



ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Agenda

Regular Meeting

Monday, March 13, 2023

6:00 p.m. Cafeteria

A. Call to Order

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
 - a. Thank you Video
 - b. Outstanding Citizens
 - c. 8th-grade Accelerated Science, Tri-County STEM fair projects
5. Communications
 - a. Retirement of Nancy Roback, Head Start, 24 years

B. Recommended Action

1. Consent Agenda
 - a. Approval of February 27, 2023, Closed Session Minutes (hand out)
 - b. Approval of February 27, 2023, Regular Minutes
 - c. Approval of Hire-
 - i. Nick Evans- Math Teacher
 - ii. Teresa Jackson- Spanish Teacher
 - iii. Elizabeth Stoddard, Head Start
 - iv. Samantha Harrison, Paraprofessional
2. Business Requiring Board Action
 - a. Approval of Early Head Start and Head Start grant application
 - b. Approval of 2022-23 budget amendments
 - c. Approval of Juul settlement
 - d. Approval to add Dan Pena to the bank accounts
 - e. Acceptance of Donations
3. Business Requiring Future Board Action
 - a. First reading to review board policy, 3116 District Technology, and Acceptable Use
 - b. First reading of the Head Start Early Childhood Program's Cost Allocation Plan
 - c. First reading to nominate a representative to the LISD annual budget meeting

C Reports from Superintendent and Staff

1. Head Start February Report
2. Kindergarten Round-up
3. Spring Break

D. Future Meetings and Business

1. Board Committee Reports- Finance, Personnel, Curriculum
2. Board Member Comments
3. Meeting Dates and Upcoming Events
 - March 16th, Community Mental Health Meeting, 6:30
 - March 17th, MS Musical, Mary Poppins Jr. 12:45-2:15
 - March 21st, Event for Kindergartners
 - March 27-31st, Spring Break
 - April 10th, BOE Meeting, 6:00 p.m., AHS Cafeteria

E. Public Comment

F. Closed Session

1. AAA Negotiation strategies

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: March 13, 2023

CONTACT PERSON: Nate Parker

PURPOSE:

The retirement of Nancy Roback.

EXPLANATION:

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

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the retirement of Nancy Roback, effective June 30, 2023.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF
EDUCATION, FEBRUARY 27, 2023, PRAIRIE ELEMENTARY

**A MEETING WAS
CALLED TO ORDER**

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

The Pledge of Allegiance was recited.

PLEDGE RECITED

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

ABSENT: Baucher and Marks

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

AGENDA APPROVED

Motion carried by a 5-0 vote.

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

**MISSION
STATEMENT**

Carl Lewandowski, Prairie Principal, shared with the board that Prairie students begin daily with mindful stretching and meditation. "Mindful Monday's" theme aligns with the District's P.B.I.S. traits of P.R.I.D.E. Research suggests that mindfulness practices may be one way to foster self-control, or the ability to plan, control, direct, and sustain one's attention, emotions, and behavior. Student's from Mrs. Holtz's and Miss Wingfield's kindergarten classes demonstrated Sun Salutations. Mrs. Vellanti shared about the Big and Little Buddies program at Prairie.

**GOOD NEWS
REPORT**

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

CONSENT AGENDA

The consent agenda included the following items:

- a. Approval of Minutes from February 13, 2023, Regular Meeting
- b. Approval of Minutes from February 13, 2023, Closed Session (hand out)
- c. Approval of New Hires, DeeDrea McClain and Jerrod Dillard

Motion carried by a 5-0 vote.

Moved by Trustee Buku, supported by Trustee Ballard, that the Adrian Board of Education approve revisions to board policy 4104, Employee Complaint Procedure.

BOARD POLICY 4104

Motion carried by a 5-0 vote.

Moved by Trustee Ballard, supported by Trustee Henagan, that the Adrian Board of Education approve review revisions to board policy 3213, Electronic Transactions of Funds and Automated Clearing House Arrangements.

BOARD POLICY 3213

Motion carried by a 5-0 vote.

