



## ADRIAN PUBLIC SCHOOLS

*Tradition of Opportunities*  
Future of Possibilities

### **Agenda**

Regular Meeting

Monday, February 13, 2023

6:00 p.m. Cafeteria

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

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
  - a. Outstanding Citizens
  - b. 8<sup>th</sup>-grade Accelerated Science students
5. Communications
  - a. True Black History Museum
  - b. Resignation of Crystal Tucker, Paraprofessional

#### **B. Recommended Action**

1. Consent Agenda
  - a. Approval of January 23, 2023, Closed Session Minutes (hand out)
  - b. Approval of January 23, 2023, Regular Minutes
  - c. Treasurer's Report ending January 2023
  - d. Approval of Hire-
    - i. Kendall Gaydosh, High School Hall Monitor,
    - ii. Karen Maloney, Head Start
    - iii. Anastasia Soto, Springbrook Assistant Principal
2. Business Requiring Board Action
  - a. Approval of employee termination
  - b. Acceptance of Donations
3. Business Requiring Future Board Action
  - a. First reading to review revisions to board policy 4104, Employee Complaint Procedure
  - b. First reading to review revisions to board policy 3213, Electronic Transactions of Funds and Automated Clearing House Arrangements

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

1. PLTW
2. Safety Grant

**D. Future Meetings and Business**

1. Board Committee Reports- Finance, Personnel
2. Board Member Comments
3. Meeting Dates and Upcoming Events
  - 6<sup>th</sup> grade Band/Orchestra Concert, 2-17-23, 6:30
  - 7-12 grade Orchestra Concert, 2-20-23, 7:00
  - 7-12 grade Band Concert, 2-21-23, 7:30
  - Maple Blues Blast, 2-25-23, 7:00
  - BOE Meeting, 2-27-23, 6:00, Prairie Elementary

**D. Public Comment**

**E. Closed Session**

1. to consider the purchase or lease of real property up to the time an option to purchase or lease that property is obtained
2. IUOE- Administrative Assistants

**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.**

# Tiger moths in space

By: Cadence Butts, Alexis Fox, Ian Baker, and Bycen Pifer  
(The Orbiting Orcas)

Have you ever heard of tiger moths in space? I bet you haven't because we will be the first to design a project like this. We will be testing data such as...

- Can tiger moths survive in space?
- Can Tiger moths form a chrysalis in space with no gravity?
  - Can they hatch from a chrysalis with no gravity?
- How do they fly in space when affected by microgravity?
- Overall, how do they adapt to a space environment?

This experiment has not been done before with this specific type of moth. Only one type of moth has gone to space before and that was the velvetbean moth. So an Isabella tiger moth was a good option because in southwest Michigan where we live, there are many Woolly bear caterpillars that turn into Isabella Tiger moths. For this experiment, very few resources are needed. We will need the following to complete this.

- 4 Woolly bear caterpillars
- A container to store them and observe
  - Time lapse cameras to observe them
  - Food for them to eat
- Squares of grass to fill the bottom of container and use something to keep that down to the bottom such as velcro
  - When/if they turn into a moth, they will need nectar from flowers to drink
- They would also enjoy a branch that extends diagonally across the container so that they can try to attach their chrysalis to it

So you might be asking, what do they drink? Well Woolly Bear caterpillars don't actually need water because they get their hydration through moisture in leaves. Woolly Bear caterpillars generally eat low, herbaceous and wild plants such as dandelion, dock, aster, goldenrod, plantain, clovers, birches, maples and some grasses. And as adults though, they need nectar from flowers. What about the safety of the astronauts? Well, tiger moths are very harmless along with the caterpillars as they are cute, fuzzy and perfectly safe. The only safety concerns is the rarity that someone might be allergic to their hairs, and the safety of the caterpillars themselves as they may harm themselves in the chrysalis, or after they hatch (if they do) by flying into something because of 0 gravity.

How will it work? 4 moth caterpillars will be sent to space and we will monitor how they form their cocoons. Once they hatch from the cocoon (if they do) we will monitor their flight patterns and how they vary from those that formed the cocoon and hatched on earth. We expect that they will be confused and they may not properly form their cocoons or fly properly after hatching. Will it be very expensive? No it wouldn't be very expensive. There should be very little cost because we were told that they provided a time lapse camera already so the total cost will be around 20 dollars. Thank you for reading about our experiment and we hope that you consider our ideas as you make your decision.



