

ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Agenda

Regular Meeting

Monday, January 24, 2022

6:00 p.m.

A. Call to Order

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
 - a. Kathy Westfall- renewal of CFO certification from MSBO
 - b. School Board Recognition
5. Communications
 - a. Resignation of Hanna Orr, School Nurse
 - b. Resignation of Betty Slessor, Head Start
 - c. Resignation of Danielle Watson, COVID Coordinator

B. Recommended Action

1. Consent Agenda
 - a. Approval of Minutes from January 10, 2022, Regular Meeting
 - b. Approval of Organizational Minutes, January 10, 2022.
 - c. Approval of Minutes from January 11, 2022, Special Meeting
 - d. Approval of Minutes from January 12, 2022, Special Meeting
 - e. Approval of Minutes from Superintendent sub-committee meeting
 - f. Treasurer's Report ending December 31, 2021
 - g. Approval for Child Care leave- Darcie Anderson
 - h. Approval of Hire- Katherine Miller
2. Business Requiring Board Action
 - a. Approval to enter into a contractual agreement with the new District Superintendent
 - b. Acceptance of Donations
3. Business Requiring Future Board Action
 - a. First reading of revisions and new board policies
 - i. 2201, Board Powers/General Powers
 - ii. 3119, Experimental or Pilot Programs
 - iii. 3301, Purchasing Procurement
 - iv. 3302.1 Naming Facilities
 - v. 3306, Construction Bidding
 - vi. 4205 Hiring and Background Checks
 - vii. 4601, The Superintendent

C. Reports from Superintendent and Staff

1. MASA Mid-Winter Conference
2. Uncommon Leadership Book study
3. Art Room Updates
4. Head Start

D. Future Meetings and Business

1. Board Committee Reports- Search Sub-Committee, Finance
2. Board Member Comments
3. Meeting Dates and Upcoming Events
AHS Solo & Ensemble, February 5, 2022
BOE Meeting, Feb. 14, 2022, 6:00 p.m.

E. Public Comment

F. Closed Session

- 1. Attorney-Client Privilege**

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.



December 22, 2021

Mr. Bob Behnke
Superintendent
Adrian Public Schools
785 Riverside Ave., Ste 1
Adrian, MI 49221-1467

Dear Mr. Behnke,

On behalf of Michigan School Business Officials, it is my pleasure to inform you that Kathy Westfall has met the requirements for renewing the Chief Financial Officer certification under the MSBO voluntary certification program. This is a commitment of 150 hours of professional development established by the MSBO Board of Directors through our Professional Development Committee.

Ms. Westfall's certificate will be valid from 1/01/22-06/30/27. During this 5-year period, she will need to maintain active MSBO membership and earn 150 professional development hours in order to maintain and renew her certification.

I hope that you will join us in celebrating Ms. Westfall's accomplishment. You may wish to inform your district's Board of Education and/or the local media. It is an opportunity to highlight your staff's accomplishments and shed a positive light on your school district.

If you have any questions or want additional information, please call me.

Sincerely,

A handwritten signature in blue ink that reads "David Martell".

David Martell
Executive Director

DM/cbb

cc: Kathy Westfall, CFO

EXECUTIVE SUMMARY

DATE: January 24, 2022

CONTACT PERSON: Bob Behnke

PURPOSE:

The resignation of Hanna Orr.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Hanna has submitted her resignation from Adrian Public Schools effective January 28, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Hanna Orr effective January 28, 2022.

EXECUTIVE SUMMARY

DATE: January 24, 2022

CONTACT PERSON: Bob Behnke

PURPOSE:

The resignation of Betty Slessor.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Betty has submitted her resignation from Adrian Public Schools effective December 24, 2021.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Betty Slessor effective December 24, 2021.

EXECUTIVE SUMMARY

DATE: January 24, 2022

CONTACT PERSON: Bob Behnke

PURPOSE:

The resignation of Danielle Watson.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Danielle has submitted her resignation from Adrian Public Schools effective January 11, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Danielle Watson effective January 11, 2022.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, MONDAY, JANUARY 10, 2022, ADRIAN HIGH SCHOOL CAFETERIA.

MEETING CALLED TO ORDER

The meeting of the Adrian Board of Education was called to order by President Ferguson at 6:11 p.m.

Pledge of Allegiance was recited.

PLEDGE RECITED

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

ABSENT: none

AGENDA APPROVED

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

Motion carried by a 7-0 vote.

**MISSION
STATEMENT**

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

COMMUNICATIONS

The District acknowledged the retirement of Jeff Condon.

CONSENT AGENDA

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

The Consent Agenda contained the following items:

1. Approval of Minutes from December 13, 2021, Regular Meeting.
2. Approval of Minutes from December 16, 2021, Special Meeting
3. Approval of Minutes from December 16, 2021, Closed Session, handout
4. Approval of Minutes from January 3, 2022, Special Meeting
5. Approval of Minutes from January 4, 2022, Special Meeting
6. Approval of Minutes from January 5, 2022, Special Meeting
7. Approval of Minutes from January 6, 2022, Special Meeting
8. Approval of Hire- Kyla Buie, Paraprofessional, Jasmine Frederick, Paraprofessional, Matthew Graham, Paraprofessional, Amanda Keleigh Knowles, Administrative Assistant, Jane Raab, Interventionist, Nicole Lennard, Paraprofessional, Kelsey Seegert, Paraprofessional, Raelyn Pummell, School Nurse, Danielle Watson, COVID Coordinator

Motion carried by a 6-0 vote with Vice President Baucher abstaining.

Vice President Baucher commented, "I want to take this opportunity to say goodbye to Jeff. He played a special role with my kids and that role has applied to hundreds of other kids as well. We are losing a great teacher. A thank you to the AEA for the electronic correspondence we received today. I would like to suggest that we meet on Thursday night to review Superintendent feedback forms. Maybe 5:30-6:00 for 30 minutes."

**BOARD MEMBER
COMMENT**

Trustee Ballard responded, "I do not object to it, but want to make sure it is appropriate. I think we should communicate with John from MLI."

Trustee Henagan said, "If we could meet for an extended time after the interviews then we could have 2 nights off."

President Ferguson reported, "We had time set aside on our calendar for Thursday already. Wayne Westland has gone virtual for next week and this will impact our site visit."

Vice President Baucher commented, "If the site visit for next week is canceled then there is no pressure to meet on Thursday."

Trustee Ballard said, "I would like to echo what Vice President Baucher has said, we wish Jeff our very best and thank him for his commitment to APS. He will be missed."

Sherri Powers- January is school board appreciation month. This is a small token to say thank you for all you do for our District.

PUBLIC COMMENT

Judith Hammerle- asked a question about the Focus Groups taking place on Tuesday and Wednesday.

Motion carried by a 7-0 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 Buku, Secretary

MINUTES OF THE ORGANIZATIONAL MEETING OF THE ADRIAN BOARD OF EDUCATION, MONDAY, JANUARY 10, 2022, ADRIAN HIGH SCHOOL, CAFETERIA, 785 RIVERSIDE AVENUE, ADRIAN, MI 49221

The organizational meeting of the Adrian Board of Education was called to order by Derrick Richards at 6:00 p.m.

**MEETING CALLED
TO ORDER**

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

ABSENT: none

The Pledge of Allegiance was recited.

PLEDGE RECITED

Trustee Baucher nominated Trustee Ferguson to act as President of the Board for 2022. Moved by Trustee Baucher, supported by Trustee Flores, that the nominations be closed and that a unanimous ballot for Trustee Ferguson to act as President of the Board for 2022 be approved. Motion carried by a 7-0 vote.

**TRUSTEE
FERGUSON
APPOINTED
PRESIDENT FOR
2022**

Trustee Ferguson was named President of the Board of Education for 2022 and she assumes the chair.

Trustee Ballard nominated Trustee Baucher to act as Vice President of the Board for 2022. Moved by Trustee Ballard, supported by Trustee Flores, that nominations be closed and that a unanimous ballot for Trustee Baucher to act as Vice President of the Board for 2022 be approved. Motion carried by a 7-0 vote.

**TRUSTEE
BAUCHER
APPOINTED
VICE PRESIDENT
FOR 2022**

Trustee Baucher was named Vice President of the Board of Education for 2022.

Trustee Ballard nominated Trustee Buku to act as Secretary of the Board for 2022. Moved by Trustee Ballard, supported by Trustee Marks, that nominations be closed and that a unanimous ballot for Trustee Buku to act as Secretary of the Board for 2022 be approved. Motion carried by a 7-0 vote.

**TRUSTEE BUKU
APPOINTED AS
SECRETARY FOR
2022**

Trustee Buku was named Secretary of the Board of Education for 2022.

Moved by Trustee Marks, supported by Trustee Flores, that Trustee Ballard be named the Temporary Secretary in the absence of the secretary for 2022. Motion carried by a 7-0 vote.

