



ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Agenda

Regular Meeting
Monday, July 25, 2022
6:00 p.m. B100

A. Call to Order

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
5. Communications
 - a. Resignation of Tiffany Robinson, Head Start
 - b. Resignation of Heather Tokarz, Head Start
 - c. Resignation of Kaysie Burnside, Head Start

B. Recommended Action

1. Consent Agenda
 - a. Approval of June 27, 2022, Regular Minutes
 - b. New Hires-
 - i. Toby Ernst- Strength and Conditioning Coordinator
 - ii. Amanda Armstrong- Mental Health Professional
 - iii. Aaron Benard- Mental Health Professional
 - iv. Christina Nieto- Mental Health Professional
 - v. Andrea Webb- Mental Health Professional
 - vi. Scott Leake- High School teacher
 - vii. Kristina Cox, Prairie teacher
 - viii. Wayne Meads- Alexander teacher
 - ix. Sixta Pearson- Head Start
2. Business Requiring Board Action
 - a. Approval of Science textbook purchase
 - b. Approval to renew NWEA MAP Growth assessments
 - c. Approval of Aramark Contract amendment
 - d. Acceptance of Donations
3. Business Requiring Future Board Action
 - a. First reading to updates to board policies
 - i. 2401 Board Member Elections
 - ii. 2405 Board Officers
 - iii. 2501 Meetings
 - iv. 3105 Visitors and Volunteers
 - v. 3109 Non-Service Animals
 - vi. 3118 Title IX Sexual Harassment
 - vii. 3301 Purchasing and Procurement

- viii. 3304 Use of District Property
- ix. 3305 Sale or Lease of District Property
- x. 3306 Construction Bidding
- xi. 3308 Distribution of Printed Material and Advertising in School
- xii. 4101 Non-Discrimination
- xiii. 4102 Anti-Harassment, Including Sexual Harassment
- xiv. 4103 Whistleblower's Protection
- xv. 4105 Workplace Accommodations for Employees and Applicants with Disabilities
- xvi. 4108 Union Activity and Representation
- xvii. 4111 Professional Development
- xviii. 4201 Employee Ethics and Standards
- xix. 4202 Children's Protective Services
- xx. 4205 Hiring and Background Checks
- xxi. 4210 Drug and Alcohol-Free Workplace
- xxii. 4213 Anti-Nepotism
- xxiii. 4217 Social Media
- xxiv. 4218 Employee Dress and Appearance
- xxv. 4222 Unauthorized Work Stoppage and Strikes
- xxvi. 4303 Compensatory Time
- xxvii. 4304 TimeKeeping and Payroll Information
- xxviii. 4306 Assignment and Transfer
- xxix. 4308 Reduction and Recall of Non-Exempt Staff
- xxx. 4309 Discipline and Termination
- xxxi. 4401 Professional Staff
- xxxii. 4403 Performance Evaluation
- xxxiii. 4405 Reduction in Force and Recall
- xxxiv. 4406 Professional Improvement Sabbaticals
- xxxv. 4407 Discipline
- xxxvi. 4503 Performance Evaluation
- xxxvii. 4504 Performance Based Compensation
- xxxviii. 4506 Discipline
- xxxix. 4601 Superintendent General
- xl. 4602 Superintendent Hiring
- xli. 5101 Student Expression
- xlii. 5104 Age of Majority
- xliii. 5305 Schools of Choice
- xliv. 5506 Field Trips
- xlv. 5710 Student Suicide Prevention
- xlvi. 5711 Toilet Training

- b. First reading of new board policies
 - i. 3301A Purchasing and Procurement with Federal Funds
- c. First reading to review the purchase of Chromebooks
- d. First reading to review courses offerings

B. Reports from Superintendent and Staff

- a. Just Read Campaign

D. Future Meetings and Business

1. Board Committee Reports
2. Board Member Comments
3. Meeting Dates and Upcoming Events
 - August 8, 2022, BOE Meeting, 6:00 p.m. B100
 - August 22, 2022, BOE Meeting, 6:00 p.m. B100
 - August 25, 2022, K-8 Open Houses
 - August 29, 2022, First Day of School