Moved by Trustee Buku, supported by Trustee Solis-Gautz, that the Adrian Board of Education accept donations from G Richard and Kathryn Wynn, Robert and Janet Frank, Dempsey & Dempsey, and Gary Lautzenhiser.

DONATIONS

Motion carried by a 5-0 vote.

The first reading was held to review the Early Head Start and Head Start grant application. Director Mary Bruggenwirth reminded the board that this is the third year of a five-year grant cycle. "Although this is one grant, we have to separate the Head Start and the Early Head Start budget," stated Bruggenwirth. The board was shown slides on enrollment, locations, eligibility of students, the program structure, and the Organizational Chart. Mrs. Bruggenwirth reviewed the five program goals.

**HEAD START/EARLY
HEAD START GRANT
APPLICATION
REVIEW**

Superintendent Parker gave an update on the "Lesson Plan." He reviewed the process on June 20, 2022, and February 10, 2023. The essential questions to help focus the process were: What are students doing with what we are teaching them? Therefore, the focus is not on "What are you learning, but on what you are doing with what you are learning." Mr. Parker then shared the next steps in the process.

**REPORTS FROM THE
SUPERINTENDENT
AND STAFF**

Trustee Buku shared that he had not heard the final numbers for the Maple Blues Blast. "It was a good event and much fun," commented Buku.

**BOARD MEMBER
COMMENTS**

Trustee Ballard congratulated Mary Bruggenwirth. The Office of Head Start has selected her to participate in a New Director mentorship program.

Trustee Henagan shared that she had some concerns over some student issues that were occurring. She met with Superintendent Parker, and they brainstormed ways to communicate with students, parents, and the community about bullying. "I believe the school staff is doing their best with these concerns. But we need to share with the community what our students are facing," commented Henagan.

Trustee Henagan said, "I am happy to learn that Letica Nieto will work at Adrian Community Education Center. Leticia is a former student of that program. She will be a good example to others in the program that hard work does pay off."

CLOSED SESSION

Moved by Trustee Buku, supported by Trustee Ballard, that the Adrian Board of Education convene to a closed session at 6:58 p.m. under the Open Meetings Act 8(c) for collective bargaining.

OPEN SESSION

President Ferguson called the meeting back into open session at 7:02 p.m.

**TA WITH
ADMINISTRATIVE
ASSISTANTS**

Moved by Trustee Buku, supported by Trustee Ballard, that the Adrian Board of Education approve the tentative agreement with IUOE- Administrative Assistants. Nikki Culley reported the highlights of the agreement, which included a three-year contract with a wage adjustment for years one and two

and an economic reopener for year three, an increase in health insurance hard cap, a reduction of sick day accrual cap from 200 days to 100 with an increase in the daily payout from \$25 per day to \$50 per day. The union has voted to approve the tentative agreement.

Motion carried by a 5-0 vote.

ADJOURNMENT

There being no further business, moved by Trustee Henagan, supported by Trustee Ballard, that the meeting be adjourned.

Motion carried by a 5-0 vote.

The meeting adjourned at 7:04 p.m.

Beth Ferguson, President

Mike Buku, Secretary

EXECUTIVE SUMMARY

DATE: March 13, 2023

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a full-time (1.0 FTE) Math teacher at Springbrook Middle School.

EXPLANATION:

Adam Benschoter and his interview team recommend Nicholas Evans as a full-time Math teacher at Springbrook Middle School. Nicholas has seven (7) years of teaching experience. He has a Bachelor of Science in Education from Grand Valley State University and a Master of Science in Education Concentration in Leadership from Concordia University.

RECOMMENDATION:

It is the recommendation of the Human Resources Director to hire Nicholas Evans as a full-time middle school teacher, effective April 5, 2023.

EXECUTIVE SUMMARY

DATE: March 13, 2023

CONTACT PERSON: Nikki Culley

PURPOSE:

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

EXPLANATION:

Sam Skeels and his interview team recommend Teresa Jackson as a full-time Spanish teacher at Adrian High School. Teresa has twenty (20) years of teaching experience. She has a Bachelor of Science in Education from Central Michigan University and a Master of the Art of Teaching from Marygrove College.