**TRUSTEE
BALLARD
APPOINTED AS
TEMPORARY
SECRETARY**

Moved by Vice President Baucher, supported by Trustee Flores, that the Adrian Board of Education adopt the following resolution:

WHEREAS school boards are required by Sections 1221, 1222, and 1223 of the School Code of 1986, as amended, Adrian Public Schools, City of Adrian, Lenawee County, Michigan, does hereby designate Huntington Bank, Premier Bank, The Michigan Class Pool, and Michigan Liquid Asset Fund Plus as the depositories for all public monies, including taxes

**ADOPTION OF
RESOLUTION**

collected, subject to the provisions of law. The Board of Education directs its Treasurer to deposit all public monies as determined at the Annual Organizational Meeting or as modified at a subsequent meeting. Motion carried by a 7-0 vote.

Moved by Vice President Baucher, supported by Trustee Flores, that the Adrian Board of Education approve the attached listed accounts to be established for the 2022 calendar year, and that those named be authorized to sign the checks for the accounts indicated, and that The Michigan Class Pool, Huntington Bank, Premier, US Bank, and Michigan Liquid Asset Fund Plus be named depositories for all district money. Motion carried by a 7-0 vote.

**APPROVAL OF
BANK
ACCOUNTS**

Moved by Vice President Baucher, supported by Trustee Buku, that the State and Federal Program Director and/or the Superintendent be authorized to apply for grants on behalf of the district. Motion carried by a 7-0 vote.

**APPROVAL TO
APPLY FOR
GRANTS**

Moved by Vice President Baucher, supported by Trustee Flores, that Robert Behnke, Superintendent, and/or the Director of State and Federal programs be authorized to sign Federal Project Applications and reports. Motion carried by a 7-0 vote.

**APPROVAL TO
SIGN FEDERAL
APPLICATIONS &
REPORTS**

Moved by Trustee Buku, supported by Trustee Ballard, that Thrun Law Firm, of East Lansing, Michigan, be retained as legal counsel for the 2022 calendar year and that a retainer fee be paid. Motion carried by a 7-0 vote.

**APPT. OF
ATTORNEYS**

Moved by President Ferguson, supported by Trustee Flores, that the regular meetings of the Board of Education of Adrian Public Schools, Lenawee County, Michigan, be held on the second and fourth Monday of each month with dates for 2022 as attached. No further formal notice of such meetings shall be required to be given to the members of said Board.

**SETTING OF
MEETING DATES**

Regular meetings shall be held at 785 Riverside Avenue, Adrian, Michigan, at 6:00 p.m. or at such time or place as designated by the President of the Board of Education. Motion carried by a 7-0 vote.

President Ferguson made the following appointments to Standing Board Committees in accordance with Board Policy 2505:

Finance Committee: Vice President Baucher and Trustee Marks
Curriculum Committee: Trustees Buku and Ballard
Personnel Committee: Trustees Flores and Henagan

**APPROVAL OF
STANDING
COMMITTEES**

It is the understanding of the Board, that the Standing Board Committees may change with the appointment of a new board member.

Moved by Vice President Baucher, supported by Trustee Buku, that the Standing Board Committees be approved as recommended. Motion carried by a 7-0 vote.

Moved by Trustee Flores, supported by Trustee Buku, that

Trustee Ballard be named as the representative to the Lenawee County Association of School Boards and the Head Start Policy Council. Motion carried by a 7-0 vote.

**APPROVAL OF
LCASB AND HS
REPRESENTATIVES**

Moved by Vice President Baucher, supported by Trustee Flores, that the Adrian Board of Education direct its secretary to publish the resolution establishing the date, time, and place of regular monthly Board meetings and the Board of Education telephone number. Motion carried by a 7-0 vote.

**PUBLICATION OF
MEETING DATES**

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

Motion carried by a 7-0 vote.

The meeting adjourned at 6:10 p.m.

**MEETING
ADJOURNED**

Beth Ferguson, President

Michael Buku, Secretary

MINUTES OF THE SPECIAL MEETING OF THE ADRIAN BOARD OF EDUCATION,
TUESDAY, JANUARY 11, 2022, ADRIAN HIGH SCHOOL CAFETERIA.

**MEETING CALLED TO
ORDER**

The meeting of the Adrian Board of Education was called to order by President Ferguson at 7:00 p.m.

Pledge of Allegiance was recited.

PLEDGE RECITED

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

ABSENT: none

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

AGENDA APPROVED

Motion carried by a 7-0 vote.

**MISSION
STATEMENT**

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

Mr. Parker gave a presentation on the third-grade reading bill. He asked the board members to take a third-grade reading test allowing them to experience a test like a student. After the test, Mr. Parker went on to explain that we need to be data-informed so that students might be able to receive extra help if needed. After the presentation, the board asked Mr. Parker a series of 15 interview questions.

INTERVIEW

Vice President Baucher commented, "There is no need to meet on Thursday."

Trustee Ballard said, "I am very impressed with the attendance at these meetings. It makes me feel good that so many people have taken time out of their schedule to attend."

**BOARD MEMBER
COMMENT**

Trustee Flores echoed Trustee Ballard's comments. "This is a very serious decision. It will benefit the entire District. Thank you for being here."

President Ferguson thanked everyone that participated in the Focus Groups. "As a reminder, we have another community forum tomorrow at 5:15."

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

Motion carried by a 7-0 vote.

The meeting adjourned at 8:30 p.m.

ADJOURNMENT

Beth Ferguson, President

Mike Buku, Secretary

MINUTES OF THE SPECIAL MEETING OF THE ADRIAN BOARD OF EDUCATION,
WEDNESDAY, JANUARY 12, 2022, ADRIAN HIGH SCHOOL CAFETERIA.

**MEETING CALLED TO
ORDER**

The meeting of the Adrian Board of Education was called to order by President Ferguson at 7:00 p.m.

Pledge of Allegiance was recited.

PLEDGE RECITED

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

ABSENT: none

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

AGENDA APPROVED

Motion carried by a 7-0 vote.

**MISSION
STATEMENT**

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

Dr. Anderson gave a presentation on the third-grade reading bill. He stressed why the reading bill was important. Dr. Anderson presented data on how Adrian students compared with students in Lenawee County and the state. He then presented ideas on how we could get students to third-grade proficiency. After the presentation, the board asked Dr. Anderson a series of 15 interview questions.

INTERVIEW

John Silveri led the board in a discussion of the next steps in the process. Mr. Silveri instructed the board that after the site visits the sub-committee should provide written follow-up to the remaining board members about their visits. This is to be factual and not a recommendation of which candidate. Mr. Silveri said that he would provide the sub-committee with some potential questions to ask at the site visit.

**FOLLOW UP
DISCUSSION**

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

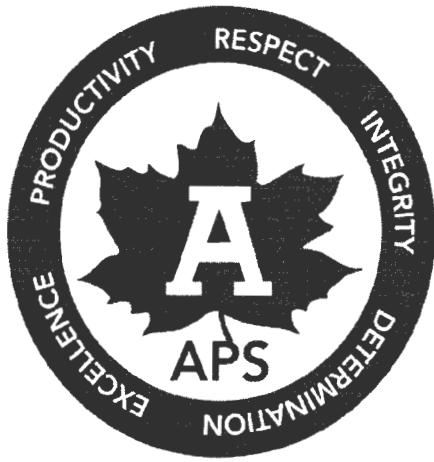
ADJOURNMENT

Motion carried by a 7-0 vote.

The meeting adjourned at 8:38 p.m.

Beth Ferguson, President

Mike Buku, Secretary



ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Minutes of the Superintendent Search Committee Meeting January 19, 2022 Superintendent's Conference Room, Adrian, MI

The meeting was called to order at 5:30 p.m.

PRESENT: President Ferguson, Trustees Marks and Ballard

DISTRICT MEMBERS PRESENT: Westfall and Engle

Motion by Marks, supported by Ballard, to approve the minutes from November 22, 2021.
Motion passed.

President Ferguson, Trustees Marks and Ballard, ASEF Director Jenny Engle, and Asst. Superintendent Westfall all attended the site visits held on January 18th and 19th for the Superintendent candidates.

January 18th, the committee drove to Wayne Memorial High School, where Dr. Anderson is the principal. The committee met with the following groups: members of the student senate, building secretaries, Central Office, teachers and the building administrative team consisting of assistant principals and the athletic director.

The group of students said that he interacts well with students, genuinely caring about how they are doing academically and in extracurricular activities, showing a high level of compassion. Dr. Anderson and his assistant principals started playing Uno games with the students during lunch, which has also helped him get to know the kids. The students said that he attends many of their events, and is a visible fixture in the hallways, always conversing with those he sees.

The building secretaries referred to him as the "parent whisperer" as he is very good at dealing with parents. They also felt he was a good communicator and a good listener and sought input when necessary. He was also the first to jump in if they needed assistance. They also confirmed that he was student centered as well as a team player. One important thing they mentioned is that he questions things – just because they have always been done like that doesn't mean it makes sense to continue.

Central office employees spoke to his ability to work as a team. They felt like he did a good job in implementing things that come from central office. The fact that he has worked at all three educational levels makes him a well-rounded candidate for this position. The group did

not have concerns about his lack of Central Office experience. They felt that being a problem solver would translate well. He is reflective and thoughtful before responding to issues. He takes a data informed approach rather than data driven.