E. Public Comment

F. Closed Session

G. Adjournment

In partnership with families and our community, Adrian Public Schools provides a quality education, challenging students to excel academically and inspiring them to become contributing citizens within our diverse, ever-changing society.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Tiffany Robinson

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Tiffany has submitted her resignation from Adrian Head Start effective July 29, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Tiffany Robinson, effective July 25, 2022.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Heather Tokarz.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Heather has submitted her resignation from Adrian Head Start effective July 29, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Heather Tokarz, effective July 25, 2022.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Kaysie Burnside.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Kaysie has submitted her resignation from Adrian Head Start effective June 30, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Kaysie Burnside, effective June 30, 2022.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, JUNE 27, 2022, ADRIAN HIGH SCHOOL B100.	MEETING CALLED TO ORDER
The meeting of the Adrian Board of Education was called to order by Vice President Baucher at 6:00 p.m.	
Pledge of Allegiance was recited.	PLEDGE RECITED
PRESENT: Trustees: Ballard, Baucher, Buku, and Marks	
ABSENT: Trustees: Flores, Henagan, and President Ferguson	
Moved by Trustee Marks, supported by Trustee Ballard, that the Adrian Board of Education approve the agenda.	AGENDA APPROVED
Motion carried by a 4-0 vote.	
Trustee Buku recited the District's mission statement as a reminder of the purpose and direction of the District.	MISSION STATEMENT
The District recognized the resignations of Kelly Bacus and Kaylee Williams.	COMMUNICATIONS
Moved by Trustee Ballard, supported by Trustee Marks, that the Adrian Board of Education approve the consent agenda.	CONSENT AGENDA
The consent agenda included the following items: <ul style="list-style-type: none"> a. Approval of Minutes from June 13, 2022, Regular Meeting b. Treasurer's report ending May 31, 2022, with an ending balance of \$1,305,466.15 	
Motion carried by a 4-0 vote.	
Moved by Trustee Ballard, supported by Trustee Buku, that the Adrian Board of Education renew the membership to MASB for the 2022-23 school year.	MASB
Motion carried by a 4-0 vote.	
Trustee Henagan entered the meeting at this time.	
Moved by Trustee Ballard, supported by Trustee Marks, that the Adrian Board of Education approve the six Superintendent goals for the 2022-23 school year.	SUPERINTENDENT GOALS
Motion carried unanimously.	
Moved by Trustee Marks, supported by Trustee Henagan, that the Adrian Board of Education, approve the graduating class of 2022.	GRADUATION LIST
Motion carried by a 5-0 vote.	
Moved by Trustee Ballard, supported by Trustee Buku, that the Adrian Board of Education approve the termination of Brandon Cherry.	TERMINATION OF EMPLOYEE

Motion carried unanimously.

Moved by Trustee Ballard, supported by Trustee Henagan, that the Adrian Board of Education approve the request to transfer money to the capital projects and technology fund on behalf of Head Start.

TRANSFER MONEY

Motion carried by a 5-0 vote.

Moved by Trustee Ballard, supported by Trustee Henagan, that the Adrian Board of Education approve the request to transfer money to the capital projects and technology fund on behalf of the Alexander Elementary playground equipment purchase.

TRANSFER MONEY

Motion carried by a 5-0 vote.

Moved by Trustee Henagan, supported by Trustee Ballard, that the Adrian Board of Education approve the individual contract for the hall monitor for the 2022-23 school year.

HALL MONITOR

Motion carried by a 5-0 vote.

Moved by Trustee Henagan, supported by Trustee Marks, that the Adrian Board of Education approve the amended budget as presented and adopt the attached resolution.

**2021-22
BUDGET
AMENDMENTS**

Motion carried by a 5-0 vote.

Moved by Trustee Ballard, supported by Trustee Buku, that the Adrian Board of Education approve the 2022-23 budget resolutions.

2022-23 BUDGET

Motion carried by a 5-0 vote.

Moved by Trustee Marks, supported by Trustee Henagan, that the Adrian Board of Education accept donations from Mr. & Mrs. Schefka, Mr. & Mrs. Henline, Mr. & Mrs. Rising, the Wagley family, and the Maple Fans Club.

DONATIONS

Motion carried by a 5-0 vote.

