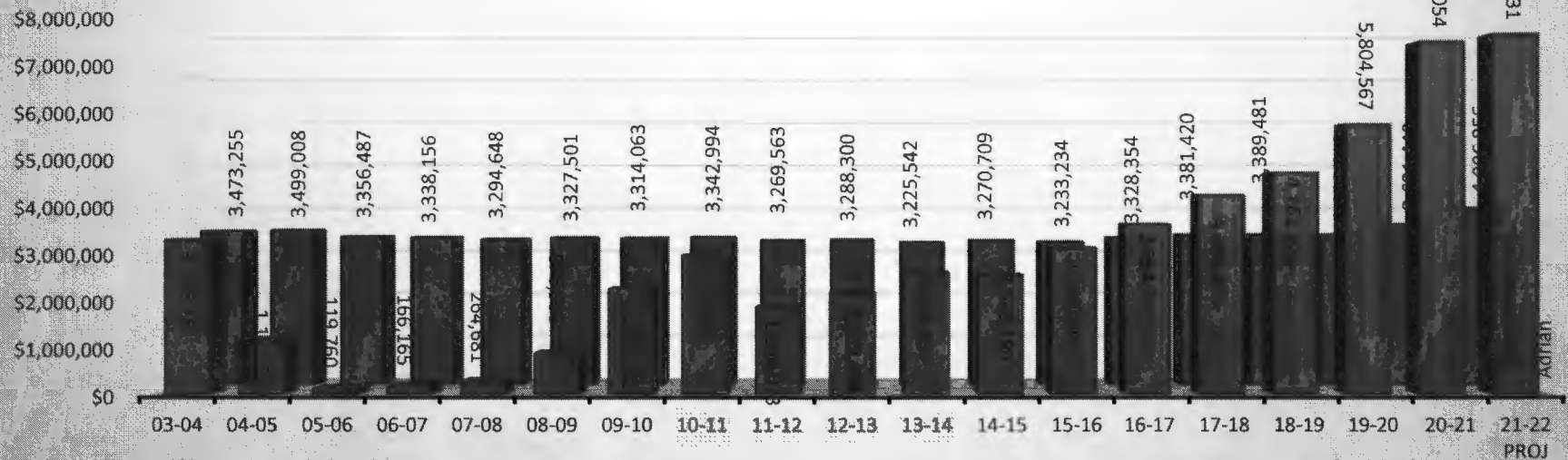
2021 - 2022

December 13, 2021

Budget Recap

	Actual 2020-21	2021-22 Adopted Budget	Proposed Budget Amendment December 13, 2021
Total Revenues	\$38,079,963	\$37,830,888	\$40,236,832
Total Expenditures	\$36,314,475	\$38,038,157	\$40,069,556
Excess Revenues/Expenditures	\$1,765,488	(\$207,269)	\$167,276
Beginning Fund Balance, July 1	\$5,804,567	\$7,570,055	\$7,570,055
Ending Fund Balance, June 30	\$7,570,055	\$7,362,786	\$7,737,331

FUND BALANCE TREND (GENERAL FUND, IN DOLLARS)



Note: The district's auditors recommend a range of 10 to 15% fund balance with a minimum of 10%; if the district achieves 15% fund balance, the need to borrow will be eliminated. The District ended 2020-21 at 20%.

Budgeting Factors

As presented for amendment

Foundation Amount	\$8,700
Local Taxes	18 Mills
Blended Count (loss of 87)	2,754
Budgeted Blended Count – June 2021 (loss of 45)	2,814
Budgeted Foundation Amount	\$8,275

Revenue changes

Local:

Contributions	\$	194,587
Tuition - International Students		(18,600)
Miscellaneous		8,157

State Aid:

Foundation Allowance	1,053,035
Categorical (31a and state grants which are offset by change in expenses)	86,685

LISD: (Primarily due to PLTW Teacher Resignation) **(84,564)**

Federal Programs: (ESSER III not budgeted) **1,151,315**

All others **15,329**

Total **\$ 2,405,944**

Revenue Recap

Local:			
Taxes	\$ 4,537,994		11.3%
Other Transactions	595,355		1.5%
Total Local Revenues		\$ 5,133,349	12.8%
State:			
Foundation Grant	\$ 19,419,405		48.3%
Categorical	5,880,750		14.6%
Total State Revenues		\$ 25,300,155	62.9%
Total Federal		\$ 7,881,428	19.6%
Other Transactions:			
LISD Reimbursements	\$ 1,816,571		4.5%
Other	105,329		0.3%
Total Other Transactions		\$ 1,921,900	4.8%
Total Revenues		\$ 40,236,832	100.0%

Expense Changes

Salaries/Benefits (Excluding State & Federal programs)	\$	505,322
Transportation - Regular Routes - reduction of 3		(172,897)
Aramark - Custodial - annual increase unknown in June		31,670
Contributions (offset in revenue changes)		211,462
Early Retirement Payouts		86,815
Vehicle Purchase		28,757
State and Federal Programs		1,162,381
Net of Others		177,889
Total Expense Changes	\$	<u>2,031,399</u>

Expenditures by Category

	2021-22		2021-22			
	Adopted		Proposed		Change	
Description	Budget	%	Budget	%	%	Student
Salaries - Total	\$ 17,025,234	44.8%	\$ 17,366,891	43.3%	2.01%	\$6,115
Benefits - Total	12,526,044	32.9%	12,998,107	32.4%	3.77%	\$4,577
Teaching Supplies	645,760	1.7%	567,382	1.4%	-12.14%	\$200
Office Supplies	91,062	0.2%	89,378	0.2%	-1.85%	\$31
Other Expenditures	984,787	2.6%	1,787,749	4.5%	81.54%	\$629
Utilities	642,743	1.7%	642,743	1.6%	0.00%	\$226
Telephone	34,962	0.1%	34,962	0.1%	0.00%	\$12
Equipment & Furniture	125,779	0.3%	273,199	0.7%	117.21%	\$96
Insurance	177,243	0.5%	196,787	0.5%	11.03%	\$69
Contracted Services (Aramark Contract included)	1,686,168	4.4%	1,693,040	4.2%	0.41%	\$596
Contracted Services - Other	1,608,271	4.2%	1,971,863	4.9%	22.61%	\$694
Travel & Conference, In-Service (Predominantly Grant Funded)	231,310	0.6%	232,409	0.6%	0.48%	\$82
Transportation	1,440,448	3.8%	1,245,581	3.1%	-13.53%	\$439
Operations	600,749	1.6%	648,002	1.6%	7.87%	\$228
Contracted Early Retirement	84,656	0.2%	171,471	0.4%	102.55%	\$60
Technology	132,941	0.3%	149,992	0.4%	12.83%	\$53
TOTAL	\$ 38,038,157	100%	\$ 40,069,556	100%	5.34%	\$ 14,109

State Aid Note Analysis

School Year	Loan Amount	Issuance Cost	Interest	Notes
2021-22	-0-	-0-	-0-	No State Borrowing
2020-21	-0-	-0-	-0-	No State Borrowing
2019-20	-0-	-0-	-0-	No State Borrowing
2018-19	-0-	-0-	-0-	No State Borrowing
2017-18	1,000,000	1,708	8,447	Set Aside Note
2016-17	1,200,000	2,258	6,803	Set Aside Note
2015-16	1,500,000	3,060	7,228	Set Aside Note; Increased interest and issuance costs are due to rate set by state for all districts
2014-15	1,600,000	2,952	4,485	Set Aside Note
2013-14	1,750,000	3,946	5,652	Set Aside Note
2012-13	3,400,000	25,250	27,387	No Set Aside
2011-12	2,000,000	6,982	11,933	Set Aside Note
2010-11	2,000,000	3,495	15,956	Set Aside Note
2009-10	3,500,000	51,130	35,250	Partial Set Aside Note
2008-09	3,800,000	22,333	64,600	No Set Aside
2007-08	5,800,000	15,388	213,440	No Set Aside
	<u>27,550,000</u>	<u>138,502</u>	<u>401,181</u>	

SUMMARY OF THE MAJOR CHANGES FOR 2021-22 AMENDMENTS

The change in revenues over expenditures from the adopted budget to the proposed amendment is an increase of \$374,545; the major reason for the change was due to the changes in per pupil funding:

- In June of 2021, the District budgeted for a \$164 increase in the foundation allowance which actually ended up being an increase of \$589 per pupil
- Blended count was budgeted to decline by 45 pupils, the actual current decline is 87
- The combined total amounted to an increase in revenue of \$823k

RESOLUTION FOR BUDGET AMENDMENT
BY THE BOARD OF EDUCATION
OF THE SCHOOL DISTRICT OF THE CITY OF ADRIAN

RESOLVED, that the total revenues for Adrian Public Schools for the Fiscal Year 2021-2022 General Fund is amended as follows:

	<u>Last Approved</u>	<u>Recommended Amendments</u>	<u>As Amended</u>
REVENUES:			
Local	\$ 4,949,205	\$ 184,144	\$ 5,133,349
State	24,160,435	1,139,720	25,300,155
Federal	6,730,113	1,151,315	7,881,428
All Other	<u>1,991,135</u>	<u>(69,235)</u>	<u>1,921,900</u>
TOTAL	<u><u>\$ 37,830,888</u></u>	<u><u>\$ 2,405,944</u></u>	<u><u>\$ 40,236,832</u></u>
FUND BALANCE JULY 1		\$ 7,570,055	
TOTAL REVENUES & FUND BALANCE AVAILABLE TO APPROPRIATE			<u><u>\$ 47,806,887</u></u>

BE IT FURTHER RESOLVED, that the general appropriation of Adrian Public Schools for the Fiscal Year 2021-2022 General Fund is amended as follows:

	<u>Last Approved</u>	<u>Recommended Amendments</u>	<u>As Amended</u>
EXPENDITURES			
Instruction			
110 Basic Programs	\$ 16,682,856	\$ 1,213,174	\$ 17,896,030
120 Added Needs	5,546,755	(46,955)	5,499,800
130 Adult & Continuing Education	120,804	26,091	146,895
Support Services			
210 Pupil	2,722,997	225,216	2,948,213
220 Instructional Staff	2,053,481	79,438	2,132,919
230 General Administration	780,300	70,194	850,494
240 School Administration	2,231,720	28,554	2,260,274
250 Business	893,159	126,334	1,019,493
260 Operation & Maintenance	2,856,111	243,271	3,099,382
270 Pupil Transportation	1,443,146	(169,228)	1,273,918
280 Central Services	623,266	50,999	674,265
290 Other	1,042,234	67,675	1,109,909
Community Services	259,206	112,445	371,651
Transfers/Prior Period Adjustments	<u>582,122</u>	<u>4,193</u>	<u>586,315</u>
	200,000		200,000
TOTAL APPROPRIATED AS AMENDED	<u><u>\$ 38,038,157</u></u>	<u><u>\$ 2,031,399</u></u>	<u><u>\$ 40,069,556</u></u>
REVENUES OVER EXPENDITURES			<u><u>\$ 167,276</u></u>
PROJECTED ENDING FUND BALANCE JUNE 30, 2021			<u><u>\$ 7,737,331</u></u>

PURPOSE OF AMENDMENT:

To comply with Act 621, the Uniform Budgeting and Accounting Act states that an operating budget must be adopted by a school district by July 1 of the current fiscal year. Further, that as financial conditions in the district change and these changes significantly affect the existing budget, the budget must be amended to reflect the new projections.

The Business Office has reviewed the budget and have made many line item adjustments, the net of which are indicated below. Because of the large number of line items reviewed (approx. 3000) and changed, it is not possible to explain each one. However, listed below are some of the major changes:

Revenues :		
State:		
Foundation Allowance	\$ 1,053,035	
Categorical	86,685	
Net Increase - State		\$ 1,139,720
Local:		
Contributions	\$ 194,587	
Tuition - International Students	\$ (18,600)	
Net of Others	8,157	
Net Increase - Local		\$ 184,144
Federal Programs:		1,151,315
LISD		(84,564)
All Others		15,329
Total Revenue Changes		\$ 2,405,944
Expenditures :		
Salary & Benefits (excluding State & Federal)	\$ 505,322	
State and Federal Programs	1,162,381	
Contracted Services - Aramark	31,670	
Contributions	211,462	
Early Retirement Payouts	86,815	
Net of All Other	33,749	
Total Expenditure Changes		\$ 2,031,399
Net Change of Revenues Over Expenditures		\$ 374,545

EXECUTIVE SUMMARY

DATE: December 13, 2021

CONTACT PERSON: Bob Behnke
Derrick Richards

PURPOSE:

To approve the Plan for Safe Return to In-Person Instruction and the use of ARP ESSER III funds.