The teacher group consisted mainly of department heads, as well as the teacher building rep for the union. The building rep spoke highly of his ability to handle employee issues in a professional manner while not being demeaning. The group felt that he was an advocate for employee groups, sometimes being the orphan voice. He does work behind the scenes, working with teacher leaders to see how ideas would be perceived by the group before implementing new things. He is very solution focused, not dwelling on the problems. It is easy to follow with his leadership style. He gives autonomy but can have hard conversations.

The final group was two of his assistant principals and his athletic director. One of the assistants came to this high school from the other high school in November. The other assistant has worked with him right after he became principal at Wayne. The AD was hired 10 days ago. They felt that he approached problems with a desire to understand, and then turned the responses into coaching his employees. He is a big picture guy, but doesn't ignore the details. He embraces diversity, reminding us that these kids need us. He focused on asking us what we need to succeed in our roles.

The group ended the visit with a brief discussion with Dr. Anderson and a short tour.

January 19th, the committee started out meeting with Central Office staff at Adrian High School to discuss Nate Parker's leadership in the District. Superintendent Behnke stated that in every staff survey – Nate has always ranked the highest, as well as ranking the highest on administrator evaluations. He has been part of projects such as the athletic game plan. Other members of central office talked about how he works well with other district leaders. He is very kid centered, he attends every event he possibly can, he knows the kids when he sees them and can relate a student to a parent in casual conversation. Nate Parker is responsive, positive, a team player, empowers his own team. He is passionate about kids and people in general, as well as being passionate about APS. When asked about data driven or data informed, Superintendent Behnke said he is data informed through observation, and taking it a step further, he is boots on the ground. Richards said his building is the best for implementation, following action steps based off of data.

The second group consisted of Chad O'Brien, Athletic Director, Jason Skeels Instructional Coach and Softball Coach, Kyle Johnson teacher and baseball coach, and Nick Conklin, teacher and wrestling coach. Resounding themes included Nate's positive influence on students and staff. He will jump in and fill a need he sees lacking, such as coaching middle school summer league baseball. Nate has been a mentor. He is visible at events, both sports and the fine arts. He runs a tight ship, while staying very organized. AD O'Brien said we have great momentum going in the District, including in athletics, and everyone believes Nate can keep that momentum going. He both gives and receives respect. He has a lot of community connections, and is supported in the community. He's genuine yet direct.

The committee headed to Springbrook for the remainder of the site visit. Four 7th grade students gave the committee a tour of the school.

The third group consisted of the arts representatives. He's a huge supporter of the arts, and attends as many things as he can. He goes the extra mile to compliment kids after seeing them at events, not just by saying good job but by pointing out something in particular they did well. He takes input seriously from staff as well as students. He pushes kids to be better. He has done his research and knows that the arts contribute to success in the

classroom. He will be the face of APS in the community, and will represent us in a well-spoken and articulate manner. He is genuinely supportive and authentic. Both band teachers said they approached him about applying for the Superintendent position as they knew he would do a great job for APS.

The fourth group was a diverse group of support staff and teachers. They felt that he involves them in decision making, and wants input from the staff, he is a leader and a mentor. He has an innate quality in a leader, by making everyone know they are valued and important. He's about growing teachers. He is receptive to both positive and constructive input. He knows your gift and he capitalizes on it. One of the participants is an ISD staff member who has been in a lot of Districts. She said that she has never felt as welcome as she does at Springbrook, he knows how to build relationships and values them. Others said he is fair and just while remaining empathetic. He doesn't back down from a challenge, and goes above and beyond to meet the needs of kids. It was mentioned several times during the day how impactful his speech was when he received the ASEF award.

The fifth group consisted of building administrators. Nate has been a natural leader amongst that group, taking on the president role. He has been part of negotiations for both their group and the AEA. The group feels that we need someone that's going to come in and stay, be a leader at the school and in the community. He's easy to talk to, and everything revolves around the best interests of the students. If he makes a decision that you may not agree with, he explains not only what we are doing but why we are doing it, gaining the necessary buy in. He can be firm, but is always fair and consistent. One veteran administrator said in 31 years, Nate is by far one of the best leaders he's ever worked with. He is calming with parents, and brings them to realistic levels. He is big picture creative. He is not reactive, but thinks before he responds. For him to teach our new leaders (high school principal, middle school principal, A.D.), these new leaders will be great. He is proactive, not reactive.

The final group was parents and community members. Nate will do whatever it takes to be successful. He thinks outside the box. He is a forward thinker, coming up with new ideas. He is approachable and personable, while making one feel comfortable. He is humble. One parent talked about his special needs child, and while Mr. Parker made his son stick to the rules, he did so in a caring manner, and his son respected him. The group felt that too many times in our District, an outsider comes in while always looking for the next best thing. Nate is vested and will stay. He is enthusiastic and gives a tremendous amount of energy. He will draw more people to Adrian. He's paid his dues. He is a great internal candidate and the board will be hard pressed to find a better candidate.

There was no public comment.

Meeting adjourned at 5:35 p.m.

Next Meeting: TBD

**ADRIAN PUBLIC SCHOOLS
FINANCIAL REPORT
FOR THE YEAR TO DATE PERIOD
DECEMBER 31, 2021
STATEMENT OF REVENUES, EXPENDITURES AND
CURRENT BUDGET POSITION**

		BUDGET ADOPTED 12/13/2021	Y.T.D. ACTUAL	CURRENT BUDGET POSITION
REVENUES				
100	Local Sources	\$ 5,133,349	\$ 2,402,307	\$ 5,133,349
300	State Sources	25,300,155	7,121,070	25,300,155
400	Federal Sources	7,881,428	1,284,293	7,881,428
500	Incoming Transfers	1,921,900	712,161	1,921,900
TOTAL		<u>\$ 40,236,832</u>	<u>\$ 11,519,831</u>	<u>\$ 40,236,832</u>
EXPENDITURES				
INSTRUCTION				
110	Basic Program	\$ 17,896,028	\$ 6,207,385	\$ 17,896,028
120	Added Needs	5,499,800	1,875,636	5,499,800
130	Adult & Continuing Education	146,895	43,079	146,895
SUPPORT SERVICES				
210	Pupil	2,948,213	1,241,055	2,948,213
220	Instructional Staff	2,132,919	821,386	2,132,919
230	General Administration	850,494	445,278	850,494
240	School Administration	2,260,274	1,096,653	2,260,274
250	Business	1,019,493	428,612	1,019,493
260	Plant & Operations	3,099,382	1,409,756	3,099,382
270	Pupil Transportation	1,273,918	439,865	1,273,918
280	Central Services	674,265	322,285	674,265
290	Other	1,109,909	265,301	1,109,909
300	Community Services	371,651	142,594	371,651
450	Facilities Acquisition	586,315	487,610	586,315
490	Prior Year Adjustments	0	10,725	0
600	Outgoing Transfers	200,000	200,000	200,000
TOTAL		<u>\$ 40,069,556</u>	<u>\$ 15,437,221</u>	<u>\$ 40,069,556</u>
Excess Revenues over Expenditures		<u>\$ 167,276</u>	-3,917,390	<u>\$ 167,276</u>
Beginning Fund Balance			7,570,055	
Ending Fund Balance			<u>\$ 3,652,665</u>	

EXECUTIVE SUMMARY

DATE: January 24, 2021

CONTACT PERSON: Bob Behnke

PURPOSE:

Approval of leave of absence request for the remainder of the 2021-2022 school year.

EXPLANATION:

The following teacher has requested a leave of absence for the remainder of the 2021-2022 school year:

Darcie Anderson Child Care Leave

RECOMMENDATION:

It is the recommendation of the Superintendent that the requested leave of absence be approved for the remainder of the 2021-2022 school year.

EXECUTIVE SUMMARY

DATE: January 24, 2022

CONTACT PERSON: Bob Behnke

PURPOSE:

To recommend the hiring of a Head Start Teacher Assistant at Drager Early Education Center.

EXPLANATION:

Mary Bruggenwirth and her interview team recommend Katherine Miller as a Head Start Teacher Assistant at Drager Early Education Center. Katherine currently works at the Boys and Girls Club and has experience taking on leadership roles.

RECOMMENDATION:

It is the recommendation of the Superintendent that Katherine Miller be hired as a Head Start Teacher at Drager Early Education Center, effective January 18, 2022.

EXECUTIVE SUMMARY

DATE: January 24, 2022

CONTACT PERSON: Bob Behnke

PURPOSE:

To accept donations from Community Members

EXPLANATION:

The following donations were given:

1. Jeff Condon donated books with an estimated value of \$3,000.
2. Lenawee Community Foundation donated \$1,00 to the High School Art students for the Charity Ball Festival of Trees.
3. Adrian Arbor donated \$200 to the Families in Transition Program
4. Bob Behnke donated \$2,352.73 to the Superintendent Scholarship fund and the purchase of Clifford books.

RECOMMENDATION:

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

EXECUTIVE SUMMARY

DATE: January 24, 2021

CONTACT PERSON: Bob Behnke

PURPOSE: To update existing policies and addition of 2 new policies at the request of Thrun Policy Services.

EXPLANATION:

Adrian Public Schools made the transition to Thrun Police Services in the spring and since the start of the school year have been implementing the policies into the daily practices of the District. Thrun indicated that they would provide updates as needed to their policies. Attached is the first round of updates to their policies that they are recommending the Board adopt. Most of the changes are minor issues that have surfaced with other Districts as policy implementation has taken place.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Board of Education adopt the Thrun Policy Services updates for the District's policies at the next board meeting.

Series 2000: Bylaws

2200 Board Powers

2201 Board Powers/General Powers

The Board exercises powers that are expressly conferred upon the Board by Michigan Constitution or statute, and that are necessarily implied or incidental to expressly conferred powers. Except as otherwise provided by law, the Board may exercise a power incidental or appropriate to the performance of a function related to the operation of a public school and the provision of public education services in the interests of public elementary and secondary education in the District.

A. Expressly Conferred Powers

1. The Board will establish and maintain the grades, schools, programs, and departments it deems necessary, which may include grades Pre-K through 12, and may provide lifelong education, adult education, community education, training, enrichment, and recreation programs.
 - a. The Board may educate persons by:
 - i. directly operating 1 or more public schools as defined in Revised School Code Section 5(6); and/or
 - ii. causing public education services to be provided for students through an agreement, contract, or other cooperative agreement with another public entity.
 - b. The Board will:
 - i. ensure that each public school within the District is accredited or certified by the State Superintendent as having met or exceeded established standards;
 - ii. ensure that the requirements of Revised School Code Sections 1204a (annual reports), 1277a (disaggregation of data by gender for school improvement planning purposes), 1278 (core academic curriculum), and 1280 (accreditation) are met for any consortium program in which the District participates;
 - iii. ensure each student in grades 8-12 is provided with information on college-level equivalent courses;
 - iv. determine the length of the school year;
 - v. select, approve, and purchase textbooks as defined under Revised School Code Section 1421;
 - vi. administer state-required standardized tests;

- vii. adopt a parent/guardian involvement plan; and
 - viii. adopt, implement, and annually make available to MDE a copy of a 3 to 5-year school improvement plan and continuing school improvement process for each school in the District in compliance with Revised School Code Section 1277.
2. The Board will provide for the safety and welfare of students while at school or a school-sponsored activity or event, and while traveling to or from school or a school-sponsored activity or event, as required by law.
 3. The Board may acquire, construct, maintain, repair, renovate, dispose of, or convey school property, facilities, equipment, technology, or furnishings as it deems appropriate, within applicable legal parameters.
 4. The Board may hire, contract with, schedule, supervise, or terminate employees, independent contractors, and other persons or entities to carry out District powers. The Board may defend and indemnify its employees to the extent authorized by law.
 5. The Board may receive, account for, invest, or expend public school money; borrow money and pledge public school funds for repayment; and qualify for state school aid and other public or private money from local, regional, state, or federal sources.
 6. The Board delegates to the Superintendent the authority to take action in circumstances not authorized by Board action or Policy when required to effectively maintain the District's day-to-day operations. The Superintendent should (a) promptly inform the Board of the action taken and the need for taking expedited action; and (b) report the action to the Board at the Board's first meeting after the Superintendent takes such action.

B. Limitations on Powers

1. The Board will not use money received from any source to unlawfully aid or maintain any private, denominational, or other nonpublic, pre-elementary, elementary, or secondary school. The Board may provide transportation, auxiliary services, and nonessential elective classes for students attending nonpublic schools to the extent permitted by law.
2. The Board will use public funds, including state school aid allocations, tax revenue, and bond proceeds only for designated purposes.
3. The Board will not permit a fraternity, sorority, or other secret society to operate in the District. See Policy 5511.
4. The Board will not award a high school diploma to a student unless the student meets the requirements of Revised School Code Sections 1278a and 1278b.

C. Authority

1. Consistent with Policy 2101, the general powers reside within the Board as a whole, not individual Board members. The Board speaks only through its minutes and resolutions.
2. Consistent with Policy 2503, Board action is not valid unless approved by a majority vote in a lawfully convened meeting.

Legal Authority: Const 1963, art 8, §2; MCL 380.5(6), 380.11a, 380.1146, 380.1153, 380.1216, 380.1217, 380.1277, 380.1278a, 380.1278b, 380.1280, 380.1280a, 380.1282, 380.1284, 380.1294, 380.1321, 380.1322, 380.1421, 380.1422, 380.1472, 380.1804, 380.1807, 380.1816; MCL 388.1766b; Mich Admin Code R 340.281, 340.282 (transportation services for nonpublic school children), 340.291-.295 (auxiliary services for nonpublic school children); *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3100 General Operations

3119 *Experimental or Pilot Programs – NEW POLICY* [

The Board encourages innovation and creativity in its educational programming and general operations through the use of experimental or pilot programs (“Programs”). An experimental or pilot program is a trial program conducted to evaluate feasibility that may be converted to a regular program at the conclusion of the trial period.

Employees may submit a proposal for a Program to the Superintendent or designee for consideration. The Superintendent may also prepare a Program proposal.

A Program proposal must include the Program name, duration, purpose, and goals. Proposals must also include:

- A. A list of proposed materials and equipment to be used in the Program;
- B. Anticipated Program costs, including staffing costs;
- C. A proposed framework for implementing the Program and evaluating the Program’s success, including evaluation intervals and criteria; and
- D. Other relevant information, if requested by the Superintendent or designee.

The Superintendent or designee will review the Program proposal and may seek clarification from the employee(s) that submitted the proposal, if prepared by employees other than the Superintendent. The Superintendent or designee may also amend the proposed Program in the Superintendent’s or designee’s sole discretion.

If the Superintendent or designee believes that the proposed Program (either as originally drafted or as amended) is in the best interests of the District, the Superintendent or designee will present the proposed Program to the Board for its consideration. The Program may be approved by the Board in its sole discretion.

The Board recognizes that experimental and pilot programs are a prohibited subject of bargaining under the Michigan Public Employment Relations Act. The Superintendent is encouraged to consult with legal counsel about legal implications of a Program before submitting it for Board approval.

At the conclusion of the Program, the Board may consider conversion of the Program to a regular program.

Legal Authority: MCL 380.11a; MCL 423.215(3)(h)

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3301 Purchasing and Procurement

This Policy applies to all purchases of materials, supplies, and equipment. Purchases acquired through lease financing are governed by this Policy, but true leases (i.e., rental agreements) are not.

A. Responsibility for Purchasing

The District's administration, under the Superintendent's supervision, may purchase items for the District, subject to any parameters established by the Board.

B. When Competitive Bidding is Required

1. The District must competitively bid the purchase of an item or group of items costing an amount equal to or greater than the then-current state bid threshold published annually by MDE.
2. The District does not need to competitively bid a purchase if competitive bidding is not required by law, including any service contract.
3. The District will not artificially segregate purchases into smaller orders to avoid the bid threshold.
- 3.4. In compliance with the U.S. Department of Agriculture Child Nutrition Programs, informal procurement procedures may be used when the purchase of food or services from a supplier (wholesaler, retailer, and/or vendor) for a single transaction is less than \$100,000. In that instance, the District may use the bidding procedure identified in subsection C.1.a below but may negotiate with one or more supplier. This subsection B.4 only applies to the purchase of food or services and does not apply to purchases of food service supplies or equipment.

C. Bidding Procedure

1. The District may competitively bid a purchase using 1 or more of the following methods:
 - a. Requesting written price quotations from at least 3 known and practical vendors of an item;
 - b. Distributing a request for proposals to at least 3 known and practical vendors of an item;
 - c. Posting a request for proposals on the District's website or any other website that regularly informs vendors of bid opportunities;

- d. Selecting a contract awarded to a winning bidder under a bid process operated by a reputable bid cooperative if the District determines, after reasonable due diligence, that the bid procedure used by the bid cooperative was fair and open, resulted in a bid award to the lowest responsible bidder, and the contract price is comparable to current market rates for the purchased item; or
 - e. Any other process, in the Superintendent's or designee's discretion, that is likely to result in at least 3 known vendors providing bids for the item sought, regardless of whether at least 3 bids are actually received.
2. Each bidder responding to a request for proposals must certify that it is not an Iran-linked business as defined by MCL 129.312.
3. Awarding Bids
- a. If competitive bidding is required by law, any contract must be awarded by the Board to the lowest responsible bidder.
 - b. In determining bidder responsibility, the District may take 1 or more of the following into account:
 - The District's experience with the bidder;
 - Others' experience with the bidder;
 - The bidder's history of satisfactory performance or questionable litigation, protests, or disputes;
 - The bidder's capitalization and solvency;
 - The length of time the bidder has been engaged in its business;
 - The recommendation of the District's professional consultants; and
 - Any other factor consistently and lawfully applied.
 - c. In any bid procedure, the District reserves the right to reject any or all bids or waive any informalities or irregularities in the bid process.
4. Michigan-Based Business Preference
- a. The District may give up to a 10% preference to a bidder that is a Michigan-based business as defined by MCL 18.1268.
 - b. The Michigan-based business preference will not apply if federal funds are used for the purchase.