First reading to review the purchase of Inspire Physical Science Earth textbooks from McGraw-Hill, was held. Mr. Richards shared that the Department of Curriculum and Instruction and the Secondary Science Committee reviewed multiple textbooks and resources. McGraw-Hill was the company chosen. The purchase includes 75 classroom textbooks. The cost for the materials is \$6,972.38 and will be paid from the curriculum budget.

SCIENCE TEXTBOOKS

First reading to review the NWEA MAP Growth K-12 assessments, was held. Derrick Richards explained that this is a renewal of the assessment. The District has been using this assessment since 2010 to measure academic growth in Mathematics and English Language Arts. The cost of the materials is \$30,000 and will be paid from the curriculum budget.

**NWEA MAP
GROWTH
ASSESSMENTS**

First reading to review the Aramark contract amendment, was held. Kathy Westfall told the board that the District has contracted with Aramark since 2014. The proposed amendment includes a wage adjustment for the first three years and then a CPI increase for years four and five. The contract includes supplies that Aramark purchases on behalf of the District. There will also be some equipment upgrades.

ARAMARK

Derrick Richards gave a presentation on the Return to Learn, K-8 Benchmark Goals. As passed by the legislature, each District is required to administer one or more benchmark assessments within the first nine weeks of school and again before the last day of school. It is required for students in grades K-8 to measure student proficiency in reading and mathematics. The goal submitted was that 60% of all students will meet the growth goal as measured by NWEA from fall to spring. Mr. Richards shared what the District is doing to meet the state goal and what the results were for the 2021-22 school year.

**REPORTS FROM
SUPERINTENDENT
AND STAFF**

The Head Start monthly report was shared.

Vice President Baucher shared that the Finance Committee had met and discussed the Aramark contract, the budget amendments, and staffing updates.

**FINANCE
COMMITTEE**

Trustee Ballard informed the board that Head Start has submitted the waiver for In-Kind. "I want to say thanks to Brad (Telegram reporter) for the good press the District has been receiving. It is well explained and you are making an effort to keep the public well informed of what is happening at Adrian Public Schools," commented Ballard.

**BOARD MEMBER
COMMENTS**

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

Motion carried by a 5-0 vote.

ADJOURNMENT

The meeting adjourned at 6:33 p.m.

Jon Baucher, Vice President

Mike Buku, Secretary

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a full-time mental health professional (1.0 FTE) for Prairie Elementary.

EXPLANATION:

Derrick Richards and his interview team recommend Amanda Armstrong as a full-time mental health professional for Prairie Elementary. She has three (3) years of experience. Amanda has a Bachelor of Arts in Social Work from Siena Heights University and a Master of Arts in Mental Health from Spring Arbor University.

RECOMMENDATION:

It is the recommendation of the HR Director that Amanda Armstrong be hired as a full-time mental health professional, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a full-time mental health professional (1.0 FTE) for Springbrook Middle School.

EXPLANATION:

Derrick Richards and his interview team recommend Aaron Benard as a full-time mental health professional for Springbrook Middle School. Aaron has a Bachelor of Arts in Social Work from Eastern Michigan University and a Master of Arts in Social Work from the University of Michigan.

RECOMMENDATION:

It is the recommendation of the HR Director that Aaron Benard be hired as a full-time mental health professional, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a full-time mental health professional (1.0 FTE) for Lincoln Elementary.

EXPLANATION:

Derrick Richards and his interview team recommend Christina Nieto as a full-time mental health professional for Lincoln Elementary. She has five (5) years of experience. Christina has a Bachelor of Arts in Social Work from Oakland University and a Master of Arts in Clinical Mental Health Counseling from Siena Heights University.

RECOMMENDATION:

It is the recommendation of the HR Director that Christina Nieto be hired as a full-time mental health professional, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a full-time mental health professional (1.0 FTE) for Prairie Elementary.

EXPLANATION:

Derrick Richards and his interview team recommend Andrea Webb as a full-time mental health professional for Michener Elementary. Andrea has a Bachelor of Arts in Social Work from Siena Heights University and a Master of Social Work from Edinboro University.

RECOMMENDATION:

It is the recommendation of the HR Director that Andrea Webb be hired as a full-time mental health professional, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a full-time teacher (1.0 FTE) at Adrian High School.