**A woollybear caterpillar (headed left).**

Photo by J. R. Baskin, NC State University

# EXECUTIVE SUMMARY

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**DATE:** February 13, 2023

**CONTACT PERSON:** Nate Parker

## **PURPOSE:**

The resignation of Crystal Tucker.

## **EXPLANATION:**

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

## **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Lindsey Keene effective February 21 2023.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF  
EDUCATION, JANUARY 23, 2023, ADRIAN HIGH SCHOOL, B100

**MEETING CALLED TO  
ORDER**

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

Pledge of Allegiance was recited.

**PLEDGE RECITED**

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

ABSENT: Henagan

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

**AGENDA APPROVED**

Motion carried by a 6-0 vote.

Vice President Baucher recited the District's mission statement as a reminder  
of the purpose and direction of the District.

**MISSION  
STATEMENT**

Superintendent Parker read a resolution honoring Adrian Board of Education  
Members for their service and dedication on the board. "No matter what  
challenges lie ahead for our District in 2023, our school board members will  
continue to govern to improve student achievement and provide an  
exceptional education for all our community's children," stated Parker.  
The board members and their years of service are as follows:

**GOOD NEWS  
REPORTS**

Jon Baucher=18 years  
Mike Buku= 5 years  
Mike Ballard=14 years  
Tamaris Henagan= 7 years  
Jay Marks= 4 years  
Beth Ferguson= 6 years  
Anna Solis-Gautz= in her 1<sup>st</sup> year

Trustee Henagan entered at this time.

Superintendent Parker recognized Jalen Nieto-Smith as the recipient of the  
Silent Servant Scholarship Award. Dana Noel said, "Jalen has been a very  
strong advocate and supporter of the special needs population in our school  
and community. He has been involved with our own severely disabled  
students through Project Unify, where they assist students at lunch, form  
relationships with the students, hang out once a week, and help at Special  
Olympics. Jalen has also been involved with our local Hope Community  
Center, which focuses on adults with mental and physical disabilities. Jalen  
is also a member of the National Honor Society. I am in awe of this young  
man. He is genuine, sincere, caring, intelligent, respectful, and just a  
downright good human being."

Mr. Parker informed the board that Springbrook Middle School has started a school newspaper. "The idea came from Mr. Benschoter, but Mrs. Ford has taken on the project and oversees the students," said Parker.

Sam Skeels gave a presentation about his transition to high school and what is occurring. "I want to give recognition to those that have helped me make the transition from an elementary principal to a high school principal. The people have made the transition so much easier," stated Skeels. "This year at the high school we are striving for relationships first. We are doing this through encouragement, personal connections, and genuine care. Another area that we are working to improve is strong communication. We are doing this through face-to-face conversations and written communications," commented Skeels. The areas of written communication are weekly AhsDVANCE, Maple Stem, Infinite Campus emails, social media, and google classroom.

President Ferguson asked, "Do all board members get the email for the weekly AhsDVANCE?" Mr. Skeels responded, "I don't think so. If they are not a parent, I don't think it goes to them. I will add the board members to this communication."

Vice President Baucher mentioned, "There was a murmuring in the community about what was going on with the student expectations. I like what you pointed out tonight, you are not changing/adding anything, you are just enforcing the expectations that had already been established. You have communicated it well and you have communicated it clearly."

#### **COMMUNICATIONS**

The District recognized the resignation of Lindsey Keene.

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

The consent agenda included the following items:

#### **CONSENT AGENDA**

- a. Approval of Minutes from January 9, 2023, Regular Meeting
- b. Approval of Minutes from January 9, 2023, Special Meeting
- c. Approval of Minutes from January 9, 2023, Organizational Meeting
- d. Change order from Brint & PTG not to exceed \$243,750
- e. Leave of Absence for Linda Tripp

Motion carried by a 7-0 vote.