D. Purchases Using State Aid Act Funds

1. The District will not use state aid to purchase foreign goods or services if American goods or services are available, competitively priced, and of comparable quality.
2. The District will give a preference to goods or services manufactured or provided by Michigan businesses if competitively priced and of comparable quality.
3. The District will give a preference to goods or services manufactured or provided by Michigan businesses owned and operated by veterans if competitively priced and of comparable quality.

E. Purchases Using Federal Funds

1. This subsection E only applies to purchases made with federal funds and subject to the federal Uniform Grant Guidance. All terms in this subsection E have the same respective meanings as defined by federal regulation (2 CFR 200.1-99).
2. Subject to the District's obligation to comply with Michigan law, the District must use 1 of the following procurement methods that includes information sufficient to inform all potential bidders about the District's technical, service, and bid procedure requirements:
 - a. Purchases up to \$10,000 (micro-purchases)
 - i. To the extent District administration determines that the cost of the purchase is reasonable, micro-purchases may be made or awarded without bidding in accordance with this Policy. For purposes of this subsection, "reasonable" means the purchase is comparable to market prices for the geographic area.
 - ii. To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers.
 - b. Purchases between \$10,000 and \$250,000 (small purchase procedures)

The District will use a bidding procedure in subsection C.1., above, except that the District may use the bidding procedure in subsection E.2.a, above, for purchases up to the then-current state bid threshold published annually by MDE if the District satisfies the annual certification requirements of 2 CFR 200.320(a)(1)(iv).
 - c. Purchases over \$250,000
 - i. The District must either receive sealed bids through formal advertising or prepare a comprehensive request for proposals and submit it to at least 5 sources.

- ii. With either method, the District will perform a price analysis, making an independent estimate of costs before receiving bids.
- 3. The District will take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are included in bidding opportunities.
- 4. A person may protest the veracity, conformity, or eligibility of a bid. The District will handle bid protests as follows:
 - a. Within 48 hours of the time bid results are available, the protesting person will submit a written protest to the Superintendent describing in detail the nature of the protest;
 - b. The Superintendent or designee will review the written protest, and the Superintendent may bring it to the Board's attention in the Superintendent's discretion;
 - c. A person's failure to file a protest as described above is an irrevocable waiver of the bid protest; and

Nothing in this Policy reduces or eliminates the District's rights or protections afforded under the law.

- 5. The District will retain all bids and formal bid solicitation documents for a period of 6 years after the bid opening date, or longer if required by law.

Legal authority: 2 CFR 200.1 et seq.; MCL 129.311 et seq.; MCL 380.1274; MCL 388.1764c

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3302.01 *Naming Facilities*

- A. The Board retains sole authority to name District facilities. For purposes of this Policy, a “facility” includes any portion of a facility that may be separately named (e.g., library, cafeteria, building wing). For purposes this Policy, “naming” also includes renaming an existing facility.
- B. The Board must review and discuss a recommendation or nomination to name a facility in at least two (2) open meetings over a two (2) month period. The Board will not act immediately on a request to name or rename a facility.
- C. In naming a facility, the Board will generally (but is not required to) solicit the feedback of the local community.
- D. The Board will name facilities after the following people, whether current or former or alive or deceased: employees, Board members, District students, community members, a donor who gives a substantial donation to the District, or others who by their contributions in effort, interest, devotion, exemplary life, attainment, or other factors deemed relevant by the Board have furthered the interest of the District.
- E. In deciding whether to name a facility after a donor, the Board will consider the donation amount, whether the donated amount is for a particular facility, and the connection between the donor and the District or the community.
- F. The Board may sell naming rights to a particular facility.
 - 1. The Superintendent or designee may negotiate a contract to sell naming rights, subject to final Board approval.
 - 2. The proceeds of such a sale may be used at the Board’s sole discretion.

Date adopted:

Date revised:

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3306 Construction Bidding

The Board will comply with applicable laws and this Policy for the construction of a new school building or an addition to or repair or renovation of an existing school building (a "Construction Project").

A. When Competitive Bidding is Required

1. The District must competitively bid all labor and material for a Construction Project if the project cost exceeds the then-current state bid threshold published annually by MDE (the "Bid Threshold").
2. The District does not need to competitively bid a:
 - Construction Project costing less than the Bid Threshold;
 - contract for repair in emergency situations;
 - repair normally performed by District employees; or
 - professional consultant contract.

B. Bidding Procedure

1. If competitive bidding is required, the District must follow the bidding procedure prescribed by Revised School Code Section 1267 and award contracts to the lowest responsible bidder.
2. To determine whether a bidder is a responsible bidder, the District may consider the factors enumerated in Policy 3301 subsection C.3.b.
3. If competitive bidding is not required, the District may use any lawful means to procure contracts.
 - a. The Superintendent or designee may approve purchases or contracts to repair a school building without competitive bidding in an emergency.
 - 3.b. An "emergency" means a situation or condition that either poses an immediate threat to the life, health, safety, or welfare of the District's students, personnel, or visitors or that is likely to cause imminent serious damage to a District building.
4. Each bidder must certify that it is not an Iran-linked business as defined by MCL 129.312.

C. Alternates

1. Bid specifications may require bidders to submit bids with mandatory alternates or allow bidders to submit voluntary alternates; provided, however, that no voluntary alternate may change the nature of the work.
2. The Board, in its discretion, may award bids based on allowable alternates.

D. Michigan Business Preference

For any Construction Project, the District may apply a preference to a Michigan-based business as described in Policy 3301 subsection C.4.

E. Construction Bidding Using State Aid Act Funds

The purchase of property and services made with state aid must comply with the requirements described in Policy 3301 subsection D.

F. Construction Bidding Using Federal Funds

The purchase of property and services made with federal funds subject to the Uniform Grant Guidance must comply with the Uniform Grant Guidance and the procedures described in Policy 3301 subsection E.

Legal authority: 2 CFR 200.1, et seq.; MCL 129.311 et seq.; MCL 380.1267; MCL 388.1764c

Date adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4205 Hiring and Background Checks

The District is committed to prohibiting unlawful discrimination in its hiring practices consistent with Policy 4101. Hiring decisions are based on qualifications, skills, knowledge, abilities, education, certifications/licenses, experience, demeanor, and other job-related criteria the Board may deem relevant. In making hiring decisions, the Board or designee will consider enrollment, operational requirements, financial needs, and the District's best interests.

A. Advertising and Posting

Vacancies may be posted on a designated website or other location and distributed to appropriate employee groups or relevant professional associations. The posting may outline general duties, qualifications, pay range, work experience, and hours. Vacancies may be posted for at least 5 calendar days unless a different time period is specified in a collective bargaining agreement. Applications must be submitted to the central office unless otherwise designated. The District may establish an online application process. Postings will comply with applicable collective bargaining agreements.

B. Hiring

The Board will determine the hiring process for the Superintendent. For all other positions, the Superintendent or designee will determine the process to consider and interview qualified applicants. The Superintendent or designee is authorized to hire non-exempt staff, temporary, and substitute employees. Teachers, Non-Teaching Professionals, Supervisors, and Administrators that the Superintendent or designee recommends for hire are subject to Board approval.

The District will not consider an applicant for employment unless the applicant provides the District with the following:

1. written consent for the criminal records division of the Michigan State Police to conduct the criminal history check required by Revised School Code Section 1230 and the criminal records check required by Revised School Code Section 1230a;
2. a signed statement that complies with Revised School Code Section 1230b(1); and
3. other required application materials.

Falsification or misrepresentation of credentials, qualifications, references, or application materials will be grounds for disqualification or discipline, including discharge.

C. Background Checks for Employees, Contractors, and Volunteers

1. The District will conduct a background check on a selected applicant upon an offer of employment or before a person is assigned to regularly and continuously work under contract in any of its schools. The Superintendent or designee will receive and review the results of the background check before the District employs or allows the person to regularly and continuously work under contract in any of its schools, unless otherwise permitted by law.
2. "Regularly and continuously work under contract" means any of the following:
 - a. to work at school on a more than intermittent or sporadic basis as an owner or employee of an entity that has a contract with the District to provide food, custodial, transportation, counseling, or administrative services or to provide instructional services to pupils or related and auxiliary services to special education pupils;
 - b. to work at school on a more than intermittent or sporadic basis as a person under a contract with the District to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils.
3. "School" means in a classroom, elsewhere on District property, or on a school bus or other school-related vehicle.
4. The background check will include:
 - a. a criminal history check pursuant to Revised School Code Section 1230;
 - b. a criminal records check pursuant to Revised School Code Section 1230a;
 - c. an unprofessional conduct check pursuant to Revised School Code Section 1230b; and
 - d. if a certification is required for the position, such as a teaching certificate or administrator certificate, District verification that the person's certification is valid.

The background check may include any other matters the District deems relevant, such as verifying references, school transcripts, and prior employment, as may be permitted by law.

If the criminal history check report, criminal records check report, or any other report discloses that the person has been convicted of a listed offense as defined in MCL 28.722, and the District verifies the conviction using public records, the District must not employ the person or allow the person to regularly and continuously work under contract in any of its schools. If any of the reports disclose that the person was convicted of a felony as defined in MCL 761.1, and the felony is not a listed offense, and the District verifies the conviction using public records, the District must not employ the person or allow the

person to regularly and continuously work under contract in any of its schools unless the Superintendent and the Board each specifically approve the employment or assignment in writing.

Employment offers are contingent on the Superintendent's or designee's review of the background check results.

All the information the District obtains via the criminal history check report, criminal records check report, or any other report that discloses that the person has been convicted of a listed offense will be maintained pursuant to 4205-AG-1.

5. Confidentiality

All the information the District obtains via the criminal history check report, criminal records check report, or any other report that discloses that the person has been convicted of a listed offense are to be considered confidential and will not be released except pursuant to 4205-AG-1(C)(5). Violation of confidentiality is a misdemeanor punishable by a fine up to \$10,000.

Notification from the Michigan Department of Education or Michigan State Police about a District employee's criminal conviction is exempt from FOIA for the first fifteen (15) days until the information is verified. Once verified, only information regarding physical or sexual abuse may be released. The employee may release the information with written authorization.

D. Other Post-Offer Considerations

The District will not make disability-related medical inquiries or inquire about an applicant's disability-related requested accommodation(s) until after a conditional job offer is made, consistent with Policy 4105. Based on the physical and mental demands of a position, an examination and/or drug test may be required following a conditional offer of employment. The examination will be performed by a health care provider identified by the Superintendent or designee at the District's expense.

Legal authority: MCL 28.722; MCL 380.1230, 380.1230a, 380.1230b; MCL 761.1

Date adopted:

Date revised:

Series 4000: District Employment

4200 Employee Conduct and Ethics

4205-AG-1 Criminal Justice Information Security (Non-Criminal Justice Agency) – NEW POLICY

The District will conduct background checks, consistent with Policy 4205(C) and Administrative Guidance 4205-AG, and will have the Michigan State Police (“MSP”) obtain criminal history record information (“CHRI”) from both the state and Federal Bureau of Investigation (“FBI”) for all District employees, contractors, volunteers, and vendors and their employees who regularly and continuously work under contract as provided in Policy 4205(C)(2). Employees who fail to follow these procedures will be subject to discipline subject to the Superintendent’s review and written approval of any corrective action.

A. Local Agency Security Officer (“LASO”)

The District will appoint the Director of Human Services as its LASO who is responsible for the adoption of this guidance along with data/system security.

1. The LASO is responsible for ensuring:
 - a. compliance with these regulations and laws;
 - b. personnel security screening procedures are followed under this administrative guideline;
 - c. approved and appropriate security measures are in place and functioning properly to protect CHRI;
 - d. only approved District employees have access to and are using the information in compliance with the law;
 - e. compliance with this administrative guideline; and
 - f. that the MSP is promptly informed of any security breach(es).
2. The LASO is also responsible for identifying and documenting, to the extent applicable:
 - a. how District equipment is connected to the MSP; and
 - b. who is using the MSP-approved equipment.
3. When a new LASO is established, the District will complete and deliver a LASO appointment form to the MSP and will keep a copy of the appointment form on file indefinitely. The LASO will make all MSP fingerprint account changes.

B. Personnel (Authorized User) Security

Only authorized users will have access to CHRI. An authorized user must be vetted through the national fingerprint background check and be given CHRI access by the LASO to evaluate potential employees, contractors, or volunteers for employment or assignment. If the District maintains digital CHRI, the LASO will assign authorized users unique passwords compliant to 4205-AG-1 (C)(3) to access it. Those who are not authorized users but who, by the function of their job, will be close to CHRI or computer systems with access to CHRI will be supervised by an authorized user. Employees who do not comply with state or federal laws or District policies or administrative guidelines will be subject to discipline, up to discharge.

1. Security with Separated Authorized Users

After an authorized user is separated from the District, that individual's access to CHRI will be terminated within twenty-four (24) hours. This includes, but is not limited to, returning keys, access cards, and ceasing access to digital CHRI.

2. Security with Transferred Authorized Users

When an authorized user is transferred or reassigned, the LASO will take steps necessary to block that individual's access to CHRI within twenty-four (24) hours, unless the LASO determines that the individual must retain access.

C. Media Protection

Authorized users may only access CHRI on authorized devices, which does not include a personally owned mobile device, cell phone, computer, or other technology, unless the personally owned devices are approved, consistent with specific terms and conditions, for access. All CHRI (including digital media) will be maintained in a physically secure location or controlled area. A physically secure location or controlled area will be (1) locked whenever an authorized user is not present or supervising and (2) limit access to unauthorized users. An authorized user accessing CHRI must position the media to prevent unauthorized users from accessing or viewing CHRI. Physical CHRI will be stored in a locked filing cabinet, safe, or vault. Digital CHRI will be encrypted consistent with FBI CJIS Security Policy. If digital CHRI is stored on a storage device without encryption, it must be stored like physical CHRI.

1. Media Transport

The LASO must approve all CHRI media transportation and will not grant approval unless transportation is reasonably justified. CHRI must be secured during transport. Physical CHRI must be transported in a sealed, locked, or secured medium and digital CHRI must be encrypted, and if not, secured in the same fashion as physical CHRI.

2. Media Disposal/Sanitization

CHRI media will be stored and retained for the duration required by law. Disposal must be made with the written approval of the LASO and the Superintendent. Only authorized users may dispose of CHRI media. Physical media will be cross-cut shredded or incinerated. Digital media must either be overwritten at least three (3) times or degaussed, passing a strong magnet over the media, before disposal or reuse. The LASO will keep written records (date and authorized user's signature) of CHRI media destroyed and the process for destroying or sanitizing CHRI media for ten (10) years.

3. Passwords

When the LASO assigns a unique password to an authorized user, it must have the following attributes:

- a. at least eight (8) characters;
- b. not consisting of only a proper noun or word found in a dictionary;
- c. not similar or identical to the username;
- d. not be displayed while entered or transmitted outside of the physically secure location or controlled area;
- e. expires every ninety (90) days; and
- f. cannot be the same as the previous ten (10) passwords.

4. Security Awareness Training

The District will provide all authorized users with security awareness training, following the template provided on the MSP website, within six (6) months of authorization and every two (2) years thereafter. The LASO will keep a current record of all users who have completed the training.

5. CHRI Dissemination

The District must maintain a record of any CHRI dissemination to another authorized agency, consistent with the Revised School Code, which must include (1) date of release, (2) records released, (3) means of sharing, (4) District personnel who disseminated the CHRI, (5) whether authorization to disseminate was obtained, and (6) the agency to whom the CHRI was disseminated and the recipient's name.

D. Incident Handling

1. In General

The District has established operational incident handling procedures for instances of an information security breach. CHRI security breach incidents will be tracked using the report the MSP provides on its website https://www.michigan.gov/msp/0,4643,7-123-72297_24055-332662--,00.html.

The District has provided specific handling capabilities for CHRI, consistent with the following table:

Capabilities shall be handled according to the following description:	Physical – Hard Copy CHRI	Digital – Digitally Accessed/Saved CHRI
Preparation	The CHRI container will be locked at all times in the office in which it is stored. When office staff is not present, the office must be locked	Firewalls, anti-virus protection, and anti-malware/spyware protection will be maintained.
Detection	Physical intrusions to the building will be monitored. A building alarm or video surveillance will monitor for physical or unauthorized intrusions. The building must be locked at night.	Electronic intrusions will be monitored by the virus and malware/spyware detection.
Analysis	The LASO will work with police authorities to determine how the incident occurred and what data was affected.	The IT department will determine what systems or data were affected and compromised.
Containment	The LASO will lock uncompromised CHRI in a secure container or transport CHRI to a secure area.	The IT department will stop the spread of any intrusion and prevent further damage.
Eradication	The LASO will work with local law enforcement to remove any threats that compromise CHRI data.	The IT department will remove the intrusion before restoring the system. All steps necessary to prevent recurrence will be taken before restoring the system
Recovery	Local law enforcement will handle and oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting, if necessary.	The IT department will restore the agency information system and media to a safe environment.

When a CHRI security breach incident occurs, the following will apply:

- a. the LASO will be notified immediately;

- b. the LASO or appointed authorized user will stop any unauthorized access, secure the media, and shut down the systems necessary to avoid further unauthorized exposure;
- c. the LASO or appointed authorized user will record all necessary information regarding the breach, the District's response to the breach, and who was involved in taking response measures;
- d. the LASO will file the incident report with the MSP; and
- e. when such incident results in legal action (either civil or criminal) against a person or the District, evidence shall be collected, retained, and presented according to the evidentiary rules of the appropriate jurisdiction(s).

2. Mobile Device Incident Handling

The District will, in addition to the handling procedure in the table above, establish and implement additional procedures for mobile devices to reduce the risk of unauthorized access to CHRI.

When a device is lost, the District will document and indicate how long the device has been lost. For a lost device, the District will report if the owner believed the device was locked, unlocked, or could not verify the device's locked state. For a total loss of a device (unrecoverable), the District will report if CHRI was stored on the device, whether it was locked or unlocked, and whether the District can track or wipe the device remotely. The District will report any compromise of a device while still in the owner's possession and any compromise outside of the United States.

Adoption date:

Revised date:

Series 4000: District Employment

4600 The Superintendent

4601 General

A. Employment

Except in limited circumstances as otherwise allowed by law, the Board will employ a Superintendent as the District's chief administrative officer who will report to the Board. The Superintendent's individual employment contract will not exceed 5 years. The Superintendent will maintain appropriate certification, as well as comply with continuing education requirements, as a condition of continued employment. The Superintendent must immediately notify the Board if his or her certification expires or is nullified or revoked.

B. Duties and Responsibilities

The Superintendent will regularly advise the Board on significant legal, educational, financial, and other school-related developments affecting the District and the Board and will demonstrate exemplary leadership and knowledge of contemporary educational philosophy and effective practices.

The Superintendent will ensure compliance with requirements imposed by federal and state law, Policy, and governmental authorities with jurisdiction over Michigan schools. The Board delegates to the Superintendent the general power and authority to do the following, within Board-approved Policy and budgetary parameters:

1. direct curriculum and take actions to maximize student safety, welfare, and educational opportunities;
2. Suspend students up to 59 days and expel students consistent with Policy 5206;
3. ensure compliance with student disciplinary standards and procedures;
4. accept all employee resignations on the Board's behalf;
5. make other employment decisions consistent with these Policies, specifically including the right to hire, recall, transfer, assign, direct, discipline, and recommend or impose termination, as applicable;
6. develop and implement recruitment, application, and selection procedures to fill vacancies for Non-Exempt Staff, Teaching Professionals, Non-Teaching Professionals, Administrators, Supervisors, and Directors and to make hiring recommendations to the Board for approval, if applicable;

7. manage District grounds, buildings, property, and equipment and make determinations about their use, maintenance, improvements, purchases, and repairs in accordance with law;
8. temporarily close one or more of the District's schools or programs or alter the school day when the Superintendent determines that the action is necessary for the health and safety of students and staff;
9. maintain adequate supplies and materials for students and staff;
10. consult with outside advisors, attorneys, auditors, and others in the best interests of the District;
11. negotiate collective bargaining agreements and other contracts, subject to Board review and ratification;
12. serve as the Board's spokesperson and community liaison;
13. develop, recommend, and implement cooperative programs and services with other public and private entities that will promote attainment of District goals and objectives; and
14. implement Board policies and supervise the District's day-to-day operations;
15. take action in circumstances not authorized by Board action or Policy when required to effectively run the District's day-to-day operations. The Superintendent should (1) inform the Board of the action taken and the need for expedited action; and (2) report the action to the Board during the first meeting proceeding the action; and
- ~~13.~~ 16. take action as permitted or required by law or as authorized by Board action or Policy.

C. Fiscal Management

The Superintendent, in consultation with other District personnel, will prepare and present to the Board a proposed annual District budget for the upcoming fiscal year. Budget adoption and amendments will be subject to Board approval. The Superintendent will furnish the Board with all information requested by the Board for proper consideration of the proposed budget. After the proposed budget is adopted by the Board at a public hearing held in compliance with the Budget Hearings of Local Government Act, the Superintendent, in consultation with the individual acting in the capacity of the District's business official, will oversee and control budget expenditures to ensure compliance with the budget adopted by the Board.

Legal authority: MCL 141.411 et seq.; MCL 380.11a, 380.601a, 380.653, 380.654, 380.1229(1), 380.1229(4), 380.1246, 380.1536

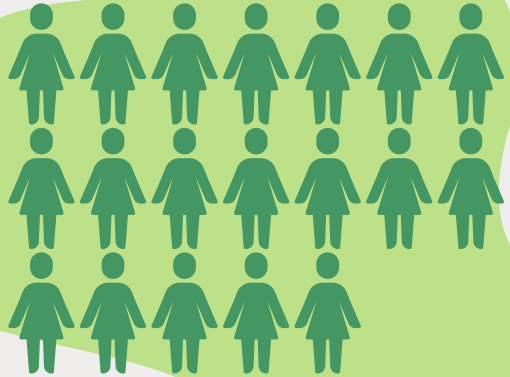
Date adopted:

Adrian Public Schools Head Start

*December 2021 Board of Education & Policy
Council Report*

Staff Vacancies

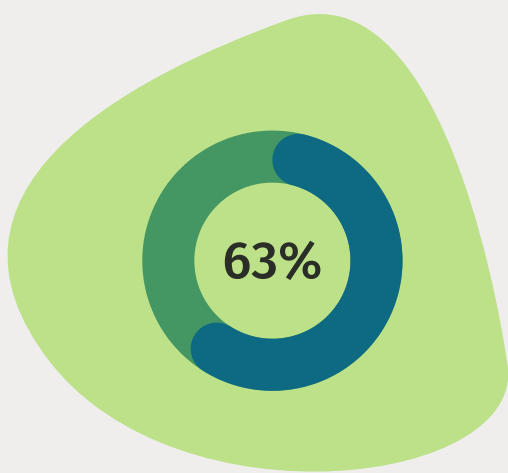
6 Teachers
9 Teacher Assistants
1 Parent Educator
1 Family Advocaete



Average Attendance

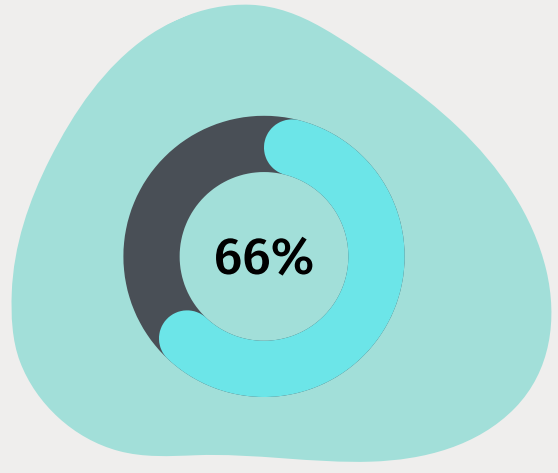


Lower due to COVID
classroom closures.



EHS Enrollment

EHS Enrollment
51/80.



HS Enrollment

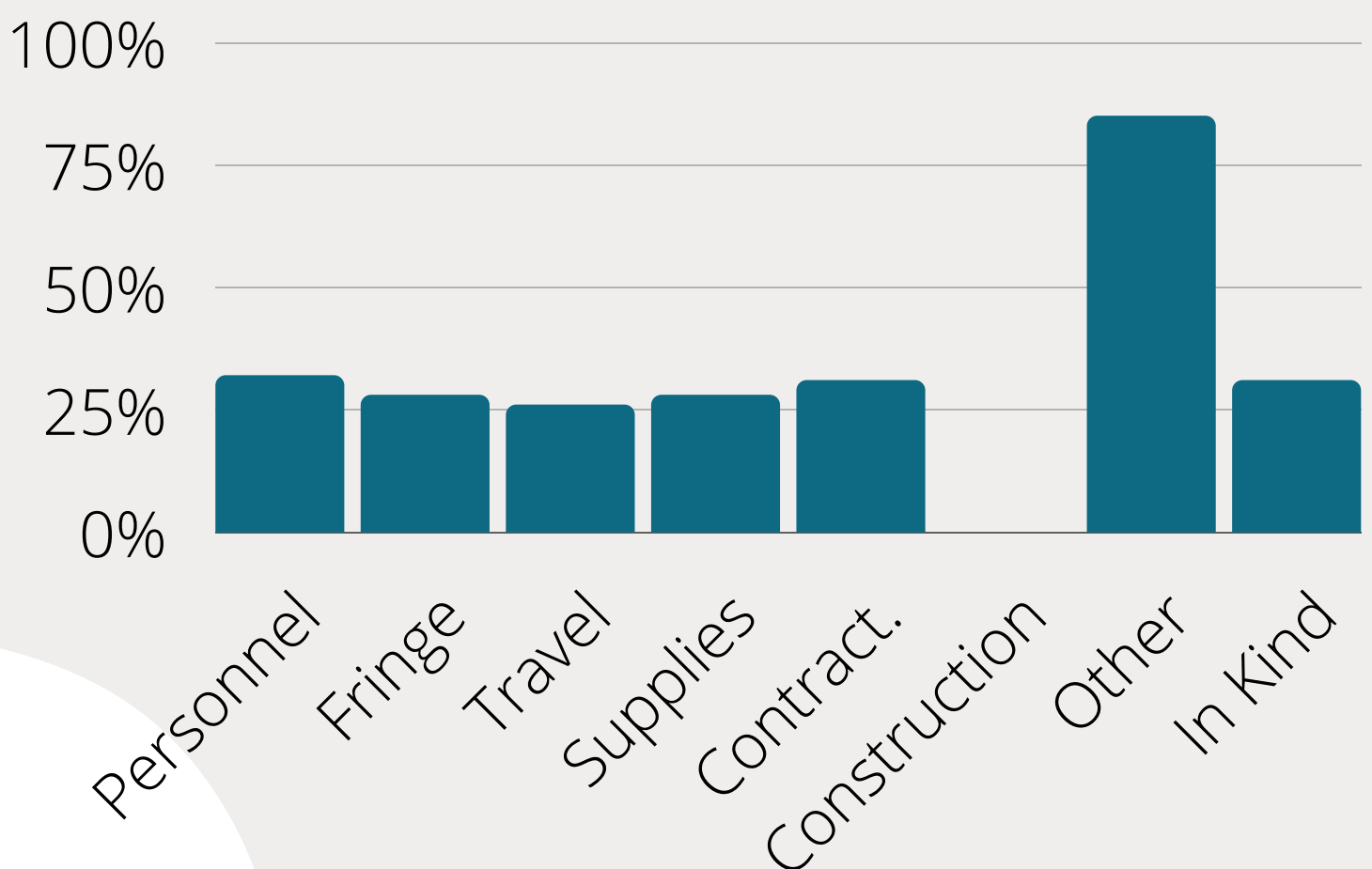
Head Start
Enrollment 163/246.