EXPLANATION:

As required by the American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Fund under the American Rescue Plan (ARP) Act of 2021, Public Law 117-2, enacted on March 11, 2021, any Local Education Agency (LEA) that receives funds must meet the following requirements.

- Develop a Plan to Safe Return to In-Person Instruction within 30 days of receipt of LEA allocation and post on the website.
- A reservation of 20% of the allocation to address the academic impact of lost instructional time.
- Ensure Maintenance of Equity for High-Poverty Schools.
- Local Education Agency plan for the use of ARP ESSER Funds developed with meaningful consultation with stakeholders and public comment.

The attached document provides documentation to meet each of the requirements as prescribed.

RECOMMENDATION:

It is the recommendation of Superintendent Bob Behnke and the Director of State and Federal Programs, Derrick Richards, that the Adrian Board of Education approve the Plan to Safe Return to In-Person Instruction and use of ARP ESSER III funds.



Elementary and Secondary School Emergency Relief III (ESSER III)

December 13, 2021

**Adrian Public Schools
State and Federal Programs**



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Federal Requirement: Safe Return to In-Person Instruction and Continuity of Services within 30 days of receipt of LEA allocation.

The Safe Return to In-Person Instruction (Michigan requirement was COVID-19 Preparedness and Response Plan) located below, was approved by the Adrian Public Schools Board of Education on the following dates. Since this plan was approved and allowed open comment since the passage of the ARP, this requirement has been met.

- August 10, 2020
- September 14, 2020
- October 12, 2020
- November 9, 2020
- December 14, 2020
- January 11, 2021
- February 8, 2021
- March 8, 2021
- April 12, 2021
- May 10, 2021
- June 14, 2021



Adrian Public Schools

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)
August 10, 2020

Name of District: Adrian Public Schools

Address of District: 785 Riverside Ave, Suite #1
District Code Number: 46010

Web Address of the District: WWW.AdrianMaples.Org

Name of Intermediate School District: Lenawee Intermediate School District

Name of Authorizing Body (if applicable): N/A

Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether, and to what extent, compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employ



- Employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A.** The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet.

Adrian Public Schools (APS) operates educational programs and provides educational services on behalf of, Head Start, Great Start Readiness Program, K-12, and Adult Education. During Phases 1-3 of the Michigan Safe Start Plan, APS operated programs will support student engagement and learning through a variety of remote means based on the availability of equipment, materials, and internet service, as well as the individual skills and abilities of the student. Each APS program/classroom will develop a program/classroom specific learning plan (course overview) that provides and allows for both electronic and non-electronic means of instruction, learning, and engagement.



The program/classroom specific course overviews will include and describe at least the following items: learning goals and student expectations; curriculum outline; online or other resources recommended or required; learning management systems utilized; and student engagement, assessment, and feedback strategies. The plan will also layout a proposed schedule of how students will be expected to participate in group and/or individual learning activities. Program/classroom specific learning plans will be subject to change as needed at the discretion of the teacher and school administration.

For those students who have access to an internet-capable device and internet service, student learning and engagement will occur through the use of instructional videos, video conferencing, online lesson delivery, and online assignments and assessments. Connected students will be provided with educational activities through online learning management systems (Google Classroom and Odysseyware), which will provide students with targeted learning. Students will also be encouraged to participate in project-based learning activities that allow for independence, while still making progress toward program and individual learning objectives.

APS has and will continue to conduct surveys to determine what electronic devices and internet service students have access to. APS will make reasonable efforts to provide an internet-capable device and/or internet service hotspot to those students who do not have such. The device and/or internet hotspot will be made available on a temporary basis at no cost to the student/family for their use during periods of remote instruction/learning. Priority will be given to Free Lunch eligible, Reduced Lunch eligible, Disabled Students, and then General Education Students.

APS will provide Chromebooks to all students in Grades 6-12. Chromebooks will be provided to students based on need in Grades K-5 during Phases 1-3.

For those students who do not have access to internet service, and for whom APS was unable to provide internet service due to such not being feasible under the circumstances, student learning and engagement will occur through the provision of written instructional materials, written assignments, and follow-up telephone calls between the student and teacher or school personnel. Written instructional materials will be distributed to parents/guardians either via mail or another delivery service, dropped off on the student's porch, or made available for pick-up utilizing proper social distancing measures.

APS staff will maintain frequent communication with APS students through both digital and written means (when a student does not have access to a device and/or internet service). These may include email, learning management systems, Google's Education Suite tools, video conferencing, and telephone. A priority has been placed on student engagement and connection with APS personnel as well as other students with a goal of supporting the whole-child through these challenging times.

APS will provide pencils, pens, crayons, markers, paper, and similar supplies to those students who do not have the materials that are necessary to actively participate in their program/classroom's learning plan.

APS's individual course overviews will be provided to each student and family in their home language. Parents and students will be provided with opportunities to provide both formal and informal feedback to teachers as well as school administrators throughout the course of the school year through surveys or other input opportunities. Feedback provided to the District will be used to further shape and refine the classroom/program course overview to ensure maximum effectiveness for all students.

APS will rely on the Michigan Department of Education and other external organizations and entities for the provision of high-quality digital and other resources that can aid in delivering remote learning to students. APS will also maintain regular contact with and monitor the actions of other school districts



within the region and state to collect information and ideas about instructional and student engagement and feedback best practices that could be incorporated into APS's classroom/program learning plans.

To ensure that student instruction is sufficiently differentiated to meet the individual needs of each student, APS will conduct an assessment (capable of being administered through electronic and/or other distance means) of each student early in the 2020-2021 school year to gain an understanding of where the student is academically and to help make instructional decisions for each student.

To the extent feasible, supports, services, and accommodations will be provided to each student requiring such. For each student with an Individualized Education Program (IEP), a Section 504 Plan, or another individualized plan, the student's team will work collaboratively to develop strategies for how best to allow the student to continue his/her learning and receive necessary services under the circumstances associated with remote learning. This may include the provision of teletherapy services. To the extent feasible, APS will provide assistive technology to those students who require such as described in the student's IEP or Section 504 Plan.

- B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. Face coverings (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:

- i. All staff and all students in grades Y5 (K) -12, and Preschool over age 2 when on a school bus.
- ii. All staff and all students in grades Y5 (K) -12, and Preschool over age 2, when in indoor hallways and common areas.
- iii. All staff when in classrooms.
- iv. All students in grades Y5's-12 when in classrooms.

APS will require all students who are medically able, Y5's-12 (excluding students who are two years of age or under, but including adult students who are developmentally capable of wearing a facemask), to wear a facemask while present on an APS school bus or within another school vehicle. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes on each APS school bus and within each APS vehicle responsible for transporting students. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

All students who are medically able, Y5's-12 (excluding students who are two years of age or under, but including adult students who are developmentally capable of wearing a facemask), will be required to wear a facemask when in indoor classrooms, laboratories, restrooms, other instructional areas, hallways and other common areas within APS buildings and while engaged in any APS-sponsored activity while in another indoor space. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes within each APS building and at APS-sponsored activities off-site. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.



All APS staff members and contracted service providers who are medically able will be required to wear a facemask at all times while present in an APS building or while engaged in APS-sponsored activity off-site. Staff members and contracted services providers may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in adult sizes within each APS building and at APS-sponsored activities off-site. Those staff members and contracted service providers who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the staff member or contracted service provider is medically unable to wear a face covering will not be required to wear a face covering.

Students, APS staff members, and APS-contracted service providers using reusable cloth facemasks are responsible for wearing a clean facemask each day. This may be achieved by washing the cloth facemask after each daily use or by wearing a new, clean cloth facemask. Disposable facemasks must be disposed of at the end of each day, and a new facemask must be worn on the next day. Facemasks must cover the individual's mouth and nose at all times.

No individual is required to wear a face covering while eating a meal.

An online option will be available for parents to elect for their child if they choose to not send their child back to in-person learning.

2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

APS will place hand sanitizing devices at the main entry points to all APS buildings, and all individuals will be strongly encouraged to apply hand sanitizer (with at least 60% alcohol) upon entering the building. Hand sanitizer will also be made available in each classroom, laboratory, meeting room, and office at APS. Furthermore, hand sanitizer will be made available on each APS school bus and must be applied to each student, family member, staff member, and contracted service provider upon entering the school bus. Restrooms and classrooms with sinks will be locations where students should wash their hands.

APS students and staff will be strongly encouraged to engage in frequent handwashing with soap and water. All students will receive training on how to properly wash their hands following the United States Centers for Disease Control and Prevention (CDC) guidelines and signage will be placed throughout APS buildings encouraging frequent handwashing. All APS building restrooms will display signage that strongly encourages handwashing with soap and water and for at least 20 seconds pursuant to CDC guidance.

Signage will be displayed throughout all APS buildings that encourages students and staff to cough and sneeze into their elbows or cover their nose and mouth with a tissue, to promptly dispose of the tissue, and to wash their hands immediately thereafter using the CDC's recommended handwashing techniques.

All APS staff members and contracted service providers will be required, and students will be strongly encouraged to wash their hands every 2-3 hours. Handwashing will be built into student's daily schedules, and instructional staff members and contracted service providers will be expected to



engage in handwashing during the same period as students and/or between classes, at meal times, during prep time, etc.

APS staff and contracted service providers will be prohibited from – to the extent feasible – using the personal work area of other individuals and from sharing computers, telephones, writing utensils, and other materials and equipment unless the items are properly sanitized in between users. Equipment such as copy machines/printers and high traffic areas will be sanitized frequently by APS custodial/maintenance staff and others, as needed, and individuals will be required to wash their hands or utilize hand sanitizer after using equipment, supplies, or materials that are also used by others, such as a copy machine/printer.

Students will be told not to share their personal items and supplies and – to the extent feasible – adequate supplies and materials will be provided so that students are not required to share such with other students.

Signage will be displayed throughout all APS buildings that encourage students and staff not to share equipment, supplies, and other materials.

APS custodial department will develop a schedule that requires custodial staff to check each handwashing station (including restrooms) and hand sanitizing station at least once every four hours to ensure that there is an adequate supply of soap and sanitizer.

3. Cleaning

Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

APS custodial department will develop a schedule that requires custodial staff to engage in regular cleaning and disinfecting of frequently touched surfaces within APS buildings. These include, but are not limited to, light switches, doors, benches, and bathrooms. Cleaning and disinfecting of these areas will occur at least once every four hours using an EPA-approved disinfectant.

APS staff members and contracted service providers will be encouraged to engage in frequent cleaning and disinfecting of their work areas using an EPA-approved disinfectant.

All APS employees performing cleaning will be issued proper personal protective equipment (PPE), such as vinyl gloves, facemasks, and/or face shields as may be recommended by the CDC. Trash in district buildings will be collected daily and disposed of properly by someone wearing vinyl gloves.

Libraries, computer labs, and laboratories in which hands-on-learning occurs will undergo cleaning after each class period using an EPA-approved disinfectant.

Student desks will be wiped down with an EPA-approved disinfectant.

Playground and other common-use equipment will undergo regular and routine cleaning.

Each APS classroom, meeting room, and school bus will be provided with a cleaning kit that can be stored in a safe location that is not accessible to children that will include cleaning and disinfecting materials such as EPA-approved cleaning/disinfecting sprays and disposable wipes/paper towels.



4. Athletics

Please describe how you will implement the **requirements** for athletic protocols from the *Return to School Roadmap* (p. 27).

APS will align Athletic programs to the approved Michigan High School Athletic Association (MHSAA) guidelines.

5. Screening

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

APS has partnered with the Lenawee County Health Department to develop screening protocols that meet the requirements of the *Return to School Roadmap* for students, staff members, contracted service providers, and school visitors (to the extent necessary). APS will continue to work closely with the Health Department to update screening protocols as is necessary and will rely heavily on the guidance and directives of the Health Department with respect to screening protocols.

Students

APS will provide educational materials to all students and parents/guardians regarding COVID-19 common symptoms and the importance of self-monitoring and consulting a healthcare provider at the first sign of any symptoms. Parents/guardians will also be asked to sign a COVID-19 Screening Agreement that was developed in partnership with the Lenawee County Health Department indicating that they will conduct a daily COVID-19 screening and that they will not send their child to school if the screening process detects any possibility that the child may have COVID-19 and/or that the child may have been exposed to COVID-19. COVID-19 symptoms include, but are not necessarily limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Parents/guardians and/or students (depending on age and appropriateness) will be asked to inquire of their children as to how they are feeling and also to take their temperature prior to sending them to school each day. Any child who has a temperature of 100.4 degrees or higher, or who reports any other symptom(s) of COVID-19, must be kept home from school and medical attention should be sought. Parents/guardians should report to the school that the student will not be attending school due to the presence of symptoms of COVID-19 symptoms and should share those symptoms with the school.