EXPLANATION:

Sam Skeels and his interview team recommend Scott Leake as a full-time history teacher at Adrian High School. He has three (3) years of teaching experience. Scott has a Bachelor of Arts in Theater and History from Huntingdon College, Master of Fine Arts in Theater Performance from the University of Central Florida, and a Master in Education from the University of Michigan.

RECOMMENDATION:

It is the recommendation of the HR Director that Scott Leake be hired as a full-time high school teacher, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a full-time teacher (1.0 FTE) at Prairie Elementary.

EXPLANATION:

Carl Lewandowski and his interview team recommend Kristina Cox as a full-time elementary teacher at Prairie Elementary. She has seven (7) years of teaching experience. Kristina has a Bachelor of Science in Elementary Education from Ferris State University and Master of Arts in Curriculum and Instruction from Central Michigan University.

RECOMMENDATION:

It is the recommendation of the HR Director that Kristina Cox be hired as a full-time elementary school teacher, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a full-time teacher (1.0 FTE) at Alexander Elementary.

EXPLANATION:

Shanan Henline and her interview team recommend Wayne Meads as a full-time elementary teacher at Alexander Elementary. Wayne has a Bachelor of Science in Elementary Education with Language Arts Comprehensive from Eastern Michigan University.

RECOMMENDATION:

It is the recommendation of the HR Director that Wayne Meads be hired as a full-time elementary school teacher, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a Health Assistant at Drager Early Education Center.

EXPLANATION:

Mary Bruggenwirth and her interview team recommend Sixta Pearson as a Head Start Health Assistant at Drager Early Education Center. She has five (5) years of experience working in the medical field. Sixta has an Associates of Science degree as a Medical Assistant.

RECOMMENDATION:

It is the recommendation of the HR Director that Sixta Pearson be hired as a Health Assistant at Drager Early Education, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a full-time strength and conditioning coordinator (1.0 FTE) for Adrian Public Schools.

EXPLANATION:

Chad O'Brien and his interview team recommend Toby Ernst as a full-time strength and conditioning coordinator for Adrian Public Schools. He has ten (10) years of experience. Toby has a Bachelor of Arts degree in Health, Physical Education, and Recreation.

RECOMMENDATION:

It is the recommendation of the HR Director that Toby Ernst be hired as a full-time strength and conditioning coordinator, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Derrick Richards

PURPOSE:

To approve the purchase of Inspire Physical Science Earth Textbooks from McGraw-Hill.

EXPLANATION:

This proposal is to purchase 75 Physical Science Earth textbooks and digital resources from McGraw-Hill. The total package will include a physical textbook and online resources. The purchase of these materials will replace the current textbook which was published in 2010.

Throughout the 2021-2022 school year, the Department of Curriculum and Instruction and the Secondary Science Committee co-chaired by Josh Smith, who is also one of the teachers for the course, reviewed multiple textbooks and resources. In the end, the committee came to a unanimous decision to recommend moving forward with the McGraw Hill textbook.

The total cost for the materials is \$6,972.38 and is budgeted in the 2022-2023 District Curriculum budget.

RECOMMENDATION:

It is the recommendation of the Superintendent and the Assistant Superintendent of Curriculum and Instruction that the Adrian Board of Education approve the purchase of McGraw-Hill Physical Science with Earth textbook package.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Derrick Richards

PURPOSE:

To approve the renewal of NWEA MAP Growth K-12 assessments.

EXPLANATION:

This proposal is to renew with NWEA to provide the MAP Growth K-12 Assessment that the District has been using since the 2010-2011 school year to measure academic growth in Mathematics and English Language Arts. The data from this assessment is used to do the following but not limited to:

- Plan Tier I instruction for all students in a classroom.
- Place students in advance enrichment courses as well as intervention courses.
- Provide a learning plan for students to specific standards to reach academic goals.
- Provide growth data for teacher evaluations.

The total cost for the materials is \$30,000 and is budgeted in the 2022-2023 District Curriculum budget.

RECOMMENDATION:

It is the recommendation of the Superintendent and Assistant Superintendent of Curriculum and Instruction that the Adrian Board of Education approve the purchase of NWEA MAP Growth K-12 Assessments.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Kathy Westfall

PURPOSE

Approval of the Aramark contract amendment.

EXPLANATION:

The District contracted with Aramark in July of 2014. The original contract was for five years. The next amendment was for three years, which expired June 30, 2022.

The attached proposed amendment includes a wage adjustment for each of the first three years, in an attempt to bring the starting wage up to a level more in line with market rate. This should help with attracting and retaining staff. With a five year renewal, years four and five will continue with a CPI increase, but the language will include a cap of 3%. The first year increase is 14.7%.

This contract also includes supplies such as cleaning products, floor finish, floor stripper and vacuum bags, that Aramark purchases on behalf of the District. Current inflation rates have caused a 10% increase in supply costs that Aramark has experienced.

Lastly, the amendment also include equipment upgrades, which are amortized over the five year extension.

The 2022-23 proposal of \$903,563 includes the following amounts which aren't general fund: Head Start \$41,361, Boys & Girls Club \$20,628, and Comstock \$7,357.

RECOMMENDATION:

It is the recommendation of the Assistant Superintendent that the Adrian Board of Education approve the Aramark amendment to the management services agreement.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

To accept donations from Community Members.

EXPLANATION:

The following donations were given:

Saatchi & Saatchi donated \$1,000 to the John McDaid Scholarship fund

Robert Trevino donated \$250 to the Alexander playground fund

G.E. and M.B. Reasoner donated \$2,000 to the Alexander playground 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

DATE: July 25, 2022 **CONTACT PERSON:** Nate Parker

PURPOSE:

To update existing policies at the request of Thrun Policy Services.

EXPLANATION:

Adrian Public Schools made the transition to Thrun Policy Services in the fall of 2021. As part of the service, Thrun would provide updates as needed to their policies. Attached are updates that Thrun is recommending the board adopt.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education approve the changes at the next board meeting.

EXECUTIVE SUMMARY

DATE: July 25, 2022 **CONTACT PERSON:** Nate Parker

PURPOSE:

To review a new board policy recommended by Thrun.

EXPLANATION:

Policy 3301A was part of policy 3301. Thrun decided to make it a stand-alone policy.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education approve the new board policies at the next board meeting.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Kathy Westfall
Ryan Skeels

PURPOSE:

To review the purchase of Chromebooks.

EXPLANATION:

The current Dell Chromebook 3180s and Samsung 3s have reached end of life as of June 2022 and are no longer able to receive critical updates. This will cause issues with standardized testing and will not provide necessary security vulnerability patches. It is recommended that the 1,060 be replaced for the 1:1 Student program at Adrian High School and Springbrook Middle School for the upcoming school year.

Replacement Chromebooks will be purchased through REMC's Spot Purchasing Program or TIPS - The Interlocal Purchasing System, based on availability and pricing after approval of the purchase at the first board meeting in August. Per board policy 3301 Purchasing and Procurement, the District is able to use cooperative purchasing in lieu of formally obtaining pricing. Currently, the REMC price is \$296,779.

The Assistant Superintendent of Curriculum and Instruction has requested permission to use ESSER grant funds to cover part of the purchase. Pending approval, those grant funds will be used in addition to the capital project and technology fund and/or bond funds.

RECOMMENDATION:

It is the recommendation of the Assistant Superintendent for Administrative Services that the Adrian Board of Education review the purchase of Chromebooks, for approval at the next board meeting.

EXECUTIVE SUMMARY

DATE: July 25, 2022

CONTACT PERSON: Curriculum Derrick Richards
Superintendent Nate Parker

PURPOSE:

To review the course offerings for all District K-12 schools.

EXPLANATION:

The course listings (elementary) and course books (secondary) represent the academic offerings at Alexander Elementary, Lincoln Elementary, Michener, Elementary, Prairie Elementary, Springbrook Middle School, High School, and Adrian Community High School. Having courses approved on an annual basis is suggested by our local auditor as a best practice.

RECOMMENDATION:

It is the recommendation of the Superintendent Nate Parker and the Assistant Superintendent of Curriculum and Instruction Derrick Richards, that the Adrian Board of Education review course offerings for approval at the next scheduled board meeting.