Enrollment Details

EHS Home Based: 29 openings
Center Based: 0 Openings
Head Start: 4 Delayed Start Classrooms due to
staffing issues.

Budget Reports

Early Head Start and Head
Start Budget Report.



Head Start Report

December 2021

Facility Management and Human Resources

- Teacher (or full time TA): 6
- Teacher Assistant: 9
- Parent Educator: 1
- Family Advocate: 1

Fiscal Monitoring

- November budget reports are attached. No concerns at this time.
- November CACFP Reimbursement = \$1,843.57

Education and School Readiness

- Drager 201 and Michener Classrooms are receiving virtual services through December 20th due to staffing shortage. In person services will resume on January 4th.
- The Office of Head Start has stated that given where we are in the pandemic and given the uncertainty of the moment we are in, the CLASS reviews will not be reported on during the 2021-2022 school year. The Early Learning Manager had already begun conducting CLASS observations for many of the sites. For APS Head Start's own data collection the Early Learning Manager will finish the CLASS reviews on any classrooms that have not been completed yet. However, these will likely be rescheduled to allow a larger time frame for these to be completed in. The data collected from these CLASS observations will be used solely for our program improvements and not reported to the Office of Head Start.
- The requirement for scheduled observations through Frontline has not changed so the Early Learning Manager will be out in the classrooms over the next few weeks to finish completing these scheduled observations before winter break.
- Teaching Strategies Gold Fall Checkpoint was November 19th. Listed below are the classroom completion percentages. The percentages are below 100% due to staff turnover and excessive child absence due to Covid.
 - Social-Emotional- 70%
 - Language-70%
 - Literacy-70%
 - Science & Technology-70%
 - The Arts-70%
 - Physical-70%
 - Cognitive-70%
 - Mathematics-69.6%
 - Social- Studies-69.6%
 - English Language Acquisition- 100%
- Early Childhood Committee meets on January 14th from 9-10am

Disability Services and Mental Health

Disability Services

- Disability Enrollment - percent of funded enrollment:
 - § HS: 10.0%
 - § EHS: 13.75%
- Initiated monthly meeting with LISD therapists servicing EHS and HS children to cross-check data on children receiving disability services

Mental Health

- New Mental Health Individual Child Observations:
 - § HS: 4, EHS: 0
 - § 1 new referral this month pending appointment
- Mental Health Consultation
 - § Child Consultation: 32 events in 7 classrooms
 - § 3 Parent Consultation events: 3
 - § Staff Wellness Consultation events: 14
- New referrals to external Mental Health services: 3
- Acquired 3 new Mental Health/Disabilities community contacts through meetings with staff leaders at Ivy Rehab, Community Mental Health, and University of Michigan School of Social Work research department
- Staff Wellness:
 - § Provided reflective supervision groups for 20 Head Start Staff in November and 14 Head Start Staff in December
 - § Provided Mental Health & Wellness activities during November All-Staff meeting
 - § Mental Health calming strategy and Action for Happiness information included in December staff newsletter

Early Head Start Home-Based

- HB-A Vacancy
- Home visits and Socializations are occurring at home, community, school

Family Engagement

- 1 Family Advocate Vacancy
- Family Assessment: EHS 93% complete, HS 88% Complete
- Goals: EHS 81% in process, HS 44% in process
- Identified Concerns: 78 total concerns identified
 - 32 Completed, 27 Family Declined Opportunities, 7 Initiated, 10 turned into Family Goals, 1 Significant progress
- Currently there are 10 children/8 families in transition (Homeless)
 - 5 doubled up, 1 transitional housing, 1 hotel, 1 shelter
 - All receiving services
- Distributed Country Market Fresh Food Gift Certificates this month to each family, Thermometer donation for all families, Donation of hats and headbands to all enrolled children.

Eligibility, Recruitment, Selection, Enrollment and Attendance

- Placement of 201 virtual children with IEP/high priority into open spots
- Attendance is below 85% in 6 rooms due to lack of parental participation in virtual services
- EHS: Enrolled 51/80 (Openings in Home Base)
- HS: Enrolled 163/246

Health Services

- Health Service Advisory Committee-Health and Nutrition Manager, HS Mental Health Consultant, and WIC Registered Dietitian Nutritionist (RDN) from Community Action Agency- discussed the correlation of low hgb/hct and high lead levels and how that go hand and hand. Ways to identify those at risk: through on site hgb/hct, WIC, and/or physician testing. Lead questionnaire at Initial Home Visit (IHV), WIC and/or physician. Collaborating with CAA/WIC to obtain further data regarding hgb/hct. On-site the Pulse Ox is directed at children > 2years of age (non-invasive) and WIC gathers data using a finger poke for all ages. Looking at the feasibility to have WIC obtain hgb/hct readings from those < 2 years of age on-site and/or refer to WIC for services just related to hgb/hct; if unable to get readings from the physician or child isn't on WIC.
- A new Postpartum pilot study is in the works through U of M, and our HS Mental Health Consultant has been asked to possibly coordinate it. The program consists of two screening questions and if either or both are answered then the participant is at risk for postpartum depression. And would be provided with a referral to participate in the study. The study is self paced and participants are paid. There is also an Online Coach as well as a survey that would go out during/throughout the study. The goal is to expand this study to the whole state of Michigan in hopes of reaching those who are at risk of postpartum depression.
- Leadership team is working together to make a policy & procedure for the EHS/HS vaccination mandate for staff. Exceptions to the vaccine, weekly testing for staff, etc.

Nutrition Services

- November-In collaboration with the Family Engagement staff: provided 175 families with a \$25.00 gift card to Country Market to use towards food. As part of the New Kid Hungry Grant funds. Families were also provided with a newsletter from Team Nutrition focused on fruits and vegetables. Including a recipe-highlighting sweet potatoes and apples, as well as a coloring activity sheet.

Program Management

- Drager 201 is switching to virtual services for the month of December due to resignations from both teachers in the classroom. The virtual classroom will be led by the early learning manager and early learning assistant manager. The classroom will reopen for in

person services on January 4th. A job posting for internal applicants is currently active.

- AFSCME and AESPA unions along with the Board of Education approved of a 3% Step increase for all staff. This also includes adjusting the wage scale; going forward, starting pay for new staff will be what was step 2 in the wage scale. The increase goes into effect December 1st.
- The Trenton Hills collaboration classroom between Head Start and the LISD will be postponed until the 2022-2023 school year. This decision was requested by the LISD due to a staffing shortage.
- The Office of Head Start released the interim final rule: “Vaccine and Mask Requirements to Mitigate the Spread of COVID-19 in Head Start Programs”.
 - **Mask Requirement:**
 - Universal masking is required for all individuals 2 years of age and older when:
 - Indoors in a setting when Head Start services are provided
 - Two or more individuals are in a vehicle owned, leased or arranged by the Head Start program
 - For those who are not fully vaccinated, outdoors in crowded settings or during activities that involve sustained close contact with other people.
 - Exceptions to the mask rule include when children and adults are eating or drinking, or when children are napping. In addition, “the narrow subset of individuals who cannot safely wear a mask because of a disability as defined by the ADA.”
 - **Vaccine Requirement:**
 - Full vaccination against COVID-19 is required for:
 - All staff
 - Those contractors whose activities involve contact with or providing direct services to children and families
 - Volunteers who are in classrooms or working directly with children other than their own
 - Individuals are required to be vaccinated by January 31, 2022.
 - Exemptions:
 - Exemptions may be granted for people who request and receive an exemption from vaccination because of a:
 - Medical condition, or medical necessity requires a delay in vaccination, as documented by a licensed medical practitioner
 - Sincerely held religious belief, practice or observance
 - It is the responsibility of the Head Start programs to establish a process for reviewing and granting these exemptions.
 - Those who are granted an exemption for one of the reasons listed above are required to undergo at least weekly testing.