Moved by Trustee Ballard, supported by Trustee Buku, that the Adrian Board of Education approve the appointments to the professional development advisory committee.

#### **PD ADVISORY COMMITTEE**

Motion carried by a 7-0 vote.

Moved by Trustee Ballard, supported by Trustee Buku, that the Adrian Board of Education accept donations from Jerry and Patricia Gallatin, W. Johnson Service, Kapnick & Company, and Kristen Cochran.

#### **DONATIONS**

Motion carried by a 7-0 vote.

The monthly Head Start Report was included in the board packet. Trustee Henagan stated that she would email Superintendent Parker some questions about Head Start since no one from Head Start was represented at the board meeting. Trustee Ballard reminded the board that Head Start had a Policy Council meeting tonight.

**REPORTS FROM THE  
SUPERINTENDENT  
AND STAFF**

Trustee Ballard reported that Curriculum Committee had met and discussed the request for counting professional development as instructional hours and the Design Sprint update.

**CURRICULUM  
COMMITTEE**

Jay Marks notified the board that on Friday, February 3<sup>rd</sup> at 5:30, in downtown Adrian, the Maple Frost Plunge will occur. Superintendent Parker and Principal Skeels are both participants in the event.

**BOARD MEMBER  
COMMENTS**

Trustee Buku told the board that he had attended the Design Sprint. "The committee of teachers and administrators identified the fundamentals and discussed what projects there should be going forward," commented Buku.

President Ferguson stated that she had attended the MLK event, Guys and Dolls at the Croswell, and the game versus Tecumseh. "We had great fans, great spectators, and it was a fun night to be in the gym," said Ferguson.

Moved by Trustee Buku, supported by Vice President Baucher, that the Adrian Board of Education convene to a closed session at 6:40 p.m. under the Open Meetings Act 8(1) for the superintendent's mid-year evaluation.

**ROLL CALL VOTE:**

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

**CLOSED SESSION**

Motion carried by a 7-0 vote.

At 8:04 p.m. the board returned to open session.

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

**OPEN SESSION**

Motion carried by a 7-0 vote.

The meeting adjourned at 8: 05 p.m.

**ADJOURNMENT**

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Beth Ferguson, President

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Mike Buku, Secretary



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

<b>REVENUES</b>		<b>BUDGET ADOPTED 11/28/2022</b>	<b>Y.T.D. ACTUAL</b>	<b>CURRENT BUDGET POSITION</b>
100	Local Sources	\$ 5,116,731	\$ 3,439,348	\$ 5,116,731
300	State Sources	27,367,922	10,241,396	27,367,922
400	Federal Sources	11,069,861	1,915,378	11,069,861
500	Incoming Transfers	1,815,014	1,498,384	1,815,014
<b>TOTAL</b>		<b>\$ 45,369,528</b>	<b>\$ 17,094,506</b>	<b>\$ 45,369,528</b>
<b>EXPENDITURES</b>				
<b>INSTRUCTION</b>				
110	Basic Program	\$ 17,814,256	\$ 7,677,138	\$ 17,814,256
120	Added Needs	5,731,005	2,407,457	5,731,005
130	Adult & Continuing Education	166,666	70,940	166,666
<b>SUPPORT SERVICES</b>				
210	Pupil	3,385,817	1,471,810	3,385,817
220	Instructional Staff	2,022,704	1,067,942	2,022,704
230	General Administration	842,604	489,773	842,604
240	School Administration	2,241,717	1,243,189	2,241,717
250	Business	1,284,469	464,691	1,284,469
260	Plant & Operations	3,776,578	2,030,970	3,776,578
270	Pupil Transportation	1,254,962	627,478	1,254,962
280	Central Services	708,986	495,987	708,986
290	Other	1,228,493	5,782	1,228,493
300	Community Services	342,641	128,859	342,641
450	Prior Year Adj/Facilities Improvements	4,218,128	2,577,747	4,218,128
600	Outgoing Transfers	300,000	300,000	300,000
<b>TOTAL</b>		<b>\$ 45,319,026</b>	<b>\$ 21,059,762</b>	<b>\$ 45,319,026</b>
Excess Revenues over Expenditures		<b>\$ 50,502</b>	-3,965,256	<b>\$ 50,502</b>
Beginning Fund Balance			8,114,703	
Ending Fund Balance			<b>\$ 4,149,447</b>	

## **EXECUTIVE SUMMARY**

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**DATE:** February 13, 2023

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

To recommend the hiring of a Hall Monitor at Adrian High School.