RECOMMENDATION:

It is the recommendation of the Human Resources Director to hire Teresa Jackson as a full-time high school teacher, effective April 4, 2023.

EXECUTIVE SUMMARY

DATE: March 13, 2023

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a Teacher for Drager Early Education Center.

EXPLANATION:

Mary Bruggenwirth and her interview team recommend Elizabeth Stoddard as a Head Start Teacher. Elizabeth has six (6) years of experience working in child care.

RECOMMENDATION:

It is the recommendation of the HR Director that Elizabeth Stoddard be hired as a Teacher for Drager Early Education Center, effective March 20, 2023.

EXECUTIVE SUMMARY

DATE: March 13, 2023

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a paraprofessional for Michener Elementary.

EXPLANATION:

Deb Agnew and her interview team recommend Samantha Harrison as a paraprofessional. She has two (2) years of experience working with customer service.

RECOMMENDATION:

It is the recommendation of the HR Director that Samantha Harrison be hired as a paraprofessional effective March 20, 2023.

EXECUTIVE SUMMARY

DATE: March 13, 2023 **CONTACT PERSON:** Nate Parker
Mary Bruggenwirth

PURPOSE:

Approval of the Early Head Start and Head Start grant application for the 2023-2024 program year.

EXPLANATION:

Every year the program must apply for the funds to operate our Head Start Early Childhood program. The application, for Early Head Start and Head Start funds, is due by April 1st. The total amount of funds available is \$4,163,961 to provide services for Adrian Public Schools and Lenawee County for the 2023-2024 program year. The breakdown of funds is:

Funding Type	Head Start	Early Head Start
Program Operations	\$3,119,590	\$989,594
Training and Technical Assistance	\$33,744	\$21,033
Total Funding	\$ 4,163,961	
Program	Head Start	Early Head Start
Federal Funded Enrollment	246	80

Relevant program information and community data were used to develop a program design that serves the needs of Adrian Public Schools and Lenawee County. Funding of this application will provide services for 246 Head Start preschool children and 80 Early Head Start infants, toddlers, and pregnant women.

The Head Start Policy Council reviewed and approved our grant application for the 2023-2024 program year at their February 20, 2023 meeting.

RECOMMENDATION:

It is the recommendation of the Superintendent and the Head Start Director that the Adrian Board of Education approve the Early Head Start and Head Start grant application for the 2023-2024 program year.

EXECUTIVE SUMMARY

DATE: March 13, 2023

CONTACT PERSON: Kathy Westfall
Dan Pena

PURPOSE: To approve the amendments for the 2022 - 2023 General Fund Budget.

EXPLANATION:

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

RECOMMENDATION:

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

EXECUTIVE SUMMARY

DATE: March 13, 2023

CONTACT PERSON: Nate Parker

PURPOSE: To accept the settlement from Juul Labs Incorporated.

EXPLANATION: The District is a plaintiff in a lawsuit against JUUL Labs, Inc. (Juul) and other vaping product defendants. Juul and Juul-related parties established a court-supervised settlement program to resolve the lawsuit against them.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education approve the settlement with Juul Labs Incorporated.

EXECUTIVE SUMMARY

DATE: March 13, 2023

CONTACT PERSON: Nate Parker

PURPOSE:

To approve the authorized bank signers.

EXPLANATION:

In January, at the organizational meeting, a list of bank accounts and those authorized to sign the checks for the accounts were approved. With Kathy Westfall becoming part-time and Dan Pena being hired, this list needs to be updated. Please see attached list of accounts.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education approve the attached listed accounts to be established for the remainder of the 2023 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 Bank and Michigan Liquid Asset Fund Plus be named depositories for all District money.