Students who have been in close contact with someone who has tested positive for COVID-19 must be kept home from school and must self-quarantine for 14 days. Parents/guardians should contact the school to inform them that their child was in close contact with someone who tested positive for COVID-19 (providing as much detail about the encounter as possible to allow the school to determine if the student was in close contact with others students, staff members, and/or others at school after his/her contact with the COVID-19 positive individual).

Students will have their temperature taken at the start of the school day. This will take place in the classroom, or if the student arrives after the start of the school day, they should report to the main office, sign in, and have their temperature taken as part of the sign-in process.

Employees and Contracted Service Providers



All APS employees and contracted service providers who will be present on APS property will be required to complete a daily screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions will be prohibited from coming to work/entering an APS building/school and will be required to contact their supervisor as soon as possible to discuss next steps, which may include referral to a healthcare provider for COVID-19 testing.

An online App will be used for APS staff to complete this screening process. APS contractors will follow the guidelines of the employer and records will be maintained if needed.

Visitors and Volunteers

Visitors to APS buildings/schools will generally be discouraged. However, to the extent that a visitor (including parents/guardians) is necessary, visitors and volunteers will be required to complete a screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions will be prohibited from coming to work/entering an APS building/school.

APS students, staff members and contracted service providers must self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Pursuant to CDC guidelines, students, staff members, or contracted service providers who show symptoms of COVID-19 while at school or work will immediately be separated from other individuals (quarantined), required to wear a facemask, and sent home (or an ambulance will be called if the individual is clinically unstable). APS has identified locations in each of its buildings/schools where a student and/or staff member can be quarantined temporarily until they are able to leave the campus if they are demonstrating any symptoms of COVID-19. The District has also identified individuals in each building/school who can care for a COVID-19 symptomatic student or staff member until that individual is able to leave the campus.

In the event that a student, staff member, contracted service provider, or another individual present within the school setting is suspected of COVID-19 and is placed in the quarantine room, the room and



areas the person was in contact with will be immediately and temporarily closed to allow airborne particles to dissipate before the area is thoroughly cleaned and disinfected.

Students, staff members, or contracted service providers who develop a fever or become ill with COVID-19 symptoms at school will be directed to contact their healthcare provider for an evaluation to determine if the symptoms necessitate COVID-19 testing, or if, in the opinion of the healthcare provider, the symptoms are being caused by something else. If the student, staff member, or contracted service provider is not tested and no determination is made by the healthcare provider that the symptoms are being caused by something besides COVID-19, the student, staff member, or contract service provider must remain out of school/work until at least 10 days have passed since the first day that the individual had symptoms and at least 24 hours have passed since the individual had a fever (temperature of 100.4 degrees or greater) without the use of fever-reducing medication. Alternatively, if the individual's healthcare provider determines that the symptoms are being caused by something besides COVID-19, the individual may return to school/work with documentation from their healthcare provider indicating that their symptoms are being caused by something besides COVID-19.

6. Testing

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

APS has partnered with the Lenawee County Health Department to develop screening protocols that meet the requirements of the *Return to School Roadmap* for students, staff members, contracted service providers, and school visitors (to the extent necessary). APS will continue to work closely with the Health Department to update screening protocols as is necessary and will rely heavily on the guidance and directives of the Health Department with respect to testing protocols.

If a student, staff member, or contracted service provider tests positive for COVID-19, APS will work with the Lenawee County Health Department to provide notice to all individuals with whom the COVID-19 positive individual may have interacted from two days prior to when the COVID-19 positive person became symptomatic. This would include all other people who the COVID-19 positive person may have been in close contact with (closer than six feet of separation) for 15 minutes or more. The notice will encourage closer observation for any symptoms of COVID-19 at home.

APS will also work with the COVID-19 positive individual and the Lenawee County Health Department to perform contact tracing to determine whom within the District the COVID-19 positive individual may have been in close contact with (closer than six feet of separation) for 15 minutes or more. All staff members, students, contracted staff members, and others who were in close contact with the COVID-19 individual will be required to quarantine for 14 days at home. Those individuals who develop symptoms of COVID-19 should be tested.

Any student, staff member, or contracted service provider who tests positive for COVID-19 will be directed to self-quarantine at home, consistent with any applicable Executive Order or other guidance from proper authorities, including, but not limited to, the Lenawee County Health Department. Students, staff members, or contracted service providers who test positive for COVID-19 may return to work/school when: 1) at least 24 hours with no fever (without the use of fever-reducing medication); 2) symptoms have improved; 3) at least ten (10) days have passed since symptoms first appeared; and 4) when authorization to return to work/school is provided by the Lenawee County Health Department and/or the individual's healthcare provider. APS will also require an employee and contracted service provider to provide documentation clearing his or her return to work.



In the event that a student, staff member, contracted service provider, or another individual present within the school setting tests positive for COVID-19 and to the extent feasible under the then-current conditions, those areas within the District in which the COVID-19 positive individual was present for extended periods of time, such as a classroom or office, will be immediately and temporarily closed for a period of 24-hours to allow airborne particles to dissipate before the area is thoroughly cleaned and disinfected.

7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

Each APS school bus and other student transportation vehicle will be cleaned and disinfected before and after each school bus transit route with a particular emphasis on high-touch surfaces such as the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles. Each school bus will be equipped with cleaning/disinfecting materials. No students will be present on the school bus when it is cleaned, and, weather permitting, windows and doors will be opened during cleaning/disinfecting to allow the vehicle to air out.

APS will request that families clean and disinfect all equipment such as car seats, wheelchairs, walkers, and adaptive equipment, or assistive technologies being transported to school on a daily basis.

Each school bus will be equipped with hand sanitizer (with at least 60% alcohol) near the entry point to the school bus. Hand sanitizer must be applied by/to each student, family member, staff member, and contracted service provider upon entering the school bus.

APS will require all students who are medically able, Y5 (K) -12 (excluding students who are two years of age or under, but including adult students who are developmentally capable of wearing a facemask), to wear a facemask while present on an APS school bus or within another school vehicle. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes on each APS school bus and within each APS vehicle responsible for transporting students. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

When the weather allows such, and provided that it is safe under the circumstances, windows will be opened and left open while the school bus (or another vehicle) is in motion to increase air circulation.

No individual exhibiting COVID-19 symptoms will be permitted to board a school bus or enter any other kind of APS-provided transportation. If a student becomes sick during the day, they will be prohibited from using group transportation to return home. Individual transportation from First Student may be provided if a parent is unable to pick-up their child. If a driver becomes sick during the day, they must follow protocols for sick staff outlined in this plan and must not return to drive students until they have been properly cleared.

Seats on buses will be assigned.



C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

All students who are medically able, Y5's-12 (excluding students who are two years of age or under, but including adult student who are developmentally capable of wearing a facemask) will be required to wear a facemask when in indoor hallways and other common areas within APS buildings and while engaged in any APS-sponsored activity while in another indoor space. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes within each APS building and at APS-sponsored activities off-site. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

All APS staff members and contracted service providers who are medically able will be required to wear a facemask at all times while present in an APS building or while engaged in APS-sponsored activities off-site. Staff members and contracted service providers may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in adult sizes within each APS building and at APS-sponsored activities off-site. Those staff members and contracted service providers who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the staff member or contracted service provider is medically unable to wear a face covering will not be required to wear a face covering.

Students, APS staff members, and APS-contracted service providers using reusable cloth facemasks are responsible for wearing a clean facemask each day. This may be achieved by washing the cloth facemask after each daily use or by wearing a new, clean cloth facemask. Disposable facemasks must be disposed of at the end of each day and a new facemask must be worn on the next day.

No individual is required to wear a face covering while eating a meal.

APS has partnered with the Lenawee County Health Department to develop screening protocols that meet the requirements of the *Return to School Roadmap* for students, staff members, contracted service providers, and school visitors (to the extent necessary). APS will continue to work closely with the Health Department to update screening protocols as is necessary and will rely heavily on the guidance and directives of the Health Department with respect to screening protocols.

Students

APS will provide educational materials to all students and parents/guardians regarding COVID-19 common symptoms and the importance of self-monitoring and consulting a healthcare provider at the first sign of any symptoms. Parents/guardians will also be asked to sign a COVID-19 Screening Agreement that was developed in partnership with the Lenawee County Health Department indicating that they will conduct a daily COVID-19 screening and that they will not send their child to school if the screening process detects any possibility that the child may have COVID-19 and/or that the child may have been exposed to COVID-19. COVID-19 symptoms include, but are not necessarily limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Parents/guardians and/or students (depending on age and appropriateness) will be asked to inquire of their children as to how they are feeling and also to take their temperature prior to sending them to school each day. Any child who has a temperature of 100.4 degrees or higher, or who reports any other symptom(s) of COVID-19, must be kept home from school and medical attention should be



sought. Parents/guardians should report to the school that the student will not be attending school due to the presence of symptoms of COVID-19 symptoms and should share those symptoms with the school.

Students who have been in close contact with someone who has tested positive for COVID-19 must be kept home from school and must self-quarantine for 14 days. Parents/guardians should contact the school to inform them that their child was in close contact with someone who tested positive for COVID-19 (providing as much detail about the encounter as possible to allow the school to determine if the student was in close contact with others students, staff members, and/or others at school after his/her contact with the COVID-19 positive individual).

Employees and Contracted Service Providers

All APS employees and contracted service providers who will be present on APS property will be required to complete a daily screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions, will be prohibited from coming to work/entering an APS building/school and will be required to contact their supervisor as soon as possible to discuss next steps, which may include referral to a healthcare provider for COVID-19 testing.

Visitors/Volunteers

Visitors to APS buildings/schools will generally be discouraged; however, to the extent that a visitor (including parents/guardians) is necessary, visitors and volunteers will be required to complete a screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions, will be prohibited from coming to work/entering an APS building/school.

APS students, staff members, and contracted service providers must self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Pursuant to CDC guidelines, students, staff members, or contracted service providers who show symptoms of COVID-19 while at school or work will be immediately separated from other individuals (quarantined), required to wear a facemask, and



sent home (or an ambulance will be called if the individual is clinically unstable). APS has identified locations in each of its buildings/schools where a student and/or staff member can be quarantined temporarily until they are able to leave the campus if they are demonstrating any symptoms of COVID-19. The District has also identified individuals in each building/school who can care for a COVID-19 symptomatic student or staff member until that individual is able to leave the campus.

Students, staff members, or contracted service providers who develop a fever or become ill with COVID-19 symptoms at school will be directed to contact their healthcare provider for an evaluation to determine if the symptoms necessitate COVID-19 testing, or if, in the opinion of the healthcare provider, the symptoms are being caused by something else. If the student, staff member, or contracted service provider is not tested and no determination is made by the healthcare provider that the symptoms are being caused by something besides COVID-19, the student, staff member, or contract service provider must remain out of school/work until at least 10 days have passed since the first day that the individual had symptoms and at least 24 hours have passed since the individual had a fever (temperature of 100.4 degrees or greater) without the use of fever-reducing medication. Alternatively, if the individual's healthcare provider determines that the symptoms are being caused by something besides COVID-19, the individual may return to school/work with documentation from their healthcare provider indicating that their symptoms are being caused by something besides COVID-19.

APS intends to follow all hygiene and cleaning/disinfecting requirements established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and during Phase 5 as well.

Each APS school facility will identify and designate a quarantine area and a staff person to care for students who become ill while at school. APS students who become ill with symptoms of COVID-19 at school will be placed in the designated quarantine area with a facemask in place until they can be picked up by a parent/guardian. APS staff members responsible for caring for these students will be provided with a disposable facemask, disposable gloves, and a disposable gown to wear while caring for the ill student. All disposable materials must be properly and safely disposed of when the student leaves the school.

APS intends to follow all testing and COVID-19 positive response protocols established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and also during Phase 5.

APS intends to follow all busing and student transportation protocols established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and during Phase 5 as well.

To the extent that food service occurs, serving and cafeteria staff will be required to use barrier protection including disposable gloves, face shields, and facemasks at all times. Students, staff members, and contracted service providers must wash their hands before and after all meals.

Any gatherings of people will comply with then-current and applicable executive orders of the Governor and/or any other requirements of the Lenawee County Health Department or another applicable governmental body with jurisdiction.

Field trips will continue to be discouraged. However, if they do occur with permission from the superintendent, all transportation protocols, including mandatory face coverings for all persons (except those who are medically unable), will be followed.