### **EXPLANATION:**

Sam Skeels and his interview team recommend Kendall Gaydosh as a Hall Monitor at Adrian High School. Kendall has two (2) years of security experience. He is a team player and likes to take on leadership roles.

### **RECOMMENDATION:**

It is the recommendation of the HR Director that Kendall Gaydosh be hired as a Hall Monitor effective February 13, 2023.

## **EXECUTIVE SUMMARY**

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**DATE:** February 13, 2023

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

To recommend the hiring of a part-time Teacher's Assistant for Drager Early Education Center.

### **EXPLANATION:**

Mary Bruggenwirth and her interview team recommend Karen Maloney as a part-time Head Start Teacher's Assistant. Karen has five (5) years of experience working with children through various programs.

### **RECOMMENDATION:**

It is the recommendation of the HR Director that Karen Maloney be hired as a part-time Teacher's Assistant for Drager Early Education Center, effective for the 2022-2023 school year.

## **EXECUTIVE SUMMARY**

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**DATE:** February 13, 2022

**CONTACT PERSON:** Nate Parker

### **PURPOSE:**

To recommend the hiring of an assistant principal at Springbrook Middle School.

### **EXPLANATION:**

An interview team consisting of a Board Member, Community Member, Teachers, and building Central Office Administrators met to review five (5) applicants for the position of Assistant Principal of Springbrook Middle School. Interviews were conducted, narrowing the field to three. The interview process consisted of a presentation and an in-depth interview. The interview team deliberated and recommended Anastasi Soto for Assistant Principal at Springbrook Middle School.

Soto is currently a Spanish Teacher at Adrian High School. She came to the District in 2009 as a middle school math teacher at Springbrook and Drager Middle School. Soto transitioned to the High School in 2010 and has taught Spanish and Mathematics. She has also served on many committees such as PBIS, Freshmen Fair, School Improvement, and has led International Trips.

She holds a bachelor's degree in Secondary Education from Eastern Michigan University and is completing her master's degree from Central Michigan University in May.

### **RECOMMENDATION:**

It is the recommendation of the Superintendent that Anastasi Soto be hired as the Springbrook Middle School Assistant Principal effective March 6, 2023.

# EXECUTIVE SUMMARY

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**DATE:** February 13, 2023

**CONTACT PERSON:** Nikki Culley

**PURPOSE:**

To approve the termination of Chloe Griesinger.

**EXPLANATION:**

Per the Adrian Educational Support Personnel Association (AESPA) collective bargaining agreement, if at any time during the employee's probationary period, the employee's work performance is unsatisfactory, the employee may be dismissed by the Board without appeal/cause. Due to excessive absences and failure to demonstrate the ability of regular, reliable, and punctual attendance, we are requesting termination for Chloe Griesinger.

**RECOMMENDATION:**

It is the recommendation of the Human Resources Director that the Adrian Board of Education approve the termination of Chloe Griesinger.

# EXECUTIVE SUMMARY

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**DATE:** January 23, 2023

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

To accept donations from Community Members.

**EXPLANATION:**

The following donations were given to the baseball/softball seating project:  
Marvin Farms donated \$1,500 to the baseball/softball seating project  
Jill Johnson donated \$200 to the baseball/softball seating project  
Lenawee Community Foundation donated \$1,296.71 to the AHS Athletic Department  
Jasmynn's Voice donated \$500 to the sensory room at Michener  
Living in Lenawee donated \$362.38 to Prairie Elementary  
Robert Knowling Jr. donated \$12,500 to the Adrian Football team  
Jim and Mary Patmos donated \$2,500 to the Patmos Scholarship Fund

**RECOMMENDATION:**

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

## **EXECUTIVE SUMMARY**

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**DATE:** February 13, 2023

**CONTACT PERSON:** Nate Parker

### **PURPOSE:**

To review board policy 4104, Employee Complaint Procedure

### **EXPLANATION:**

Kathy Westfall will be part-time starting in April, and Dan Pena has been hired. This is a policy that needs to reflect that change.