Michigan Class Pool

Withdrawals, Transfers (wire)	Nathan Parker, Dan Pena
Commercial Paper and Checks	

Huntington Bank

Withdrawals, Transfers (wire)	Nathan Parker, Dan Pena
Commercial Paper and Checks	

Premier

Withdrawals, Transfers (wire)	Nathan Parker, Dan Pena
Commercial Paper and Checks	

Adrian Public Schools Funds Account- checking	Nathan Parker, Dan Pena
High School Activity Account- checking	Nathan Parker, Dan Pena

Michigan Liquid Asset Fund Plus

Withdrawals, Transfer (wire)	Nathan Parker, Dan Pena
Commercial Paper and Checks	

EXECUTIVE SUMMARY

DATE: March 13, 2023

CONTACT PERSON: Nate Parker

PURPOSE: To accept donations from Community Members.

EXPLANATION:

Steven Rymal donated \$200 to the baseball/softball seating project.
Adrian Steel Company donated \$1,000 to the baseball/softball seating project.
Salsarias donated \$1,500 to the baseball/softball seating project.
Derrick and Christie Richards donated \$200 to the baseball/softball seating project.

Kiwanis donated \$500 to March is Reading Month at Alexander Elementary.
Kiwanis donated \$500 to March is Reading Month at Michener Elementary.
Artalicious Silent Auction donated \$1,000 to the APS Fine Arts Department.
Lincoln PTO donated \$231.25 to Lincoln library.

RECOMMENDATION:

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

EXECUTIVE SUMMARY

DATE: March 13, 2023

CONTACT PERSON: Nate Parker

PURPOSE:

To review changes to board policy, 3116 District Technology and Acceptable Use Policy.

EXPLANATION:

In accordance with the Office of Educational Assessment and Accountability's 2022-23 updated Electronic Device Policy, Policy 3116 was updated to include provisions regarding the use of electronic devices by students and staff during state assessments.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education review changes to board policy 3116, District Technology and Acceptable Use, for approval at the next board meeting.

Series 3000: Operations, Finance, and Property

3100 General Operations

3116 *District Technology and Acceptable Use*

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include the following is suggested language but the Board has discretion to define "inappropriate for minors": obscene depictions, child pornography, and any other material harmful to minors.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:
 - a. use of District technology resources is a privilege that may be revoked at any time;
 - b. a user has no expectation of privacy when using District technology resources;
 - c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
 - d. District technology resources may not be used to bully, harass, or intimidate others;
 - e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and

- f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
- 2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
- 3. A list of what constitutes misuse of District technology resources.
- 4. A prohibition against:
 - a. accessing other user accounts or files without authorization;
 - b. conducting personal business or activities;
 - c. accessing pornography;
 - d. communicating inappropriately with students;
 - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
 - f. accessing or downloading unauthorized software or programs.
- 5. A requirement that users report any material that is threatening, harassing, or bullying.
- 6. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

1. Students

- a. Students shall power off all electronic devices and surrender them to the test administrator for collection prior to beginning the testing session.**
- b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.**
- c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.**

2. Test Administrators

- a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:**
 - i. Ensure that all background applications and alternative websites are disabled on testing devices.**
 - ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.**
 - iii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. Test administrators may wear a wearable electronic device (e.g., smart watch or Fitbit), but must ensure that the device is in airplane mode during test administration.**
- b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes, but should exit the testing room when engaging in those communications.**

3. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as

deemed necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, "terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: September 13, 2021

Date revised:

EXECUTIVE SUMMARY

DATE: March 1, 2023

CONTACT PERSON: Nate Parker
Mary Bruggenwirth

PURPOSE:

First reading of the Head Start Early Childhood Program's Cost Allocation Plan.

EXPLANATION:

The purpose of this Cost Allocation Plan is to summarize, in writing, the methods and procedures that our program uses to allocate costs to cost centers. The Cost Allocation Plan is based on the direct allocation method. This method treats all costs as direct costs except general administration and general expenses.

The Head Start Early Childhood Program's Policy Council Bylaws indicate that "*budget planning for program expenditures, including policies for reimbursement and participation in Head Start Policy Council activities*" will be approved by the Head Start Policy Council and then submitted to the Board of Education for approval.

The Head Start Policy Council approved the Cost Allocation Plan on February 20, 2023.