During Phase 5 of the Michigan Safe Start Plan, indoor spectator events will be limited to 50 people and large scale outdoor spectator or stadium events will be limited to 250 people (or updates to the MHSAA approved guidelines). Spectators who are not part of the same household must always maintain at least six feet of physical distance from others.



Students, staff members, contracted service providers, volunteers, and others must use proper hand washing techniques before and after practice, events, or other gatherings. Every participant must provide confirmation that they are healthy and without any symptoms prior to the event.

School buses and other student transportation vehicles will be cleaned and disinfected before and after every transportation route as described above.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

All students who are medically able, Y5 (K)-12 (excluding students who are two years of age or under, but including adult student who are developmentally capable of wearing a facemask), will be required to wear a facemask when in indoor hallways and other common areas within APS buildings and while engaged in any APS-sponsored activity while in another indoor space. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes within each APS building and at APS-sponsored activities off-site. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

All APS staff members and contracted service providers who are medically able will be required to wear a facemask at all times while present in an APS building or while engaged in APS-sponsored activity off-site. Staff members and contracted service providers may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in adult sizes within each APS building and at APS-sponsored activities off-site. Those staff members and contracted service providers who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the staff member or contracted service provider is medically unable to wear a face covering will not be required to wear a face covering.

Students, APS staff members, and APS-contracted service providers using reusable cloth facemasks are responsible for wearing a clean facemask each day. This may be achieved by washing the cloth facemask after each daily use or by wearing a new, clean cloth facemask. Disposable facemasks must be disposed of at the end of each day and a new facemask must be worn on the next day.

Facemasks must cover the mouth and nose of the individual at all times.

No individual is required to wear a face covering while eating a meal.

APS has partnered with the Lenawee County Health Department to develop screening protocols that meet the requirements of the *Return to School Roadmap* for students, staff members, contracted service providers, and school visitors (to the extent necessary). APS will continue to work closely with the Health Department to update screening protocols as is necessary and will rely heavily on the guidance and directives of the Health Department with respect to screening protocols.

Students



APS will provide educational materials to all students and parents/guardians regarding COVID-19 common symptoms and the importance of self-monitoring and consulting a healthcare provider at the first sign of any symptoms. Parents/guardians will also be asked to sign a COVID-19 Screening Agreement that was developed in partnership with the Lenawee County Health Department indicating that they will conduct a daily COVID-19 screening and that they will not send their child to school if the screening process detects any possibility that the child may have COVID-19 and/or that the child may have been exposed to COVID-19. COVID-19 symptoms include, but are not necessarily limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Parents/guardians and/or students (depending on age and appropriateness) will be asked to inquire of their children as to how they are feeling and also to take their temperature prior to sending them to school each day. Any child who has a temperature of 100.4 degrees or higher, or who reports any other symptom(s) of COVID-19, must be kept home from school and medical attention should be sought. Parents/guardians shall report to the school that the student will not be attending school due to the presence of symptoms of COVID-19 symptoms and should share those symptoms with the school.

Students who have been in close contact with someone who has tested positive for COVID-19 must be kept home from school and must self-quarantine for 14 days. Parents/guardians should contact the school to inform them that their child was in close contact with someone who tested positive for COVID-19 (providing as much detail about the encounter as possible to allow the school to determine if the student was in close contact with others students, staff members, and/or others at school after his/her contact with the COVID-19 positive individual).

Employees and Contracted Service Providers

All APS employees and contracted service providers who will be present on APS property will be required to complete a daily screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions will be prohibited from coming to work/entering an APS building/school and will be required to contact their supervisor as soon as possible to discuss next steps, which may include referral to a healthcare provider for COVID-19 testing.

Visitors/Volunteers

Visitors to APS buildings/schools will generally be discouraged. However, to the extent that a visitor (including parents/guardians) is necessary, visitors will be required to complete a screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?



2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?

3. Have you engaged in any international travel in the last 14 days?

Any person who answers yes to any of these questions will be prohibited from coming to work/entering an APS building/school.

APS students, staff members, contracted service providers must self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Pursuant to CDC guidelines, students, staff members, or contracted service providers who show symptoms of COVID-19 while at school or work will be immediately separated from other individuals (quarantined), required to wear a facemask and sent home (or an ambulance will be called if the individual is clinically unstable). APS has identified locations in each of its buildings/schools where a student and/or staff member can be quarantined temporarily until they are able to leave the campus if they are demonstrating any symptoms of COVID-19. The District has also identified individuals in each building/school who can care for a COVID-19 symptomatic student or staff member until that individual is able to leave the campus.

Students, staff members, or contracted service providers who develop a fever or become ill with COVID-19 symptoms at school will be directed to contact their healthcare provider for an evaluation to determine if the symptoms necessitate COVID-19 testing, or if, in the opinion of the healthcare provider, the symptoms are being caused by something else. If the student, staff member, or contracted service provider is not tested and no determination is made by the healthcare provider that the symptoms are being caused by something besides COVID-19, the student, staff member, or contract service provider must remain out of school/work until at least 10 days have passed since the first day that the individual had symptoms and at least 24 hours have passed since the individual had a fever (temperature of 100.4 degrees or greater) without the use of fever-reducing medication. Alternatively, if the individual's healthcare provider determines that the symptoms are being caused by something besides COVID-19, the individual may return to school/work with documentation from their healthcare provider indicating that their symptoms are being caused by something besides COVID-19.

APS intends to follow all hygiene and cleaning/disinfecting requirements established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and during Phase 5 as well.

Each APS school facility will identify and designate a quarantine area and a staff person to care for students who become ill while at school. APS students who become ill with symptoms of COVID-19 at school will be placed in the designated quarantine area with a facemask in place until they can be picked up by a parent/guardian. APS staff members responsible for caring for these students will be provided with a disposable facemask, disposable gloves, and a disposable gown to wear while caring for the ill student. All disposable materials must be properly and safely disposed of when the student leaves the school.

APS intends to follow all testing and COVID-19 positive response protocols established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and during Phase 5 as well.

APS intends to follow all busing and student transportation protocols established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and during Phase 5 as well.

To the extent that food service occurs, serving and cafeteria staff will be required to use barrier protection including disposable gloves, face shields, and facemasks at all times. Students, staff members, and contracted service providers must wash their hands before and after all meals.



Any gatherings of people will comply with then-current and applicable executive orders of the Governor and/or any other requirements of the Lenawee County Health Department or another applicable governmental body with jurisdiction.

Field trips will continue to be discouraged; however, if they do occur with permission from the superintendent, all transportation protocols, including mandatory face coverings for all persons (except those who are medically unable) will be followed.

During Phase 5 of the Michigan Safe Start Plan, indoor spectator events will be limited to 50 people and large scale outdoor spectator or stadium events will be limited to 250 people (or updates to the MHSA guidelines). Spectators who are not part of the same household must always maintain at least six feet of physical distance from others.

Students, staff members, contracted service providers, volunteers, and others must use proper hand washing techniques before and after practice, event, or other gathering. Every participant must provide confirmation that they are healthy and without any symptoms prior to the event.

School buses and other student transportation vehicles will be cleaned and disinfected before and after every use as described above.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

APS intends to include all strongly recommended protocols from the *Return to School Roadmap* in its Preparedness Plan when Region 7 is in Phase 5 of the *Michigan Safe Start Plan*.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

The highly recommended protocols included in the *Return to School Roadmap* for Phase 4 that APS does not intend to follow are as follows:

(1) The strong recommendation that desks and tables be spaced six feet apart in classrooms and that class sizes be kept to the level afforded necessary by that spacing requirement. While significant effort will be made to space desks and students as far apart from other desks and students (persons), APS does not believe that all of its current facilities and classroom sizes (due to budgetary and other constraints) allow for six feet of spacing in every instance with typical class sizes. Not having typical class sizes would eliminate student programming opportunities and/or require students to physically attend school significantly less than under normal circumstances (i.e. such as an every-other-day alternating schedule), which the district has determined would, among other issues, create an unsustainable burden on district teachers and other staff members who would be responsible for providing in-person and distance/remote instruction to students at the same time (i.e. teachers would be responsible for teaching in-person all week, while also having distance/remote learning obligations to those students who are not physically present in school). This also presents issues with respect to child care for working parents/guardians in that those students who are not physically present in school and who are unable to care for themselves would be required to be cared for while at home. Although



classrooms may not allow for adequate social/physical distancing of six feet or more, all staff members and students in grades Y5's – 12th will be required to wear facemasks while in the classroom. Furthermore, all reasonable and feasible efforts will be taken to ensure consistent physical spacing between all persons while within the classroom. Additionally, efforts will be undertaken to minimize individual interactions with other persons as students will generally be placed into cohorts with which they will remain throughout the school day.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

The Board of Education authorizes the Superintendent to make modifications to this plan to comply with new Executive Orders, State Law, Health Department Guidelines, or MHSA Update. The Superintendent will inform the School Board of any such changes at the next regularly scheduled Board of Education Meeting or sooner.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:

Link to the approved Plan posted on the District/PSA/nonpublic school website:
<https://www.adrianmaples.org/back-to-school/>

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan: Robert Behnke, Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: 08/11/2020

Date Submitted to State Superintendent and State Treasurer: 08/11/2020



Federal Requirement: Safe Return to In-Person Instruction and Continuity of Services must be updated within six months.

Adrian Public Schools Safe Return to In-Person Instruction Plan

Updated December 13, 2021

Name of District: Adrian Public Schools

Address of District: 785 Riverside Ave, Suite #1

District Code Number: 46010

Web Address of the District: www.adrianmaples.org

Name of Intermediate School District: Lenawee Intermediate School District

Adrian Public Schools (APS) operates educational programs and provides educational services on behalf of, Head Start, Great Start Readiness Program, K-12, and Adult Education. APS operated programs will support student engagement and learning through a variety of educational opportunities on the availability of equipment, materials, and internet service, as well as the individual skills and abilities of the student. Each APS program/classroom will develop a program/classroom specific learning plan (course overview) that provides and allows for both electronic and non-electronic means of instruction, learning, and engagement.

The program/classroom specific course overviews will include and describe at least the following items: learning goals and student expectations; curriculum outline; online or other resources recommended or required; learning management systems utilized; and student engagement, assessment, and feedback strategies. The plan will also layout a proposed schedule of how students will be expected to participate in group and/or individual learning activities. Program/classroom specific learning plans will be subject to change as needed at the discretion of the teacher and school administration.

For those students who have access to an internet-capable device and internet service, student learning and engagement will occur through the use of instructional videos, video conferencing, online lesson delivery, and online assignments and assessments. Connected students will be provided with educational activities through online learning management systems (Google Classroom, Michigan Virtual, and Lincoln Learning), which will provide students with targeted learning. Students will also be encouraged to participate in project-based learning activities that allow for independence, while still making progress toward program and individual learning objectives.



APS will make reasonable efforts to provide an internet-capable device and/or internet service hotspot to those students who do not have such. The device and/or internet hotspot will be made available on a temporary basis at no cost to the student/family for their use during periods of remote instruction/learning. Priority will be given to Free Lunch eligible, Reduced Lunch eligible, Disabled Students, and then General Education Students.

APS will provide Chromebooks to all students in Grades 6-12. Chromebooks will be provided to students based on need in Grades K-5.

For those students who do not have access to internet service, and for whom APS was unable to provide internet service due to such not being feasible under the circumstances, student learning and engagement will occur through the provision of written instructional materials, written assignments, and follow-up telephone calls between the student and teacher or school personnel. Written instructional materials will be distributed to parents/guardians either via mail or another delivery service, dropped off on the student's porch, or made available for pick-up utilizing proper social distancing measures.

APS staff will maintain frequent communication with APS students through both digital and written means (when a student does not have access to a device and/or internet service). These may include email, learning management systems, Google's Education Suite tools, video conferencing, and telephone. A priority has been placed on student engagement and connection with APS personnel as well as other students with a goal of supporting the whole-child through these challenging times.

APS will provide pencils, pens, crayons, markers, paper, and similar supplies to those students who do not have the materials that are necessary to actively participate in their program/classroom's learning plan.

APS's individual course overviews will be provided to each student and family in their home language. Parents and students will be provided with opportunities to provide both formal and informal feedback to teachers as well as school administrators throughout the course of the school year through surveys or other input opportunities. Feedback provided to the District will be used to further shape and refine the classroom/program course overview to ensure maximum effectiveness for all students.

APS will rely on the Michigan Department of Education and other external organizations and entities for the provision of high-quality digital and other resources that can aid in delivering remote learning to students. APS will also maintain regular contact with and monitor the actions of other school districts within the region and state to collect information and ideas about instructional and student engagement and feedback best practices that could be incorporated into APS's classroom/program learning plans.

To ensure that student instruction is sufficiently differentiated to meet the individual needs of each student, APS will conduct an assessment (capable of being administered through electronic and/or other distance means) of each student early in the 2021-2022 school year to gain an understanding of where the student is academically and to help make instructional decisions for each student.

Face coverings Protocols

APS will encourage all students who are medically able, Y5's-12 (excluding students who are two years of age or under, but including adult students who are developmentally capable of wearing a facemask), to wear a facemask while present on an APS school bus or within another school vehicle. Students



may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes on each APS school bus and within each APS vehicle responsible for transporting students. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

All students who are medically able, Y5's-12 (excluding students who are two years of age or under, but including adult students who are developmentally capable of wearing a facemask), will be encouraged to wear a facemask when in indoor classrooms, laboratories, restrooms, other instructional areas, hallways and other common areas within APS buildings and while engaged in any APS-sponsored activity while in another indoor space. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes within each APS building.

All APS staff members and contracted service providers who are medically able will be encouraged to wear a facemask at all times while present in an APS building or while engaged in APS-sponsored activity off-site. Staff members and contracted services providers may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in adult sizes within each APS building and at APS-sponsored activities off-site.

Hygiene Protocols

APS will place hand sanitizing devices at the main entry points to all APS buildings, and all individuals will be strongly encouraged to apply hand sanitizer (with at least 60% alcohol) upon entering the building. Hand sanitizer will also be made available in each classroom, laboratory, meeting room, and office at APS. Furthermore, hand sanitizer will be made available on each APS school bus and must be applied to each student, family member, staff member, and contracted service provider upon entering the school bus. Restrooms and classrooms with sinks will be locations where students should wash their hands.

APS students and staff will be strongly encouraged to engage in frequent handwashing with soap and water. All students will receive training on how to properly wash their hands following the United States Centers for Disease Control and Prevention (CDC) guidelines and signage will be placed throughout APS buildings encouraging frequent handwashing. All APS building restrooms will display signage that strongly encourages handwashing with soap and water and for at least 20 seconds pursuant to CDC guidance.

Cleaning Protocols

APS custodial department will develop a schedule that requires custodial staff to engage in regular cleaning and disinfecting of frequently touched surfaces within APS buildings. These include, but are not limited to, light switches, doors, benches, and bathrooms. Cleaning and disinfecting of these areas will occur at least once every four hours using an EPA-approved disinfectant.



APS staff members and contracted service providers will be encouraged to engage in frequent cleaning and disinfecting of their work areas using an EPA-approved disinfectant.

All APS employees performing cleaning will be issued proper personal protective equipment (PPE), such as vinyl gloves, facemasks, and/or face shields as may be recommended by the CDC. Trash in district buildings will be collected daily and disposed of properly by someone wearing vinyl gloves.

Libraries, computer labs, and laboratories in which hands-on-learning occurs will undergo cleaning at least once per day using an EPA-approved disinfectant.

Student desks will be wiped down with an EPA-approved disinfectant at least once a day.

Playground and other common-use equipment will undergo regular and routine cleaning.

Each APS classroom, meeting room, and school bus will be provided with a cleaning kit that can be stored in a safe location that is not accessible to children that will include cleaning and disinfecting materials such as EPA-approved cleaning/disinfecting sprays and disposable wipes/paper towels.

Athletics

APS will align Athletic programs to the approved Michigan High School Athletic Association (MHSA) guidelines.

Screening Protocols

APS has partnered with the Lenawee County Health Department to develop screening protocols that meet the requirements of the *Return to School Roadmap* for students, staff members, contracted service providers, and school visitors (to the extent necessary). APS will continue to work closely with the Health Department to update screening protocols as is necessary and will rely heavily on the guidance and directives of the Health Department with respect to screening protocols.

Students

APS will provide educational materials to all students and parents/guardians regarding COVID-19 common symptoms and the importance of self-monitoring and consulting a healthcare provider at the first sign of any symptoms. Parents/guardians will also be asked to sign a COVID-19 Screening Agreement that was developed in partnership with the Lenawee County Health Department indicating that they will conduct a daily COVID-19 screening and that they will not send their child to school if the screening process detects any possibility that the child may have COVID-19 and/or that the child may have been exposed to COVID-19. COVID-19 symptoms include, but are not necessarily limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Parents/guardians and/or students (depending on age and appropriateness) will be asked to inquire of their children as to how they are feeling and also to take their temperature prior to sending them to school each day. Any child who has a temperature of 100.4 degrees or higher, or who reports



any other symptom(s) of COVID-19, must be kept home from school and medical attention should be sought. Parents/guardians should report to the school that the student will not be attending school due to the presence of symptoms of COVID-19 symptoms and should share those symptoms with the school.

Students who have been in close contact with someone who has tested positive for COVID-19 must be kept home from school and must self-quarantine for 14 days. Parents/guardians should contact the school to inform them that their child was in close contact with someone who tested positive for COVID-19 (providing as much detail about the encounter as possible to allow the school to determine if the student was in close contact with others students, staff members, and/or others at school after his/her contact with the COVID-19 positive individual).

Students will have their temperature taken at the start of the school day. This will take place in the classroom, or if the student arrives after the start of the school day, they should report to the main office, sign in, and have their temperature taken as part of the sign-in process.

Volunteers

Volunteers will be required to complete a screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions will be prohibited from coming to work/entering an APS building/school.

APS students, staff members and contracted service providers must self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Pursuant to CDC guidelines, students, staff members, or contracted service providers who show symptoms of COVID-19 while at school or work will immediately be separated from other individuals (quarantined), required to wear a facemask, and sent home (or an ambulance will be called if the individual is clinically unstable). APS has identified locations in each of its buildings/schools where a student and/or staff member can be quarantined temporarily until they are able to leave the campus if they are demonstrating any symptoms of COVID-19. The District has also identified individuals in each building/school who can care for a COVID-19 symptomatic student or staff member until that individual is able to leave the campus.

In the event that a student, staff member, contracted service provider, or another individual present within the school setting is suspected of COVID-19 and is placed in the quarantine room, the room and areas the person was in contact with will be immediately and temporarily closed to allow airborne particles to dissipate before the area is thoroughly cleaned and disinfected.

Students, staff members, or contracted service providers who develop a fever or become ill with COVID-19 symptoms at school will be directed to contact their healthcare provider for an evaluation to



determine if the symptoms necessitate COVID-19 testing, or if, in the opinion of the healthcare provider, the symptoms are being caused by something else. If the student, staff member, or contracted service provider is not tested and no determination is made by the healthcare provider that the symptoms are being caused by something besides COVID-19, the student, staff member, or contract service provider must remain out of school/work until at least 10 days have passed since the first day that the individual had symptoms and at least 24 hours have passed since the individual had a fever (temperature of 100.4 degrees or greater) without the use of fever-reducing medication. Alternatively, if the individual's healthcare provider determines that the symptoms are being caused by something besides COVID-19, the individual may return to school/work with documentation from their healthcare provider indicating that their symptoms are being caused by something besides COVID-19.

Testing Protocols

APS has partnered with the Lenawee County Health Department to develop screening protocols. APS will continue to work closely with the Health Department to update screening protocols as is necessary and will rely heavily on the guidance and directives of the Health Department with respect to testing protocols.

If a student, staff member, or contracted service provider tests positive for COVID-19, APS will work with the Lenawee County Health Department to provide notice to all individuals with whom the COVID-19 positive individual may have interacted from two days prior to when the COVID-19 positive person became symptomatic. This would include all other people who the COVID-19 positive person may have been in close contact with (closer than six feet of separation) for 15 minutes or more. The notice will encourage closer observation for any symptoms of COVID-19 at home.

APS will also work with the COVID-19 positive individual and the Lenawee County Health Department to perform contact tracing to determine whom within the District the COVID-19 positive individual may have been in close contact with (closer than six feet of separation) for 15 minutes or more. All staff members, students, contracted staff members, and others who were in close contact with the COVID-19 individual will be required to quarantine for 14 days at home. Those individuals who develop symptoms of COVID-19 should be tested.

Any student, staff member, or contracted service provider who tests positive for COVID-19 will be directed to self-quarantine at home, consistent with any applicable Executive Order or other guidance from proper authorities, including, but not limited to, the Lenawee County Health Department. Students, staff members, or contracted service providers who test positive for COVID-19 may return to work/school when: 1) at least 24 hours with no fever (without the use of fever-reducing medication); 2) symptoms have improved; 3) at least ten (10) days have passed since symptoms first appeared; and 4) when authorization to return to work/school is provided by the Lenawee County Health Department and/or the individual's healthcare provider. APS will also require an employee and contracted service provider to provide documentation clearing his or her return to work.

In the event that a student, staff member, contracted service provider, or another individual present within the school setting tests positive for COVID-19 and to the extent feasible under the then-current conditions, those areas within the District in which the COVID-19 positive individual was present for extended periods of time, such as a classroom or office, will be immediately and temporarily closed for a period of 24-hours to allow airborne particles to dissipate before the area is thoroughly cleaned and disinfected.



Test to Stay protocols are being piloted at Adrian High School following the local health department protocols for such. For specifics on Test to Stay please visit the following link:
<https://www.lenawee.mi.us/DocumentCenter/View/7221/Guidance-for-Lenawee-County-Schools>

When Students will be Sent Home

Students and staff should not go to school or any school related activities or sports if they are having symptoms of COVID-19 OR if they are waiting for their COVID-19 test results. If students have the following symptoms at school, they will be sent home.

Symptoms that exclude child from school:

- Fever of 100.4 or greater
- New onset cough/worsening cough
- Loss of taste or smell
- Extreme fatigue (feeling tired/weakness)
- Student is waiting for their COVID-19 Test Results

These symptoms are subject to change

If a student is sent home for the above symptoms, they will be required to do a 10 day quarantine OR they can return with a note from a healthcare provider clearing them to return OR proof of a negative COVID test. If they do not have a health care provider, they may contact the Lenawee County Health Department at 517-264-5226 option 5 to speak to a public health nurse.

If the findings from the health care provider and testing find:

Child/Staff has symptoms of COVID-19 and tests positive for COVID-19

- Child must stay out of school for 10 days from symptom onset and they must be fever free for 24 hours before returning to school.

Child/Staff has symptoms of COVID but no testing was done:

- Child must stay out of school for 10 days from symptoms onset or can return with a note from a healthcare provider.

Child/Staff has symptoms of COVID-19 and tests negative:

- They may return as long as they have been fever free for 24 hours.

Child/Staff has been exposed to COVID-19 but has no symptoms:

- Child must complete full quarantine regardless if they have symptoms or not. The exception to this rule is the option to get a negative COVID test on either day 6 or day of a quarantine to return on day 8. Home tests will not be accepted.

Parents must make personal contact with the school on all the above scenarios and provide written documents from a health care provider before a student will be allowed to return to class.

Busing and Student Transportation



Each APS school bus and other student transportation vehicle will be cleaned and disinfected before and after each school bus transit route with a particular emphasis on high-touch surfaces such as the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles. Each school bus will be equipped with cleaning/disinfecting materials. No students will be present on the school bus when it is cleaned, and, weather permitting, windows and doors will be opened during cleaning/disinfecting to allow the vehicle to air out.

APS will request that families clean and disinfect all equipment such as car seats, wheelchairs, walkers, and adaptive equipment, or assistive technologies being transported to school on a daily basis.

Each school bus will be equipped with hand sanitizer (with at least 60% alcohol) near the entry point to the school bus. Hand sanitizer must be applied by/to each student, family member, staff member, and contracted service provider upon entering the school bus.

APS will require all students who are medically able, Y5 (K) -12 (excluding students who are two years of age or under, but including adult students who are developmentally capable of wearing a facemask), to wear a facemask while present on an APS school bus or within another school vehicle. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes on each APS school bus and within each APS vehicle responsible for transporting students. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

When the weather allows such, and provided that it is safe under the circumstances, windows will be opened and left open while the school bus (or another vehicle) is in motion to increase air circulation.

No individual exhibiting COVID-19 symptoms will be permitted to board a school bus or enter any other kind of APS-provided transportation. If a student becomes sick during the day, they will be prohibited from using group transportation to return home. Individual transportation from First Student may be provided if a parent is unable to pick-up their child. If a driver becomes sick during the day, they must follow protocols for sick staff outlined in this plan and must not return to drive students until they have been properly cleared.

Seats on buses will be assigned.

Link to the approved Plan posted on the District/PSA/nonpublic school website:
<https://www.adrianmaples.org/back-to-school/>



Requirement: LEA Plan for Use of ARP ESSER III Funds

LEA Plan of Use Narrative Questions

Please describe the extent to which and how the funds will be used to implement prevention and mitigation strategies that are, to the greatest extent practicable, consistent with the most recent CDC guidance on reopening schools, in order to continuously and safely open and operate schools for in-person learning:

The District plans to continue funding a Nurse position to help implement necessary mitigation and prevention strategies across the District. Additionally, the District will continue to support the purchase of COVID testing materials, PPE, cleaning solution, and stipends if necessary to increase cleaning and screening across the District.

The District will continue to face-to-face education with options for virtual education. In the 2020-2021 school year, the district had over 1,000 students that participated in virtual education rather than face-to-face education. Currently, the District has an estimated 25 students that are participating in virtual education. To provide learning opportunities for face-to-face education, the District has continued to screen students, support additional cleaning, and follow local health guidelines on quarantining students.

In connection with the CDC reopening schools, the District continues to communicate the value of vaccines, mask-wearing, distancing students staff, screening students daily, and improving ventilation across the district,

The District also has allocated funds to provide additional desks needed in classrooms to create more spacing between students.

Please describe how the LEA will use the funds it reserves under section 2001(e)(1) of the ARP Act (see below) to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year:

The District will reserve funds to implement a summer school program for students in grades K-12, after school tutoring, and or enrichment programs.

Summer School programs will take place during the summer of 2022 and 2023 following the conclusion of the school year. The summer school program will generally run an estimated 3-4 weeks of time. Staffing and student need will ultimately drive the size and scope of the summer school program.

Tutoring programs will take place across all levels with an emphasis at Springbrook and the High School multiple days per week. During the afterschool tutoring programming, students will be supported in receiving homework help and instructional support.

Evidence-based interventions will also be put in place K-12 with the implementation of interventionists in the area of Mathematics and ELA/Reading. This will include staff members providing Tier II and Tier III instruction in small groups at the elementary level and at the Secondary Level, this will include courses such as Math 180, Read 180, and or Foundational English and Foundational Mathematics. Students will



receive instruction at their level supported by the NWEA assessment results in planning for instruction and support.

Please describe how the LEA will spend its remaining ARP ESSER funds consistent with section 2001(e)(2) of the ARP Act.

The district will spend the remaining funds by updating the HVAC systems at Alexander Elementary, Lincoln Elementary, and Adrian High School. Additional supports will be put in place for students experiencing homelessness by continuing the increase in Homeless Liaison support which was initially increased for 2021-2022 through the use of ESSER II funds. The District will also increase Mental Health supports by 1 FTE. In addition, the District will implement an ESL Graduation Coach to provide additional support for students that qualify for ESL. The District will also allocate funds to continue the K-12 1 to 1 initiative to ensure that all students have access to technology in school as well as outside of school. The District will also partially fund a full-time nurse out of the ESSER III funds to continue to help test students, educate teachers and the community, and work closely with the local Health Department.

Please describe how the LEA will ensure that the interventions it implements, including but not limited to the interventions implemented under section 2001(e)(1) of the ARP Act (see below) to address the academic impact of lost instructional time, will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

Interventions will be targeted to students who were disproportionately impacted by the COVID-19 pandemic including students from low-income, ESL learners, students with disabilities, students experiencing homelessness, children in foster care, and migratory students. When interventionists create their caseloads for providing Tier II and Tier III interventions, the building will be asked to rank students from highest need to provide interventions to students that need it the most. This will also include students who were virtual for a period of time while the other students were receiving face-to-face instruction. In addition, the ESL teachers and Homeless/Foster Liaison will work with the interventionist and building principal to ensure they know which students in their caseload need additional support. In addition to academic support, the District will support mental health therapists to students K-12 through the use of ESSER funds and 31a at-risk funds that are supported at the state level.



Program Description Questions

How will the use of ESSER III Funds “prevent, prepare for, and respond to Coronavirus”?

The ESSER III Funds will be used to provide a Nurse to help guide the District in the response to COVID 19. The Nurse has led the district in the quarantining procedures, making classroom adjustments, on-demand testing to reduce the spread, and working with building principals to limit the COVID 19 exposure. In addition, the funds will be used to purchase PPE, testing materials, and additional cleaning and screening.

How will the use of ESSER III Funds promote equity?

The ESSER funds will promote equity by improving air quality across the district by updating the HVAC systems in three buildings all of which are Title I eligible schools. Additionally, there will be focus on ensuring students have a personal computer device, access to interventionist across K-12, and a focus on our ESL and Homeless populations.

Please indicate how evidence-based programs will specifically address the disproportionate impact of COVID-19 on the following groups of students:

- **Students from low-income families,**
- **Students from each racial or ethnic group (e.g., identifying disparities and focusing on underserved student groups by race or ethnicity),**
- **Gender (e.g., identifying disparities and focusing on underserved student groups by gender),**
- **English learners,**
- **Children with disabilities (including infants, toddlers, children, and youth with disabilities eligible under the Individuals with Disabilities Education Act (“IDEA”)),**
- **Students experiencing homelessness,**
- **Children and youth in foster care,**
- **Migratory students**

The ESSER III funds will be used to provide interventions to students from low-income families, English Language Learners, and students experiencing homeless/foster care. Each building examine its student population that was disproportionately impacted by COVID-19, whether that is due to being virtual or other environmental circumstances. Increase emphasis will be to enroll these students in Tier II and Tier III supports.



Federal Requirement: Meaningful Consultation with Stakeholders

Meeting Schedule through Zoom or Google Meet

- November 9 at 4:00 P.M. - Association Presidents
- November 16 at 5:00 P.M. - ESL and Special Education
- November 16 at 6:00 P.M. - Community Members
- November 22 at 2:00 P.M. - Homeless Meeting

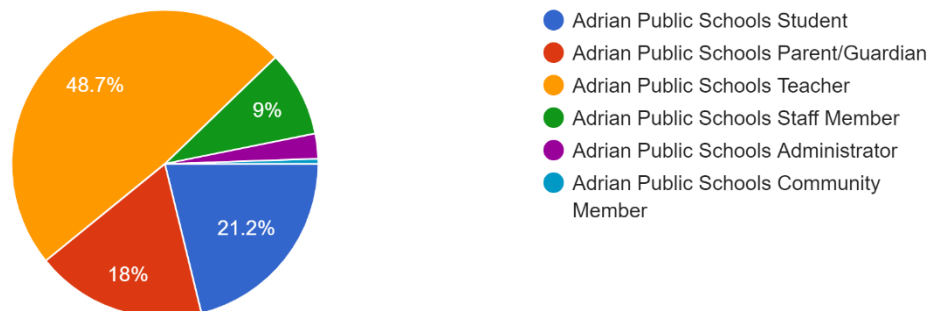
Video Presentation with Survey

- November 2 sent to all teachers and staff in the District
- November 5 sent to the full community
- Nov-Dec shared in staff meetings, through teacher's classroom social media and other outlets.
- November 11 sent to students

Total of 189 Survey Responses as of December 1, 2021

Please Identify your stakeholder group

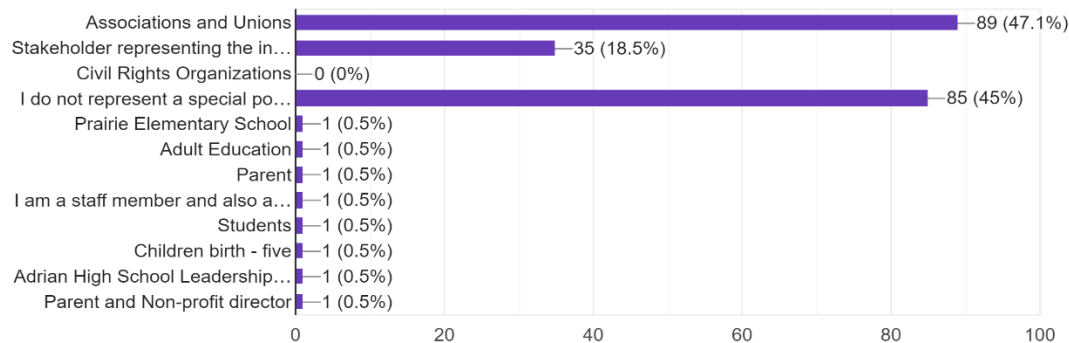
189 responses





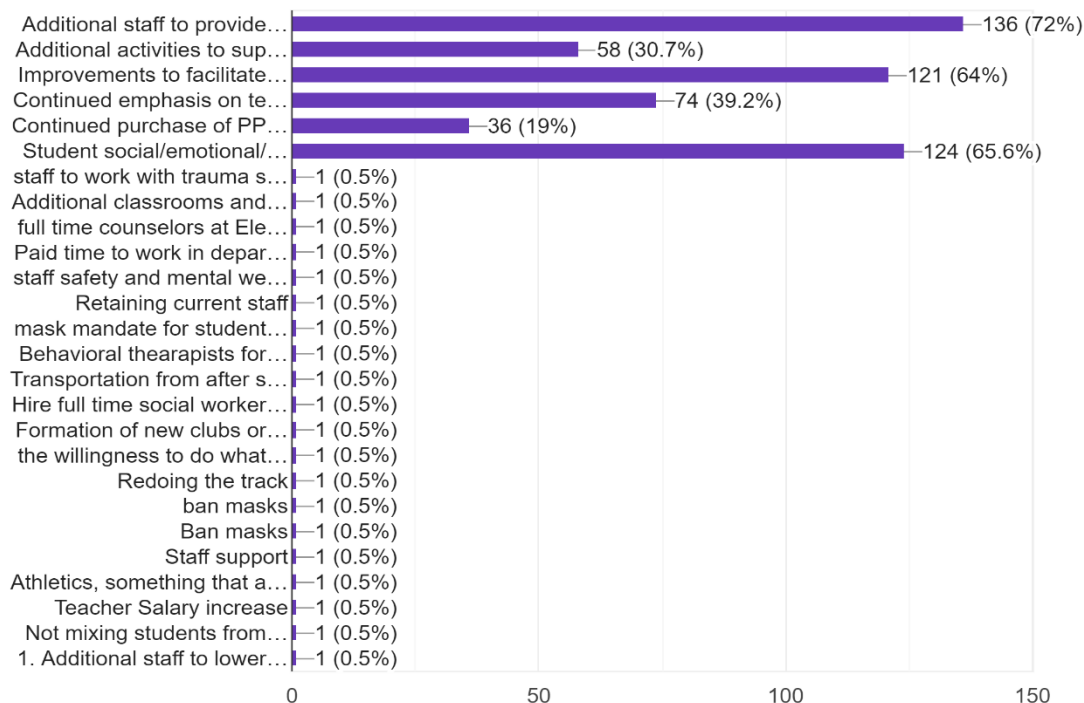
Select all of the following populations that you may represent or have connections to. * Please select at least 1 option.

189 responses



Please select 3 areas below that you believe are the most important priorities as the district responds to the impact of the COVID-19 pandemic. *Please select 3 options

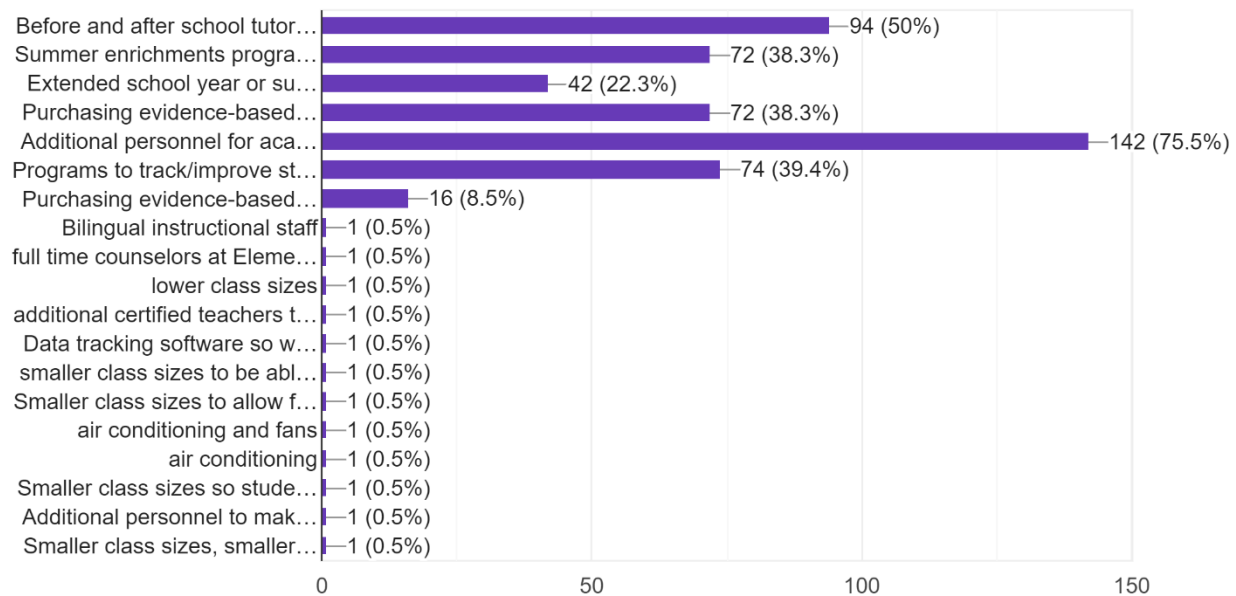
189 responses





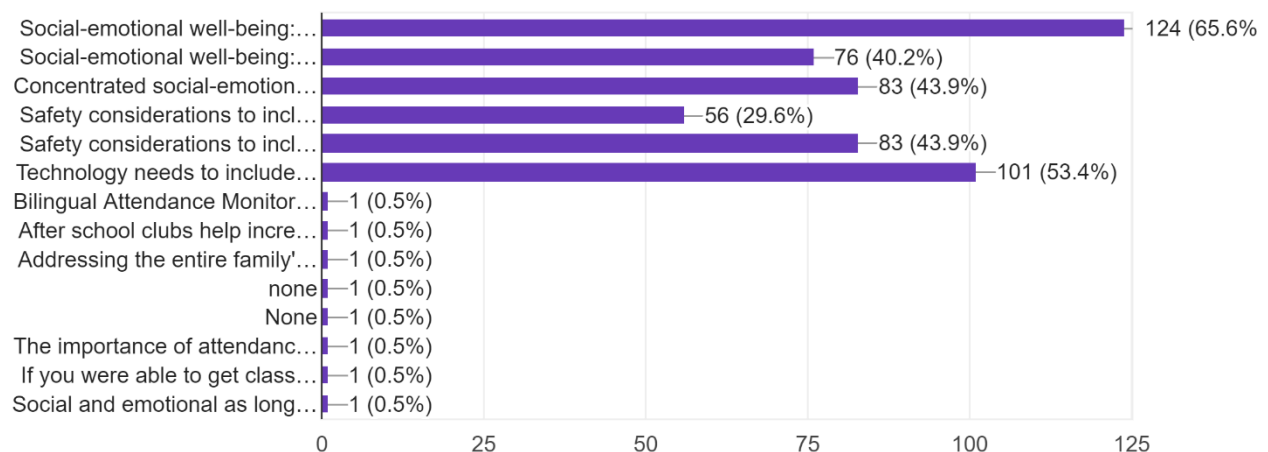
A minimum of 20% of ESSER III funding is required to be used to address academic learning loss.
Which interventions below do you believe will be...he Unique Needs of Low-Income Children/Students

188 responses



In addition to addressing academic learning loss, which areas below do you believe will best address our students' needs as they resume in-person instruction? *Please select up to 3 options.

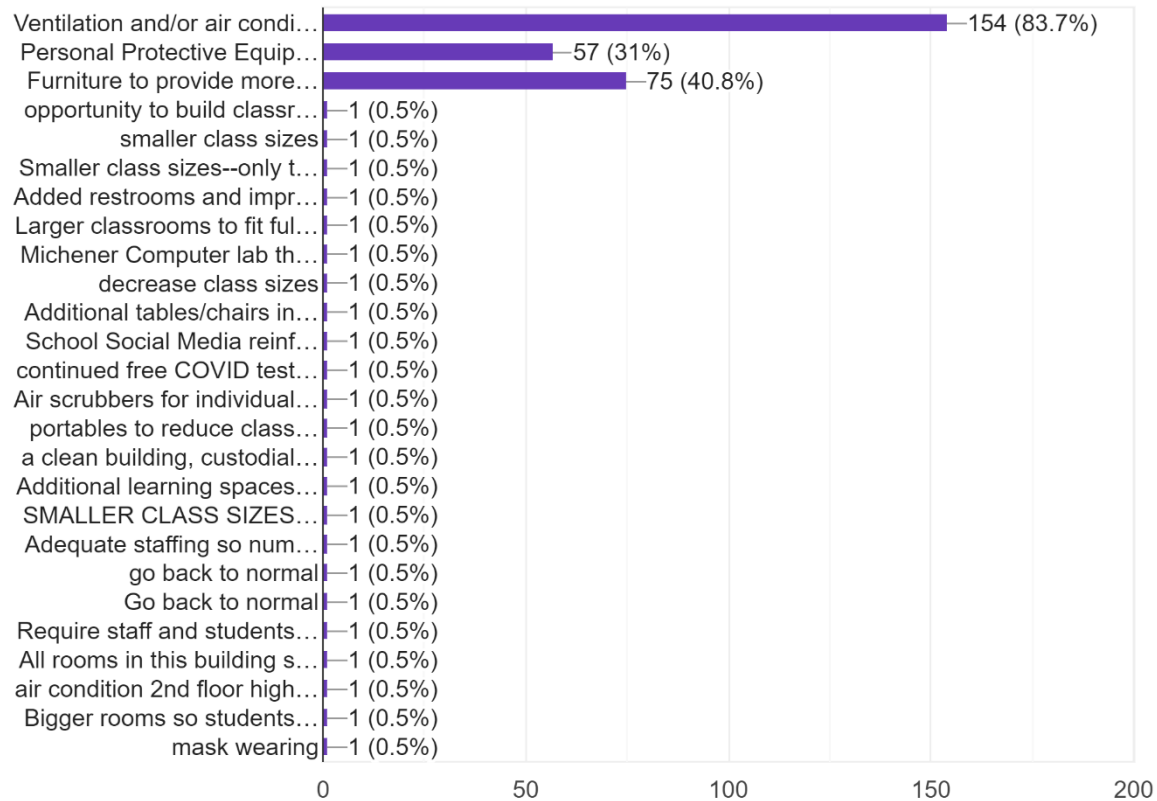
189 responses





Please select any school facility repairs and/or improvements as well as other strategies that you deem necessary to reduce the risk of COVID-19 viru... including the improvement of indoor air quality.

184 responses



34 Total Additional Narrative Responses were also submitted.



ARP/ESSER III Input Form

Adrian Public Schools is applying to receive American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER III) Funds to address student learning recovery and to mitigate the impact of COVID-19 on our school communities. These funds are designated for one-time or short-term expenditures to address the ongoing impact of the pandemic. All funds must be expended by September 2024.

APS is seeking feedback from all district and community stakeholders to help determine how the district should best utilize these resources to address unfinished learning and ongoing COVID-19 recovery. Your responses will help us to finalize the major areas of need for which we will use "ESSER III" funding.

Please submit your feedback no later than November 21.. Our ability to submit a comprehensive plan depends to a significant degree on the information you provide through this survey. Thank you!

drichards@adrian.k12.mi.us [Switch account](#)



* Required

Email *

Your email

Last Name *

Your answer

First Name *

Your answer



Please Identify your stakeholder group *

- ☐ Adrian Public Schools Student
- ☐ Adrian Public Schools Parent/Guardian
- ☐ Adrian Public Schools Teacher
- ☐ Adrian Public Schools Staff Member
- ☐ Adrian Public Schools Administrator
- ☐ Adrian Public Schools Community Member

Select all of the following populations that you may represent or have connections to. * Please select at least 1 option. *

- ☐ Associations and Unions
- ☐ Stakeholder representing the interests of students with disabilities, English learners, migrant students, students experiencing homelessness, foster care placement, or incarceration
- ☐ Civil Rights Organizations
- ☐ I do not represent a special population, group, or organization
- ☐ Other: _____



Please select 3 areas below that you believe are the most important priorities as the district responds to the impact of the COVID-19 pandemic. *Please select 3 options *

- ☐ Additional staff to provide support for academic learning loss
- ☐ Additional activities to support special populations such as students with disabilities, English Learners, and others
- ☐ Improvements to facilities to improve safety , such as heating/cooling systems and ventilation
- ☐ Continued emphasis on technology equipment and access
- ☐ Continued purchase of PPE and other safety practices
- ☐ Student social/emotional/mental well-being
- ☐ Other: _____

A minimum of 20% of ESSER III funding is required to be used to address academic learning loss. Which interventions below do you believe will best address this area? *Please select up to 3 options. Activity to Address the Unique Needs of Low-Income Children/Students

- ☐ Before and after school tutoring programs
- ☐ Summer enrichments programs
- ☐ Extended school year or summer credit recovery programs
- ☐ Purchasing evidence-based instructional materials to aid in intervention efforts
- ☐ Additional personnel for academic interventions
- ☐ Programs to track/improve student attendance
- ☐ Other: _____



In addition to addressing academic learning loss, which areas below do you believe will best address our students' needs as they resume in-person instruction? *Please select up to 3 options.

- ☐ Social-emotional well-being: Counseling and social work activities for students
- ☐ Social-emotional well-being: Professional development for faculty and staff
- ☐ Concentrated social-emotional well-being activities for students at risk of dropping out of school and other special populations
- ☐ Safety considerations to include continued access to personal protective equipment and other daily safety practices
- ☐ Safety considerations to include upgrades to district facilities
- ☐ Technology needs to include device upgrades, software programs, and hotspot access
- ☐ Other: _____

Please select any school facility repairs and/or improvements as well as other strategies that you deem necessary to reduce the risk of COVID-19 virus transmission and exposure to environmental health hazards, including the improvement of indoor air quality.

- ☐ Ventilation and/or air conditioning (HVAC)
- ☐ Personal Protective Equipment (PPE)
- ☐ Furniture to provide more student distancing
- ☐ Other: _____



If you have any other ideas not mentioned in the questions above, please feel free to comment here.

Your answer

Submit

Clear form

Presentation Materials



ESSER III Input Session

*Derrick Richards Director of Curriculum and Instruction
State and Federal Programs*



ESSER III

APS State and Federal Programs

Agenda

- Provide overview of ESSER III funding, guidelines, and requirements.
- Share Adrian Public Schools proposed planning process for spending funds.
- Gather input from stakeholders.



ESSER III

State and Federal Programs

Overview of Stimulus Funding Elementary and Secondary School Emergency Relief (ESSER)

Coronavirus Aid, Relief and Economics Security Act (CARES)

ESSER I

\$727,420

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)

ESSER II

\$2,642,620

American Rescue Plan Act (ARP)

ESSER III

Estimated
\$5,939,171



ESSER III

State and Federal Programs

ESSER III Overview

APS is allocated an estimated \$5,939,171 in funding to use through September 2024. At least 20% of those funds must be used to address learning loss.

Allocation: \$5,939,171

- Two Thirds (2.9) now
- Additional third when U.S Dept of Education approves MDE plan.
- One Time Funds

Timeline

- 3/13/20 to 9/30/24
- Supplanting allowed with restrictions.
- Application is due December 15, 2021. Can be delayed as well as amended after.

Use: 20% on Learning Loss

- Evidence-based interventions (extended day/year, summer learning)
- Address academic and social-emotional impact on pandemic on specific populations.



ESSER III

State and Federal Programs

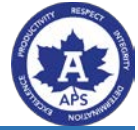
ESSER III Requirements

Written Plan

- Use of Funds Plan (contained within the grant application)
- An LEA that receives ARP ESSER funds must, within 30 days of receiving the funds, make publicly available on its website a plan for the safe return to in-person instruction and continuity of services. Before making the plan publicly available, the LEA must seek public comment on the plan.

Community Consultation

- Meaningful input from a wide variety of stakeholders.
 - Conduct meetings and provide surveys.



ESSER III

State and Federal Programs

ESSER III Allowable Activities

Below are some of the examples of the types of interventions and supports ESSER funds may be used for.

Academic Supports

- Summer Learning, after school and online learning.
- Assessments and curricular materials
- Educational Technology
- Support for student groups disproportionately impacted by COVID

Social-Emotional Supports

- Mental health services
- Family Engagement



ESSER III

State and Federal Programs

ESSER III Allowable Activities

Below are some of the examples of the types of interventions and supports ESSER funds may be used for.

Health and Safety

- Campus preparedness to mitigate COVID spread (PPE, Ventilation).
- Coordination with other agencies to prevent and respond to COVID.

Continuity of Services

- Maintain district services, including to employ existing staff.

For additional information of allowable activities please go to the following link:
https://oese.ed.gov/files/2021/03/FINAL_ARP-ESSER-FACT-SHEET.pdf



ESSER III State and Federal Programs

ESSER III Planning Process

Working Group

- Provide input and review and initial application
- Hold regular meetings throughout the entire grant period
- Members may include:
 - Business: Purchasing, Facilities, Human Resources, Technology
 - Instruction: Curriculum, administration, Counseling, Homeless Liaison, Special Education, ESL, and Facilities.

Stakeholder Input

- Surveys
- Meetings with community, teachers, organizations
- Website for ongoing transparency and additional community input



ESSER III State and Federal Programs

ESSER III Budget Items in Consideration

General Areas	Examples	Guided Principals
Address Learning Loss	<ul style="list-style-type: none">• Elementary and Secondary Math and English Language Arts Interventionist.	<ul style="list-style-type: none">• Students get the support that they need.• Student support to remediate and accelerate learning.• Improve equitable access to technology and learning tools.
Additional Learning Time	<ul style="list-style-type: none">• Before/After School Tutoring and Summer School Learning	
Student Supports	<ul style="list-style-type: none">• Homeless Liaison• Nurse• Technology Specialist• Virtual Mentor	
Technology Supports	<ul style="list-style-type: none">• Chromebook/Hotspots, Google Suite, additional software to support distance learning.	
Improvement of HVAC/Ventilation	<ul style="list-style-type: none">• Improve HVAC at Alexander, Michener, and Adrian High School	<ul style="list-style-type: none">• Improve air quality
Health and Safety	<ul style="list-style-type: none">• Nurse, PPE, Testing Materials,	<ul style="list-style-type: none">• Covid response and preparedness



Federal Requirement: Allocation of Funds

Initial Allocation Budget \$3,956,633

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenditures 7000	Total
110	Basic Programs	\$60,350	\$27,926					\$88,276
120	Instruction - Added Needs	\$701,702	\$486,952	\$18,353				\$1,207,007
130	Adult Continuing Education							\$0
210	Pupil Support Services	\$30,906	\$20,292	\$60,211				\$111,409
220	Instructional Staff Services	\$31,389	\$30,144		\$20,000			\$81,533
230	Support Services – General Administration							\$0
240	Office of the Principal							\$0
250	Business Support Services							\$0
260	Operations and Maintenance				\$5,000			\$5,000
270	Pupil Transportation Services							\$0
280	Central Support Services							\$0
290	Support Services – Other							\$0
310	Community Services – Direction							\$0
320	Community Recreation							\$0
330	Community Activities							\$0
340	Public Library							\$0
350	Custody and Care of Children							\$0
360	Welfare Activities							\$0
370	Non-Public School Pupils							\$0
390	Other Community Services							\$0
	SUBTOTAL	\$824,347	\$565,314	\$78,564	\$25,000			\$1,493,225
450	Facilities Acquisition, Construction, and Improvements				\$21,734	\$2,441,660		\$2,463,394
	Indirect Costs \$ <input type="text" value="14.00"/>						\$14	\$14
	Enter dollar amount only, do not enter %. Restricted Rate (Max allowed: 2.39%)							
	TOTAL	\$824,347	\$565,314	\$78,564	\$46,734	\$2,441,660	\$14	\$3,956,633
	Total Allocation Amount (Estimated)							\$3,956,633



Full Allocation Budget of \$5,939,171

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenditures 7000	Total
110	Basic Programs	\$60,350	\$27,926					\$88,276
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260	Operations and Maintenance				\$5,000			\$5,000
270	Pupil Transportation Services							\$0
280	Central Support Services							\$0
290	Support Services – Other							\$0
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330	Community Activities							\$0
340	Public Library							\$0
350	Custody and Care of Children							\$0
360	Welfare Activities							\$0
370	Non-Public School Pupils							\$0
390	Other Community Services							\$0
	SUBTOTAL	\$824,347	\$565,314	\$78,564	\$25,000			\$1,493,225
450	Facilities Acquisition, Construction, and Improvements				\$21,734	\$4,424,198		\$4,445,932
	Indirect Costs \$ <input type="text" value="14.00"/>						\$14	\$14
	Enter dollar amount only, do not enter %. Restricted Rate (Max allowed: 2.39%)							
	TOTAL	\$824,347	\$565,314	\$78,564	\$46,734	\$4,424,198	\$14	\$5,939,171
	Total Allocation Amount (Estimated)							\$3,956,633

EXECUTIVE SUMMARY

DATE: December 13, 2021

CONTACT PERSON: Kathy Westfall

PURPOSE

To approve the contractors for the construction projects taking place during the summer of 2022.

EXPLANATION:

The work being done in the summer of 2022 will be paid primarily from ESSER funds, and smaller amounts from the 2016 bond funds, capital project and technology fund, and general fund. This is for HVAC and other construction projects at Alexander, AHS and Michener.

See attached bid results. It is the recommendation that the board approve the low bidders in each category, as outlined in Clark's Contract Award Recommendation letter included with this executive summary.

Due to lengthy lead times on the HVAC equipment, the finance committee reviewed and approved the request to approve the work in one meeting.

RECOMMENDATION:

It is the recommendation of the Assistant Superintendent that the Adrian Board of Education approve the contractors for the work being done in the summer of 2022 as outlined in the Contract Award Recommendation letter from Clark Construction Company, to be paid for out of ESSER funds, 2016 bond funds, capital projects and technology fund, and general fund, in the amount of \$4,724,518.



Headquarters
3535 Moores River Drive
Lansing, MI 48911
517.372.0940 phone | 517.372.0668 fax

Southeast Michigan Office

2660 Superior Court
Auburn Hills, MI 48326
248.286.1000 phone

Northern Michigan Office

3432 US 23 South
Alpena, MI 49707
989.278.2272 phone

December 10, 2021

Bob Behnke Adrian Schools Superintendent
785 Riverside Ave #1
Adrian, MI 49221

Re: Adrian Public Schools – Summer 2022 AC Projects
Bid Package #1 – 2022 Summer Work
Contract Award Recommendation

www.clarkcc.com

Dear Mr. Behnke,

Clark Construction Company recommends Adrian Public Schools enter into Contracts with each Trade Contractors listed below.

Competitive bids were received December 08, 2021. Clark Construction Company has conducted post-bid interviews with the each of the Trade Contractors. The recommended Trade Contractors provided the lowest responsive bid for the Work.

Trade Contract award recommendations:

<u>Bid Category/Area of Work</u>	<u>Trade Contractor</u>	<u>Amount</u>
• 02 General Trades	Krieghoff Lenawee	\$ 1,120,515
• 04 Plumbing & HVAC	Positive Trades Group	\$ 2,730,000
• 05 Electrical	Brint Electric	\$ 560,800
Trade Contract Award Total		\$ 4,411,315
Construction General Conditions 2% (Clark Construction)		<u>\$ 88,226</u>
Subtotal		\$ 4,499,541
Adrain Public Schools Construction Contingency 5%		<u>\$ 224,977</u>
TOTAL		\$ 4,724,518

The scope of work for Bid Package #1 includes the installation of heating and cooling equipment at Alexander and Michener Elementary as well as the second floor of Adrian High School. Ceiling, flooring, and painting improvements at each school as well. We have enclosed bid a bid tabulation and summary of bids received.

Please contact me should you have any questions regarding the above.





Sincerely,

CLARK CONSTRUCTION COMPANY

Dave Warner
Project Manager

Enclosure
C: File w/Enc





BID RESULTS

PROJECT INFORMATION

12/9/2021

Project Details

Project Name	Adrian Public Schools - ESSER Fund Work
Owner	Adrian Public Schools
Job Number	2874
Square Footage	66,904

Owner's Project Budget	\$ 5,260,646
Project Manager	Nick Cadwell \ Dave Warner
Project Estimator	Chad Nelson / Ryan Olszowy
Bid Date	December 8, 2021

Bid Overview

Bid Package Description	Current Budget	Low Base Bid	Low Bidder	Second Low Base Bid	Second Low Bidder	Recommended Award	Recommended Bidder	Budget-Award Variance	Notes
006A - Rough Finish Carpentry & General Trades	\$ 1,148,603	\$ 894,000	Krieghoff Lenawee	\$ 1,279,000	Spieker	\$ 894,000	Krieghoff Lenawee	\$ (254,603)	
023A - HVAC	\$ 2,407,360	\$ 2,730,000	Positive Trades Group	\$ 2,883,000	Adrian Mechanical	\$ 2,730,000	Positive Trades Group	\$ 322,640	
026A - Electrical	\$ 1,308,251	\$ 560,800	Brint	\$ 584,230	Lalbe	\$ 560,800	Brint	\$ (747,451)	

TOTAL PROJECT COST \$ 4,394,040

VARIANCE FROM PROJECT BUDGET -16.5%

TOTAL PROJECT COST + ACCEPTED ALTERNATES \$ 4,620,555

Alternate Costs	Accepted Alternates and Total Cost
Alternate 01 - Paint Corridor walls & Exterior of Lockers - Alexander & Michine	\$ 51,900 ACCEPT
Alternate 02 - Replace Media Center Flooring & Paint Media Center & Gym W	\$ 82,540 ACCEPT
Alternate 03 - Paint Classroom Acoustical Metal Deck - Alexander & Michine	\$ 32,150 ACCEPT
Alternate 04 - Locker Bottom Insert - Alexander & Michiner	\$ 28,670 ACCEPT
Alternate 05 - High School Vestibule Door & Frames	\$ 31,255 ACCEPT
TOTAL	\$ 226,515 \$ 226,515

EXECUTIVE SUMMARY

DATE: December 13, 2021

CONTACT PERSON: Kathy Westfall

PURPOSE

To approve Clark Construction Company for 2022 construction manager services.

EXPLANATION:

Clark Construction was approved for the 2016 bond projects as the District's construction manager. The work being done in the summer of 2022 will be paid primarily from ESSER funds, and smaller amounts from the 2016 bond funds and capital project and technology funds. This is for HVAC and other construction projects at Alexander, AHS and Michener.

RECOMMENDATION:

It is the recommendation of the Assistant Superintendent that the Adrian Board of Education approve Clark Construction Company as the provider of construction management services for the summer of 2022, and that the Assistant Superintendent be authorized to sign the contract on behalf of Adrian Public Schools.

November 2, 2021



Bob Behnke Superintendent of Schools
Adrian Public Schools
785 Riverside Ave, Suite #1
Adrian, MI 49221

Re: Adrian Public Schools 2022 AC Projects
Construction Management Services

Dear Mr. Behnke,

Clark Construction Company is honored to provide Construction Management services for the Adrian Public Schools 2022 Air Conditioning Projects.

The following is our proposal costs for services required to accomplish the construction work associated with the AC Project in 2022. Our proposal fee is based on a construction value of \$5,000,000.

Proposed Cost

• CM Fee (1.75 x \$5,000,000)	\$ 87,500
• CM Staffing (Staffing plan and hourly rates enclosed)	\$ 131,433
• CM Reimbursable Expense (Itemized list below)	\$ 36,266
Total	\$255,199

Construction Manager Hourly Staff Rates

<u>Position</u>	<u>Hourly Rate</u>
Senior Project Manager	\$ 107.98
Project Manager	\$ 79.17
Estimator	\$ 87.23
Superintendent	\$ 88.37
Project Engineer	\$ 56.49
Safety Manager	\$ 77.45
Cost Accountant	\$ 57.90

Construction Management reimbursable expense items included in CM proposal

<u>Description</u>	<u>Amount</u>
Reproductions	\$ 1,000
Office Supplies	\$ 180
Copy Machines	\$ 500
General liability Insurance	\$ 30,000
(\$5,000,000 x 06%)	
Telephones	\$ 986
Mileage	<u>\$ 3,286</u>
Total	\$ 36,266

We look forward to serving Adrian Public Schools. Please Contact me with any questions.

Sincerely,

Clark Construction Company

A handwritten signature in black ink, appearing to read 'DW', with a long horizontal line extending to the right.

Dave Warner
Senior Project Manager

cc: File w/Enclosure

EXECUTIVE SUMMARY

DATE: December 13, 2021

CONTACT PERSON: Bob Behnke

PURPOSE:

To accept donations from Community Members

EXPLANATION:

The following donations were given:

The Maple Fans Club donated 316.20 to the softball program and \$2,784 to the baseball program.

Ace Hardware donated hand sanitizer and kids masks with an approximate value of \$500.

Springbrook Middle School Turkey Drive

1. Mr. & Mrs. Crone donated \$200.
2. Mr. & Mrs. Faust donated \$200.
3. Mr. & Mrs. Gramling donated \$200.
4. Mr. & Mrs. Etter donated \$200.
5. Mr. & Mrs. Ohrman donated \$200.
6. Mr. & Mrs. Hager donated \$250.
7. Mr. & Mrs. Gray donated \$300.
8. Carol McCrae donated \$300.
9. Cooper & Bender, P.C. donated \$500.
10. Wagley LLC donated \$500.
11. TLC donated \$500.
12. Adrian Steel Company donated \$1,000.

RECOMMENDATION:

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