### **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education review board policy 4104, Employee Complaint Procedure for approval at the next board meeting.

## Series 4000: District Employment

### 4100 Employee Rights and Responsibilities

#### ***4104 Employment Complaint Procedure***

This employment complaint procedure is designed to facilitate: (1) prompt notification of alleged unlawful discrimination, including unlawful Title VII sexual harassment, and retaliation; (2) a prompt and thorough investigation of good faith allegations; and (3) the implementation of appropriate corrective action, if necessary, to eliminate verified, unlawful discrimination and retaliation from the workplace.

#### A. Initiating a Complaint

1. A Board member, employee, or employment applicant who believes he/she has been the subject of unlawful discrimination, including unlawful harassment, or retaliation must timely file a complaint, preferably within 10 business days of the alleged or suspected violation or when the reporter obtained knowledge of the alleged or suspected violation, with:

NIKKI CULLEY  
785 RIVERSIDE AVE. SUITE 1, ADRIAN, MI 49221  
517-264-6645

[NCULLEY@ADRIAN.K12.MI.US](mailto:NCULLEY@ADRIAN.K12.MI.US)

OR

~~KATHY WESTFALL~~ **DAN PENA**  
785 RIVERSIDE AVE. SUITE 1, ADRIAN, MI 49221  
517-264-6647

~~[KWESTFALL@ADRIAN.K12.MI.US](mailto:KWESTFALL@ADRIAN.K12.MI.US)~~ **[DPENA@ADRIAN.K12.MI.US](mailto:DPENA@ADRIAN.K12.MI.US)**

Title IX sexual harassment complaints, including dual Title VII and Title IX harassment complaints that cannot be bifurcated, must be processed under Policy 3118.

2. A complaint against the Employment Compliance Officer(s) must be made to the Superintendent or President. A complaint against the Superintendent must be made to the President. A complaint against the President must be made to the Vice President.
3. A complaint of discrimination, including unlawful harassment, or retaliation, may be made verbally or in writing. The complaint will be memorialized on Form 4104-F.

#### B. Investigation Procedures

1. A written or verbal report (including an anonymous report) of discrimination, including unlawful harassment, or retaliation will be investigated promptly and thoroughly.



2. An impartial investigator will investigate the complaint and, if appropriate, notify law enforcement. A third-party investigator may be appointed to investigate the complaint. The investigator(s) should consult with legal counsel in appropriate cases.
3. The investigator(s) will determine the relevant and appropriate witnesses to be interviewed based on the allegations, Board policy, and the law, and use reasonable efforts to do so. In most cases, the Complainant(s) and the Respondent(s) will be interviewed. The investigator(s) should remind interviewees to maintain confidentiality to the extent permitted by law.
4. Complaints, evidence, witness statements, investigation notes, and findings will be maintained in a confidential manner and protected from disclosure to the extent permitted by law.
5. The preponderance of the evidence (i.e., more likely than not) standard of proof will be used to determine whether discrimination, including unlawful harassment, or retaliation occurred.
6. The investigator(s) may create an investigation report of factual conclusions and findings.
7. The outcome of the investigation will be reported to the Complainant(s) and the Respondent(s).

#### C. Remedies

The District will take prompt and appropriate remedial action to address substantiated instances of discrimination, including unlawful harassment, or retaliation. Remediation may include restorative practices, training, counseling, discipline, transfer, demotion, discharge, or other action as deemed appropriate.

#### D. False Complaint or False Statement

A person who knowingly files a false complaint or makes a materially false statement is subject to discipline, including discharge.

#### E. Unlawful Retaliation

Retaliation against an investigation participant is prohibited. Any person who unlawfully retaliates is subject to discipline, including discharge.

#### F. Appeal Process

A Complainant or Respondent who objects to the investigation process or findings must file a written appeal with the Superintendent within 10 business days after receiving the investigation outcome. The written appeal must cite specific objections to the investigation process or findings. If the Superintendent is the Respondent or Complainant, an appeal must be filed with the President. If the President is the Respondent or Complainant, an appeal must be filed with the Vice President.