RECOMMENDATION:

It is the recommendation of the Superintendent and the Head Start Director that the Adrian Board of Education review the Head Start Early Childhood Program's Cost Allocation Plan, for approval at the next Board meeting.

EXECUTIVE SUMMARY

DATE: March 13, 2023

CONTACT PERSON: Nate Parker

PURPOSE:

To review the appointment of a board member and alternate to represent the District at the LISD budget meeting.

EXPLANATION:

As part of their budgeting process, the LISD had the county superintendents fill out a survey and then meet with them individually regarding the budget. The April budget meeting is scheduled for Thursday, April 20, 2023, at 6:00 p.m.

RECOMMENDATION:

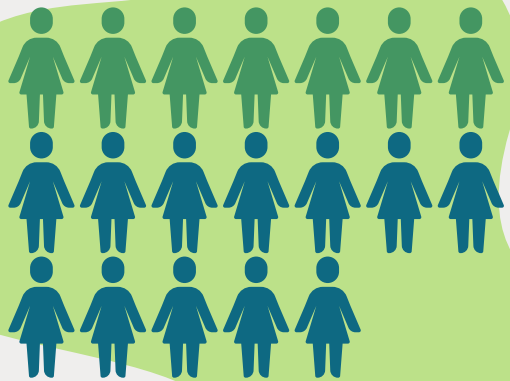
It is the recommendation of the Superintendent that the Adrian Board of Education discuss a representative for the LISD budget meeting.

Adrian Public Schools Head Start

*February 2023 Board of Education & Policy
Council Report*

Staff Vacancies

3 Teachers
3 Teacher Assistants
1 Program Assistant



Average Attendance



**Attendance trends: Illness,
weather conditions, WIC or
doctor appointment**

56%

EHS Enrollment

End of Jan: 45/80
enrolled. Additional 2
accepted students.

54%

HS Enrollment

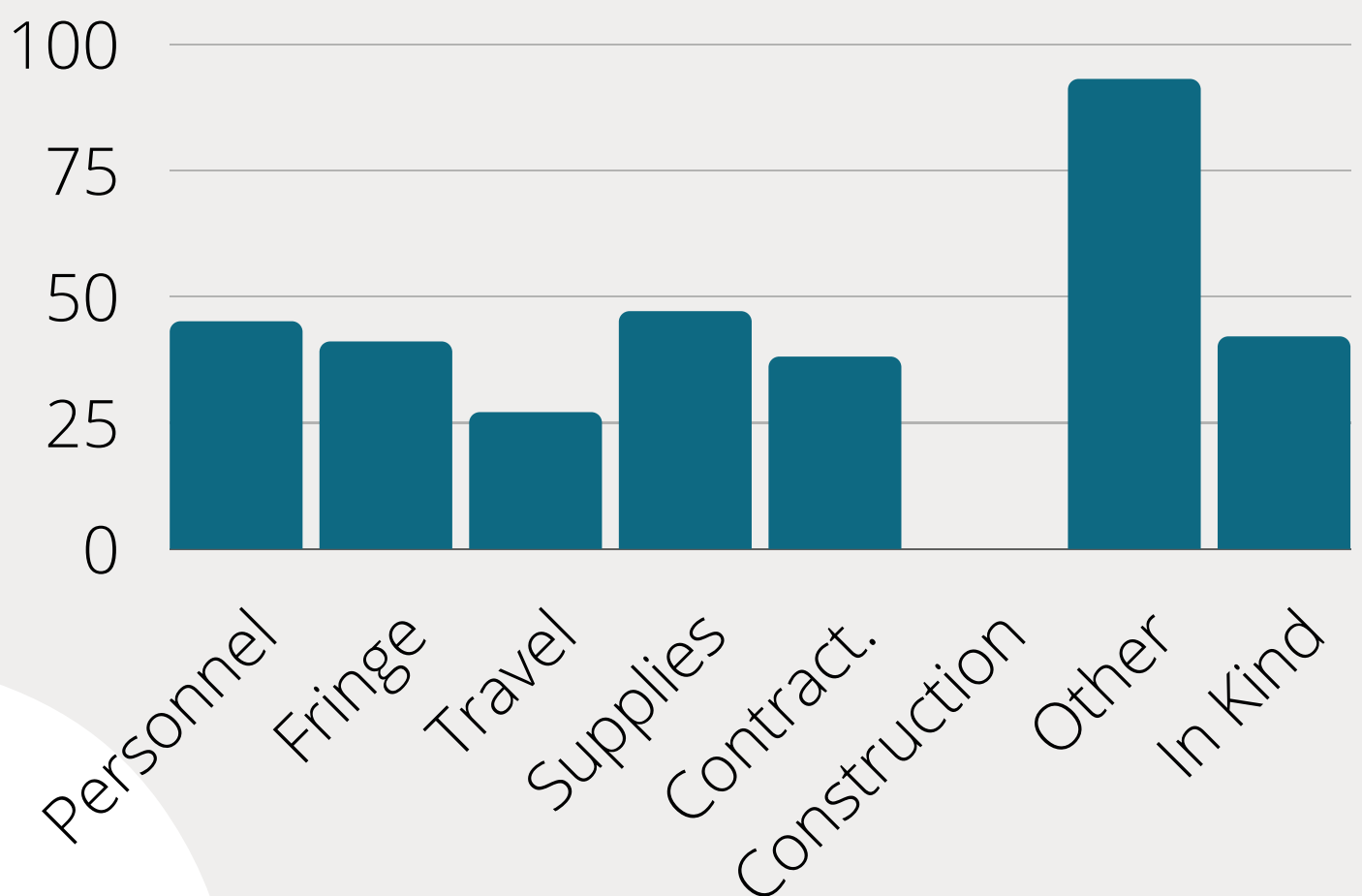
End of Dec: 134/246.
Additional 4 accepted
students.

Enrollment Details

EHS Home Based: 34 openings
Center Based: 1 openings
Head Start: 112 openings.

Budget Reports

Early Head Start and Head
Start Budget Report.



Head Start Report

February 2023

Facility Management and Human Resources

- Facilities:
 - HVAC improvement project has started for Drager 3rd floor.
- Human Resources:
 - Vacancies:
 - Teacher (or full time TA): 3 (all for delayed opening classrooms)
 - Teacher Assistant: 3
 - Program Assistant: 1
 - Hiring recommendation for:
 - EHS Teacher: 1

Fiscal Monitoring

- January budget reports are attached; no concerns at this time.
- CACFP January reimbursement = \$3,052.57

Education and School Readiness

- Second CLASS observations are currently being completed by the Program Coach.
- Final CLASS observations begin in March- Completed by the ELM
- Starting Points for new staff:
 - January- Child Plus-15 attended
 - February- CLASS-12 attended
 - March- Teaching Strategies Gold
 - April- Creative Curriculum
- Coaching Needs Assessment- week of 2/13
- Coaching
 - 1 EHS CB Teacher
 - 11 HS Teachers
- TS Gold
 - February 13th-100%

Disability Services and Mental Health

- Disability Enrollment:
 - Total: 13.8%
 - HS: 9.1%
 - EHS: 4.7%
- Mental Health:
 - New Mental Health Individual Child Observations
 - HS: 9

- EHS: 0
- Mental Health Consultation (including in person meetings and phone calls): 7
- Child Consultation: 16 events in 7 classrooms
- Parent Consultation events: 2
- Staff Wellness Consultation events: 2
- New referrals to external Mental Health services: 1
- In-person Moms and Kids Feeling Better Together training will be held on February 16th, 2023.

Family Engagement

- Staff are scheduled to complete the annual ERSEA training on February 15th, 2023
- Applications for 23-24 will begin after staff have been trained
- Reviewing recruitment strategies for 2023 - 2024 in attempt to increase enrollment in both home base and center based options
- Meeting scheduled in February to meet with the APS Families in Transition Coordinator to discuss ways to support homeless families in Head Start

Early Head Start Home-Based

- Next socialization is scheduled for February 21st from 10:00 am - 12:00 pm
- Still have openings for 22-23

Eligibility, Recruitment, Selection, Enrollment and Attendance

Enrollment - January 2023

EHS Home Base	Enrolled	Accepted	Vacancies
A	2	1	10
B	8	0	0
D	12	0	0

EHS Center Base	Enrolled	Accepted	Vacancies
Drager 100	8	0	0
Drager 101	8	0	0
Drager 102	7	1	0

Head Start	Enrolled	Accepted	Vacancies
Addison	7	0	9
Drager 104	Delayed Start	0	0
Drager 201	14	0	2
Drager 202	15	0	0
Drager 203	18	0	0
Drager 204	16	0	0
Drager 206	14	0	3
Drager 210	Delayed Start	0	0
Hudson	16	0	2
Lincoln	12	1	5
Michener	13	1	4
Prairie	9	2	7

Attendance - January 2023

	Average Daily Attendance (ADA)	Attendance Trends	Notes
EHS Home Base	64.36% Decrease of 25% from previous month	Illness, weather conditions (roads/drive not clear), no show/unable to meet after arriving at home due to a family issue, new baby, family emergency, child was not home, family event, fever	Alternate dates were offered by the Parent Educators.
EHS Center Base	86% Increase of 3.92% from previous	Illness, parent chooses to keep child home, doctor appointment, not able to attend virtual services, WIC appointment, family issue, no	Staff are working with families whose children have less than 85% average attendance

	month	transportation	
Head Start	82.32%% Increase of 0.69% from previous months	Illness, parent chooses to keep child home, dentist appointment, not able to attend virtual services, no transportation, transfer, doctor appointment, COVID related, WIC appointment, family issue	Staff are working with families whose children have less than 85% average attendance

Health Services

- Mobile Dentist tbd (pending applications returned): Tuesday, March 21st at Drager from 9am-12pm.

EHS

- Hearing: Center based- 83% Home Based- 99%
- Vision: Center based- 99% Home Based-99%
- WBC/Physicals: Center based- 62% Home Based-61%
- Dental Exams: Center based- 95% Home Based- 50% (>1 years of age and/or 1st tooth eruption)
- Medical Home: Center based-100%; Home Based-100%
- Dental Home: Center based-58%; Home Based- 36%
- Growth Assessment: Center based- 100%; Home Based- 85% (those children that are >2 years old)
- Lead Screening: Center based- 100%; Home Based- 99% (mix of results: readings from physicals and the questionnaire completed). Lead screening questionnaire completed at IHV. Children that are at risk are monitored by the HNM/HA and under the care of their PCP.
- Hgb/Hct Screening: Center based- 100%; Home Based- 99% (mix of results: from readings, WBC and the questionnaire completed)
- Immunizations: Center based--Drager 87% (combo of EHS/HS); Home Based-88%

HS

- Hearing: 97%
- Vision: 94%
- Physicals:78%
- Dental Exams: 54%
- Medical Home: 99%
- Dental Home: 78%
- Growth Assessment: 100%

- Lead Screening: 100 % (mix of results: results from physicals and the questionnaire completed). Lead screening questionnaire completed at IHV. Children that are at risk are monitored by the HNM/HA and under the care of their PCP.
- Hgb/Hct Screening: completed questionnaire at enrollment- 100%. HNM and HA doing screenings as needed.
- Immunizations: Center based--Drager 87% (combo of EHS/HS); Addison, Lincoln, and Michener are 100%, and Hudson at 88%

Nutrition Services

- Veggie Mobile was at Drager on: Thursday, February 9th. Families and staff were able to purchase fresh fruits and vegetables, at wholesale prices. They accept cash, credits, debit, and EBT as forms of payment. Going forward the Veggie Mobile will be at the Drager building on the 2nd Thursday of each month from 9am-10am. The next date will be on: Thursday, March 9th.
- January's vegetable exploration was cucumbers. Children took home a fact sheet in addition to learning in the classroom by eating cucumbers as snacks and/or integrated within the day's lesson. In March for the vegetable exploration we'll focus on a variety of different colored peppers (red, yellow, and orange).
- HNM will have completed by the end of February all site/classroom CACFP 2nd meal service monitoring reviews, these are/will be unannounced.
- **Upcoming:** in Spring the HNM will be rolling out the Reggie Rainbow based curriculum. Which focuses on: oral health, literacy, language development, mathematical skills, scientific understanding, creative arts, social-emotional development, approaches to learning, and physical health and development. The lessons are done through a series of seven core books-which highlight the fruits/vegetables through the 7 colors (red, orange, yellow, green, blue, purple, and pink), in addition to three standalone books.

Program Management

- ACF-PI-HS-23-01 Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy
 - Policy is complete and will be presented to the policy council on February 20th
- The program director, Mary Bruggenwirth, was selected to participate in a New Director Mentor Initiative. This is specifically for Head Start directors who have been in their position for less than three years, and it is led by the OHS National Center on Program Management and Fiscal Operations (PMFO) and UCLA.
 - The New Director Mentor Initiative "provides directors a unique chance to expand their knowledge and practice through a one year mentor-mentee relationship with an effective and experienced Head Start director. It also offers

participants an opportunity to enhance their networks and improve performance and career development.”

- This initiative starts with a kick off program at UCLA in March. Directors who are interested must apply and be selected by PMFO-UCLA.
- Continuation Grant is due April 1, 2023
 - Policy Council presentation and approval: February 20th
 - Board presentation and approval: February 27th and March 13th

HEAD START and EARLY HEAD START BUDGET REPORT AS OF 1/31/2023

Approved Budget Category	Basic Grant	Training	Total	Expenditures	% Expended	% of Year	Difference
1 - Personnel	\$ 2,046,436.00	\$ -	\$ 2,046,436.00	\$ 911,148.97	45%	58%	-14%
2 - Fringe Benefits	\$ 1,502,679.00	\$ -	\$ 1,502,679.00	\$ 619,851.46	41%	58%	-17%
3 - Travel	\$ -	\$ 17,800.00	\$ 17,800.00	\$ 4,723.62	27%	58%	-32%
4 - Equipment	\$ -	\$ -	\$ -	\$ -			
5 - Supplies	\$ 96,954.00	\$ -	\$ 96,954.00	\$ 45,791.07	47%	58%	-11%
6 - Contractual	\$ 163,817.00	\$ -	\$ 163,817.00	\$ 62,298.30	38%	58%	-20%
7 - Construction	\$ -		\$ -	\$ -			
8 - Other	\$ 280,412.00	\$ 36,977.00	\$ 317,389.00	\$ 296,482.40	93%	58%	35%
Indirect Cost	\$ 18,886.00	\$ -	\$ 18,886.00	\$ -			
Total	\$ 4,109,184.00	\$ 54,777.00	\$ 4,163,961.00	\$ 1,940,295.82	47%	58%	-12%
Inkind	\$ 1,013,406.00		\$ 1,013,406.00	\$ 422,791.50	42%	58%	-17%
Max. Allowable Admin. Cost	\$ 768,389.00	\$ 8,217.00	\$ 776,606.00	\$ 198,863.42	26%		

HEAD START ARP Funding BUDGET REPORT AS OF 1/31/2023

Approved Budget Category	Basic Grant	Total	Expenditures	% Expended	% of Year	Difference
1 - Personnel	\$ 11,691.00	\$ 11,691.00	\$ 11,691.02	100%	58%	42%
2 - Fringe Benefits	\$ 6,103.00	\$ 6,103.00	\$ 6,101.94	100%	58%	42%
5 - Supplies	\$ 15,557.00	\$ 15,557.00	\$ 10,541.57	68%	58%	9%
8 - Other	\$ 356,708.00	\$ 356,708.00	\$ 69,765.20	20%	58%	-39%
Total	\$ 390,059.00	\$ 390,059.00	\$ 98,099.73	25%	58%	-33%