An appeal will be forwarded to the Board or designee for consideration and action. The Board or designee, in consultation with legal counsel, will take appropriate action, generally within 30 calendar days after receipt of the appeal. A Board officer will then notify the parties in writing of the appeal decision.

#### G. Reports to State or Federal Administrative Agencies

Any person who believes that he/she was the victim of discrimination, including unlawful harassment, or retaliation may file a complaint with the Michigan Department of Civil Rights (MDCR) or the Equal Employment Opportunity Commission (EEOC) at any time:

Michigan Department of Civil Rights Capitol Tower Building  
110 W. Michigan Avenue, Suite 800  
Lansing, MI 48933  
Phone: 517-335-3165  
Fax: 517-241-0546  
TTY: 517-241-1965  
Email: MDCR-INFO@michigan.gov

Equal Employment Opportunity Commission Patrick V. McNamara Building  
477 Michigan Avenue - Room 865  
Detroit, MI 48226  
Phone: 800-669-4000  
Fax: 313-226-4610  
TTY: 800-669-6820  
Email: info@eeoc.gov

An agency complaint may be filed before, during, or after a complaint is filed with the District, or a person may forego filing a complaint with the District and rely solely on the MDCR or EEOC. The District recommends that a person who has been subjected to discrimination, including unlawful harassment, or retaliation, also file a complaint with the District to ensure that the District can take steps to prevent further discrimination, including unlawful harassment, or retaliation and to discipline the Respondent, if appropriate. The MDCR and EEOC do not serve as an appellate body for District decisions. An investigation by the MDCR or EEOC will occur separately from any District investigation.

Legal authority: U.S. CONST. amend. XIV; 20 USC 1681 et seq.; 29 USC 701 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1630; 34 CFR 104, 106.8, 106.9, 110; MCL 15.261 et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted:

Date revised:

## **EXECUTIVE SUMMARY**

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**DATE:** February 13, 2023

**CONTACT PERSON:** Nate Parker

### **PURPOSE:**

To review board policy 3213 Electronic Transactions of Funds and Automated Clearing House Arrangements.

### **EXPLANATION:**

Kathy Westfall will be part-time starting in April, and Dan Pena has been hired to replace her. Therefore, it is necessary to revise this policy to match his title.

### **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education review board policy 3213 Electronic Transactions of Funds and Automated Clearing House Arrangements for approval at the next board meeting.

## Series 3000: Operations, Finance, and Property

### 3200 Finance and Borrowing

#### ***3213 Electronic Transactions of Funds and Automated Clearing House Arrangements***

The District may engage in electronic transactions of funds and automated clearing house arrangements in accordance with this Policy.

##### A. Definitions

1. "Automated clearing house" or "ACH" means a national and governmental organization with authority to process electronic payments, including the National Automated Clearing House Association and the Federal Reserve System.
2. "ACH arrangement" means an agreement between the originator and the receiver of an ACH transaction.
3. "ACH transaction" means an electronic payment, debit, or credit transfer processed through an ACH pursuant to an authorized ACH arrangement.
4. "Electronic transactions officer" or "ETO" means ~~the Assistant Superintendent~~ **Business Manager** or another person designated by the Board to have the rights and responsibilities of the ETO set forth in this Policy.

##### B. ACH Arrangements and Transactions

Only the ETO may enter into an ACH arrangement. The Assistant Superintendent or another employee designated by the ETO (ACH Supervisor) will be responsible for the District's ACH transactions, including payment approval, accounting, reporting, and overseeing compliance with this Policy.

##### C. Internal Auditing Controls

1. The ACH Supervisor and ETO will each separately review and approve in writing all incoming and outgoing payments. Written approvals will be retained in accordance with usual District procedures.
2. For outgoing payments, the ACH Supervisor will document:
  - a. the goods or services purchased;
  - b. the cost of the goods or services purchased;
  - c. the date of the payment; and
  - d. the department serviced by the payment.

This documentation can be contained in the District's electronic general ledger software system or in a separate report to the Board.

Legal authority: MCL 124.301 et seq.

Date adopted:

Date revised: