



## ADRIAN PUBLIC SCHOOLS

*Tradition of Opportunities*  
Future of Possibilities

### Agenda

Regular Meeting  
Monday, March 28, 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. MDE waiver
  - b. Retirement of Janet Melton, Paraprofessional

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

1. Consent Agenda
  - a. Approval of March 14, 2022, Regular Meeting Minutes
  - b. Approval of March 14, 2022, Special Meeting Minutes
  - c. Approval of March 14, 2022, Closed Session Minutes (handout)
  - d. Approval of Hire- Chris Harlan, Paraprofessional, Jessica Rivier, Paraprofessional
2. Business Requiring Board Action
  - a. Approval of Head Start grant application
  - b. Approval of a representative to the LISD annual budget meeting review on April 21, 2022
  - c. Approval of the copier lease
  - d. Approval for casework at Michener and Alexander Elementary
  - e. Approval of 2021-22 Budget amendments
  - f. Acceptance of Donations
3. Business Requiring Future Board Action
  - a. First reading of the addition of Middle School Sports
  - b. First reading of PA system replacement at Drager

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

1. Backpack Test Kits
2. Head Start Monthly Report

**D. Future Meetings and Business**

1. Board Committee Reports- Finance
2. Board Member Comments
3. Meeting Dates and Upcoming Events  
Alexander Literacy Night, March 28<sup>th</sup>, 5:30, Alexander  
Reality Camp, March 29, 2022, 11:30 a.m. PAC  
Spring Break, April 4-8, 2022  
BOE Meeting, April 11, 2022, 6:00 p.m., cafeteria

**E. Public Comment**

**F. Closed Session**

**G. Board Workshop**

**H. 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

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**DATE:** March 28, 2022

**CONTACT PERSON:** Bob Behnke

## **PURPOSE:**

The retirement of Janet Melton.

## **EXPLANATION:**

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Janet has submitted her retirement from Adrian Public Schools effective April 1, 2022.

## **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the retirement of Janet Melton effective April 1, 2022.

MINUTES OF THE SPECIAL MEETING OF THE ADRIAN BOARD OF EDUCATION, MARCH 14, 2022, ADRIAN CENTRAL OFFICE.

MEETING CALLED TO ORDER

The meeting of the Adrian Board of Education was called to order by President Ferguson at 5:15 p.m.

PLEDGE RECITED

Pledge of Allegiance was recited.

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

ABSENT: Trustee: Buku

AGENDA APPROVED

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

Motion carried by a 6-0 vote.

MISSION STATEMENT

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

Moved by Trustee Ballard, supported by Trustee Marks, that the Adrian Board of Education approve the Superintendent's evaluation. In the category of:

Governance and Board Relations he received a rating of 3.5/4

Community Relations he received a rating of 3.5/4

Staff Relations he received a 3.4/4

Business and Finance he received a 4/4

Instructional Leadership he received a 3.5/4

Student Growth he received a 3/4

Progress Towards District Goals he received a 4/4

Based on the established weights of each category the Board ranks Superintendent Behnke with an overall rating of 3.39 or effective.

The board offered the following comments.

- A. Governance and Board Relations: In general, Bob continued to show positive communications throughout another difficult year that was greatly impacted by COVID and COVID protocols. Communication with individual Board Members needs to be improved. The communication to the Board was more fragmented than in previous years and was noted to be lower in the final 6 months of the evaluation period. There was a discussion about moving forward how the board should establish a stronger feedback system for the Superintendent.
- B. Community Relations: Bob's strength continued to be keeping the APS Community (parents, community, students, teachers, staff) involved in decision making. Bob's work with the media and with the ISD continues to keep APS at the forefront of county schools.

- C. Staff Relations: Bob's staff development was evidenced again by having 2 viable candidates as his replacement and allowing internal movement to replace openings to make the transition of his retirement as seamless as possible.
- D. Business and Finance: Strong performance demonstrated in managing all the various inflows and outflows of funds during the COVID grant cycles.
- E. Instructional Leadership: The curriculum at APS is more aligned than ever under Bob's leadership. APS was able to operate as a District by providing flexibility for both face-to-face and virtual learning which was made possible by Bob's commitment to keeping our schools open and finding a way to make it happen. Closing the gap on 3rd-grade reading will require an increase in emphasis and will be more difficult in the next 3 years as the "COVID Kids" cycle through our schools.

Overall, Bob's performance is EFFECTIVE. Bob continues to provide solid leadership to our District and has demonstrated a commitment to improving the District. Many of the initiatives that Bob has implemented will continue to serve the District well into Bob's retirement. The Board would like to congratulate Bob on his retirement and thank him for his dedication to our District.

Moved by Vice President Baucher, supported by Trustee Flores, that the Adrian Board of Education approve and authorize the payment for completion or partial completion of the superintendent merit goals.

The merit goals included development and post COVID plans, recommendation of semesters or trimesters, building-based intervention plans to close the learning gap, implementation of new district policies and procedures.

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

The meeting adjourned at 5:58 p.m.

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Beth Ferguson, President

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Mike Buku, Secretary

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, MARCH 14, 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 6:01 p.m.

Pledge of Allegiance was recited.

PLEDGE RECITED

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

ABSENT: Trustee: Buku

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

AGENDA APPROVED

Motion carried by a 6-0 vote.

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

MISSION STATEMENT

Superintendent Parker recognized the Outstanding Citizens for March. The following students were recognized for their Maple excellence: Liam Plato from Alexander, Stark McCarty from Lincoln, Gabriel Smaw from Michener, John McCuin from Prairie, Emma Pino from Springbrook Middle School, and Carolina Mancilla Delagado from Adrian High School.

GOOD NEWS REPORT

Superintendent Parker also recognized the 2021-2022 Varsity Wrestling team. They are the SEC White champions, Connor Krueger, MHSAA ALL State Wrestler, sixth place, and Nick Conklin, Lenawee County Coach of the Year.

CONSENT AGENDA

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

The consent agenda included the following items:

- a. Approval of Minutes from February 28, 2022, Regular Meeting
- b. Treasurer's Report ending February 2022 with a balance of \$1,142,459.93
- c. Approval of Hire- Brandon Cherry and Samantha Hall
- d. Approval of Leave of Absence- Esteban Moreno

Motion carried by a 6-0 vote.

Moved by Vice President Baucher, supported by Trustee Henagan, that the Adrian Board of Education approve the bid from Midwest Environmental for the asbestos abatement at Alexander Elementary and Adrian High School. Trustee Henagan asked, "When will we be done approving these types of bids?" Kathy Westfall stated, "Every three years the plan needs to be updated to show due diligence. The hope is that one day we would not need to approve this."

ASBESTOS ABATEMENT

Motion carried by a 6-0 vote.

Moved by Trustee Ballard, supported by Trustee Henagan, that the Adrian Board of Education approve the bid for food service equipment from Elliott for Drager and Stafford Smith for the high school, to be paid from food service funds.

**KITCHEN  
EQUIPMENT**

Motion carried by a 6-0 vote.

Moved by Trustee Marks, supported by Vice President Baucher, that the Adrian Board of Education approve the bid submitted by MBS for the athletic building repairs and roof replacements. Kathy Westfall pointed out that the softball press box is not in the bid because of the potential relocation of the press box.

**ATHLETIC BUILDING  
REPAIRS**

Motion carried by a 6-0 vote.

Moved by Trustee Ballard, supported by Trustee Henagan that the Adrian Board of Education approve the attached listed accounts and authorize the new Superintendent, Nate Parker, to sign checks. President Ferguson asked, "Do we need to vote to remove Superintendent Behnke from the accounts?" Kathy Westfall replied, "No, he has already been removed."

**BANK ACCOUNTS**

Motion carried by a 6-0 vote.

Moved by Trustee Ballard, supported by Trustee Flores, that the Adrian Board of Education approve donations from Scott Westfall, Jeff and Kathleen Davis, and McDonald's.

**DONATIONS**

Motion carried by a 6-0 vote.

First reading of the Early Head Start and Head Start grant application for the 2022-23 program year, was held. Mary Bruggenwirth, Director of Head Start, told the board that the program is in year 2 of the five-year cycle. Every year the program must apply for the funds to operate the programs. Mrs. Bruggenwirth reviewed the budget, enrollment numbers, locations, staffing, and the five program goals. Trustee Marks inquired, "If our four-year-olds are leaving the program do we know where they are going?" Mrs. Bruggenwirth responded, "We are not sure exactly where they are going." Trustee Henagan asked, "Since we will not be offering as many four-year-old slots, will this create a waitlist for the program?" Mrs. Bruggenwirth stated, "I don't think so, we are not at risk of losing children that need to be served." Vice President Baucher asked, "Is this the presentation that will be going to the Office of Head Start?" Mary said, "No, it is a really long document. This is just a concise presentation for the board." Vice President Baucher asked, "How do you feel about In-Kind given the environment we live in with COVID and volunteers?" Mrs. Bruggenwirth responded, "It is definitely more of a challenge to get parent participation but the program is getting more creative. We can submit a waiver. We have done it in the past and did not need it."

**HEAD START**

First reading to discuss a representative from the Adrian Board of Education to attend the LISD Budget Planning and review Meeting, was held. Trustee

**LISD BUDGET  
PLANNING**

Henagan volunteered to represent the District at this meeting. Vice President Baucher said he would serve as an alternative.

First reading to review the bids for the copier lease, was held. Kathy Westfall explained that the District would be switching back to Ricoh copiers. On this lease, we will be billed for the maintenance as we go. This lease will be for five years."

**COPIER LEASE**

Superintendent Parker told the board that he has had the opportunity to read for March is Reading Month. The Maple Messenger Update will be mailed out after Spring Break. Mr. Parker informed the board that Online Student registration will be a new feature this year for parents. "Eventually parents will be able to upload their children's pertinent information like birth certificate, proof of residency, and immunizations records. The District is excited about this program and the ease and flexibility it will offer parents." Mr. Parker gave an update on his Listen and Lead meetings. He also shared the timelines for the middle and high school principal searches. Trustee Henagan asked, "What does the interview process look like?" Mr. Parker responded, "There will be a committee."

**REPORTS FROM  
SUPERINTENDENT  
AND STAFF**

Trustee Ballard reported, "In a special meeting tonight the board evaluated Superintendent Behnke for his final evaluation. The board rated Superintendent Behnke as effective." Dr. Ballard also commented that this is Women's History Month.

**BOARD MEMBER  
COMMENTS**

Trustee Henagan commented that Mr. Lewandowski has started teaching lacrosse to kids at Prairie during recess. "It is awesome that he is also inviting these kids to play in the youth league. It shows his support for community involvement," said Henagan.

Trustee Flores thanked Superintendent Parker for taking time to meet with the Hispanic Latino Commission. "This is a collaborative effort and great partnership with the community. They offer a scholarship to students. Thank you, Mr. Parker," stated Flores.

Trustee Ballard thanked the local paper for their coverage of the Superintendent's search.

President Ferguson congratulated the Middle School Orchestra, the high school symphony, and the middle school band for all receiving a 1 rating at their latest competitions.

Moved by Trustee Ballard, supported by Vice President Baucher, that the Adrian Board of Education convene to closed session at 7:06 p.m. under the Open Meetings Act 8(c) for the purpose of collective bargaining and 8(e) for the purpose of litigation strategies.

**CLOSED SESSION**

**ROLL CALL VOTE:**

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



Motion carried by a 6-0 vote.

Moved by Trustee Henagan, supported by Trustee Marks, that the Adrian Board of Education return to open session at 7:16 p.m. **OPEN SESSION**

*ROLL CALL VOTE:*

Yeas: Ballard, Baucher, Flores, Henagan, Ferguson, and Marks

Nays: none

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

Motion carried by a 6-0 vote.

The meeting adjourned at 7:17 p.m.

**ADJOURNMENT**

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Beth Ferguson, President

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Mike Buku, Secretary

### ***Michigan Class Pool***

Withdrawals, Transfers (wire)	Nathan Parker, Kathy Westfall
Commercial Paper and Checks	

### ***Huntington Bank***

Withdrawals, Transfers (wire)	Nathan Parker, Kathy Westfall
Commercial Paper and Checks	

### ***Premier***

Withdrawals, Transfers (wire)	Nathan Parker, Kathy Westfall
Commercial Paper and Checks	

Adrian Public Schools Funds Account- checking	Nathan Parker, Kathy Westfall
High School Activity Account- checking	Nathan Parker, Kathy Westfall

### **Michigan Liquid Asset Fund Plus**

Withdrawals, Transfer (wire)	Nathan Parker, Kathy Westfall
Commercial Paper and Checks	

## **EXECUTIVE SUMMARY**

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**DATE:** March 28, 2022

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

To recommend the hiring of a Paraprofessional for Michener Elementary.

### **EXPLANATION:**

Deb Agnew and her interview team recommend Christopher Harlan as a Paraprofessional. Christopher has experience working as a noon-hour supervisor and enjoys being a team player.

### **RECOMMENDATION:**

It is the recommendation of the Director of Human Resources that Christopher Harlan be hired as a full-time Paraprofessional, effective for the 2021-22 school year.

## **EXECUTIVE SUMMARY**

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**DATE:** March 28, 2022

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

To recommend the hiring of a Media Paraprofessional for Prairie Elementary.

### **EXPLANATION:**

Carl Lewandowski and his interview team recommend Jessica Rivier as a Media Paraprofessional. Jessica is a long-term substitute for the District and has a Bachelor's in Business Administration from Siena Heights University.

### **RECOMMENDATION:**

It is the recommendation of the Director of Human Resources that Jessica Rivier be hired as a full-time Media Paraprofessional, effective for the 2021-22 school year.

## EXECUTIVE SUMMARY

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**DATE:** March 28, 2022

**CONTACT PERSON:** Bob Behnke  
Mary Bruggenwirth

### **PURPOSE:**

To approve the Early Head Start and Head Start grant application for the 2022-2023 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 \$4,053,623 to provide services for Adrian Public Schools and Lenawee County for the 2022-2023 program year. The breakdown of funds is:

<b>Funding Type</b>	<b>Head Start</b>	<b>Early Head Start</b>
Program Operations	\$2,618,901	\$1,379,945
Training and Technical Assistance	\$33,744	\$21,033
<b>Total Funding</b>		<b>\$ 4,053,623</b>
<b>Program</b>	<b>Head Start</b>	<b>Early Head Start</b>
Federal Funded Enrollment	210	88

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 210 Head Start preschool children and 88 Early Head Start infants, toddlers, and pregnant women.

The Head Start Policy Council reviewed and approved our grant application for the 2022-2023 program year at their February 28, 2022 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 2022-2023 program year.

# EXECUTIVE SUMMARY

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**DATE:** March 28, 2022

**CONTACT PERSON:** Bob Behnke

## **PURPOSE:**

To approve the appointment of a Board member and alternate to represent the district at the LISD Budget Planning and Review Meetings.

## **EXPLANATION:**

As part of their budgeting process, the LISD offers the opportunity for local boards of education to offer input in the early stages of development by holding a Planning Meeting. This meeting is scheduled to be held on **Thursday, April 21, 2022, at 6:00 p.m**

## **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education approve Tamaris Henagan as the representative and Jon Baucher as the alternate to the LISD Budget Planning and Review meetings.

## **EXECUTIVE SUMMARY**

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**DATE:** March 28, 2022

**CONTACT PERSON:** Kathy Westfall  
Kyle Modzel

### **PURPOSE**

To approve the quote for the copier lease from Perry Pro Tech.

### **EXPLANATION:**

The District has 43 copiers throughout the District (excluding Head Start). The District received five quotes for new copiers, which will be leased, beginning in August of 2022. The lease will be for five years. The monthly quotes are reflected below:

MT Business Technology - \$3,487

Applied Imaging - \$7,034.31

Printer Service Plus - \$5,809.12

AOS - \$3,336.36

Perry Pro Tech - \$3,321.56

### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent and the IT Director that the Adrian Board of Education approve the bid for the copier lease from Perry Pro Tech in the monthly amount of \$3,321.56, with maintenance billed separately on a per copy basis.

## **EXECUTIVE SUMMARY**

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**DATE:** March 28, 2022

**CONTACT PERSON:** Kathy Westfall

### **PURPOSE**

To approve the change order for new casework at Alexander and Michener.

### **EXPLANATION:**

Most of the casework in the classrooms at Alexander and Michener is almost 60 years old, and in need of replacement. Some of it is damaged, broken, not usable, and in need of updating. While the buildings are being torn apart this summer for construction, it is the ideal time to replace everything.

Included with this executive summary are the options that the staff have chosen for configuration of the new casework. Also included is the change order from Krieghoff Lenawee, in the amount of \$168,025. This project would be paid for out of bond funds.

This was reviewed by the Finance Committee at the March 28<sup>th</sup> meeting.

### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent that the board approve the change order for new casework at the Michener and Alexander.





**KRIEGHOFF  
LEN A W E E**  
CONSTRUCTING  
ENGINEERS

2039 JAMES STREET  
P.O. BOX 100  
ADRIAN, MICHIGAN 49221  
PHONE (517) 265-5121  
FAX (517) 263-8387

## PROPOSAL

**DATE:** March 11, 2022

**SUBMITTED TO:** Clark Construction Company

**ATTENTION:** Nick Cadwell

**PROJECT NAME:** APS – 2022 Air Conditioning Project – Proposal Request No. 1

We are pleased to submit the following budget proposal for Proposal Request No. 1 as follows:

SELECTIVE DEMOLITION	\$7,307
ROUGH AND FINISH CARPENTRY	\$23,626
METAL STUDS, DRYWALL, AND PAINT	\$21,924
MILLWORK	\$99,893
<u>BUILDER'S FEE</u>	<u>\$15,275</u>
<b>TOTAL</b>	<b>\$168,025</b>

**Exclusions:** Asbestos and/or lead abatement.  
Fire Caulking and/or rated wall assemblies.

### ACCEPTANCE OF PROPOSAL:

**NAME:**

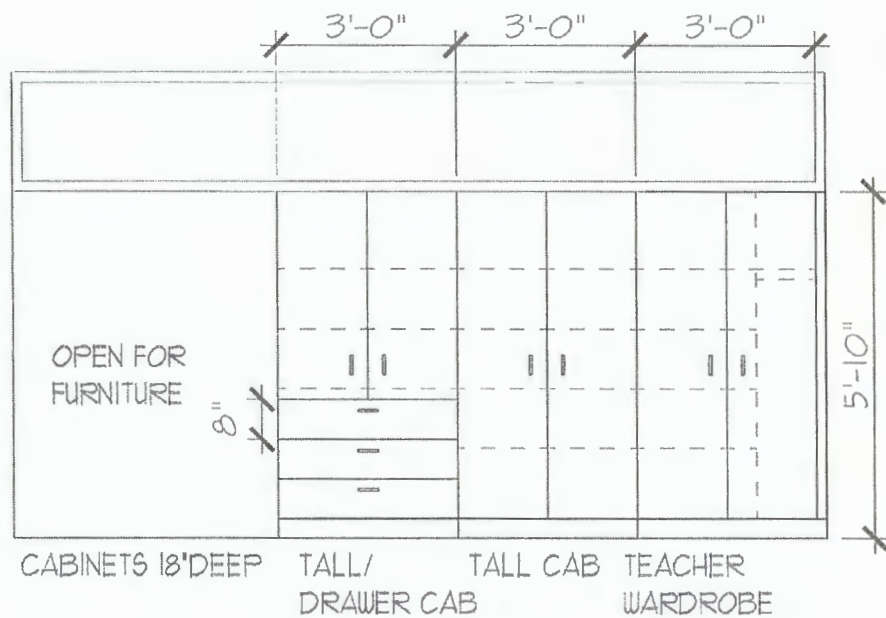
**DATE:**

**NAME:**

Brent Gnodtke, Vice President

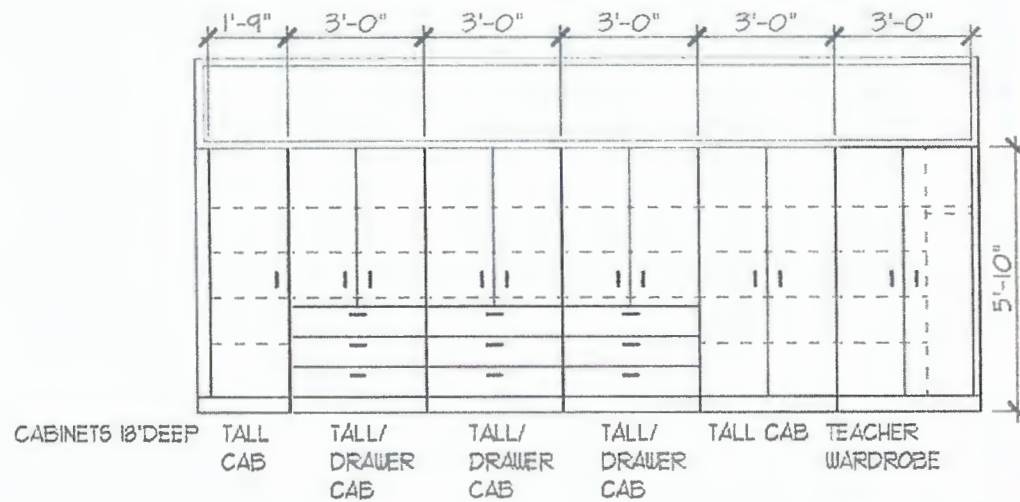
# Typical Classroom (Alexander & Michener)

## Option 3



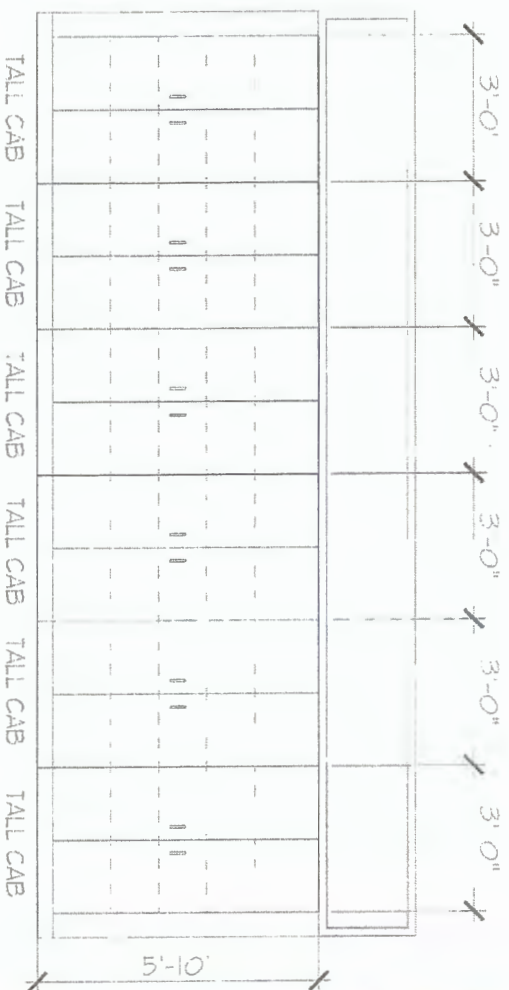
# Classroom – Alexander (Kinder.)

## Option 3



# Classroom – Michener (RM 11)

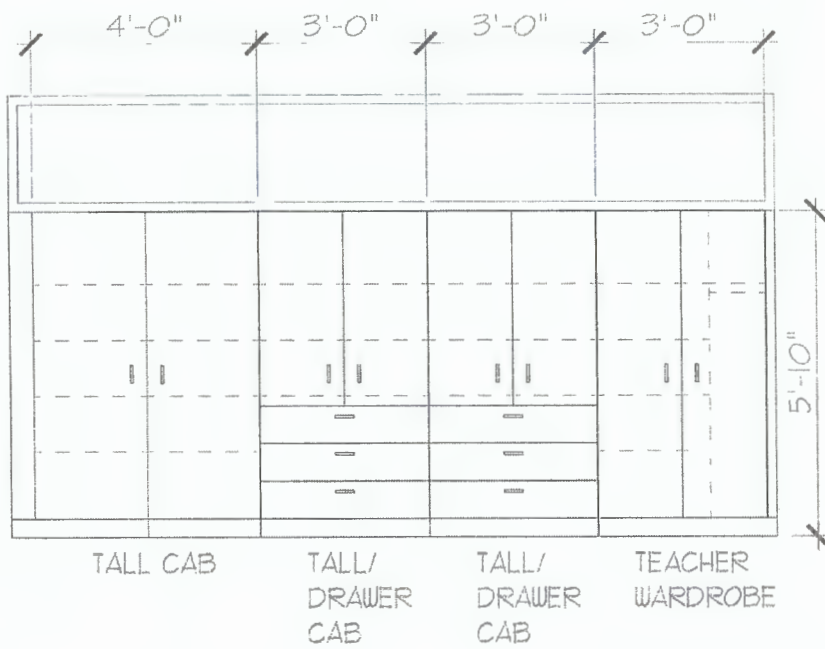
## Option 3





# Classroom – Michener (RM 10 & 12)

## Option 3



## **EXECUTIVE SUMMARY**

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**DATE:** March 28, 2022

**CONTACT PERSON:** Kathy Westfall

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

**EXPLANATION:**

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

**RECOMMENDATION:**

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

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

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

	<u>Last Approved</u>	<u>Recommended Amendments</u>	<u>As Amended</u>
<b>REVENUES:</b>			
Local	\$ 5,133,349	\$ (74,376)	\$ 5,058,973
State	25,300,155	164,479	25,464,634
Federal	7,881,428	(129,634)	7,751,794
All Other	<u>1,921,900</u>	<u>113,884</u>	<u>2,035,784</u>
<b>TOTAL</b>	<u><u>\$ 40,236,832</u></u>	<u><u>\$ 74,353</u></u>	<u><u>\$ 40,311,185</u></u>

FUND BALANCE JULY 1 \$ 7,570,055

**TOTAL REVENUES & FUND BALANCE AVAILABLE TO APPROPRIATE** \$ 47,881,240

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

	<u>Last Approved</u>	<u>Recommended Amendments</u>	<u>As Amended</u>
<b>EXPENDITURES</b>			
Instruction			
110 Basic Programs	\$ 17,896,030	\$ (249,448)	\$ 17,646,582
120 Added Needs	5,499,800	52,036	5,551,836
130 Adult & Continuing Education	146,895	6,108	153,003
Support Services			
210 Pupil	2,948,213	58,670	3,006,883
220 Instructional Staff	2,132,919	(105,326)	2,027,593
230 General Administration	850,494	17,497	867,991
240 School Administration	2,260,274	(9,071)	2,251,203
250 Business	1,019,493	147,998	1,167,491
260 Operation & Maintenance	3,099,382	198,166	3,297,548
270 Pupil Transportation	1,273,918	62,198	1,336,116
280 Central Services	674,265	(36,050)	638,215
290 Other	1,109,909	11,481	1,121,390
Community Services	371,651	9,333	380,984
Prior Period Adj/Facility Improvements	586,315	11,010	597,325
Incoming & Outgoing Transfers	<u>200,000</u>		<u>200,000</u>
<b>TOTAL APPROPRIATED</b>			
AS AMENDED	<u><u>\$ 40,069,556</u></u>	<u><u>\$ 174,604</u></u>	<u><u>\$ 40,244,160</u></u>

**REVENUES OVER EXPENDITURES** \$ 67,025

**PROJECTED ENDING FUND BALANCE JUNE 30, 2022** \$ 7,637,080

**PURPOSE OF AMENDMENT:**

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

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

<b>Revenues :</b>		
<b>State:</b>		
Foundation Allowance	\$	(10,179)
Categorical		174,657
Net Increase - State	\$	164,478
<b>Local:</b>		
Contributions	\$	34,922
USF Refund	\$	(102,687)
Net of Others		(6,611)
Net Increase - Local	\$	(74,376)
Federal Programs:		(129,634)
LISD		110,165
All Others		3,720
Total Revenue Changes	\$	74,353
<b>Expenditures :</b>		
Salary & Benefits (excluding State & Federal)	\$	(6,911)
Facilities and Energy		142,210
Legal Services		25,000
Contracted Services - Haviland		74,343
Early Retirement Payouts		22,329
State and Federal Programs		(122,234)
Net of All Other		39,866
Total Expenditure Changes	\$	174,603
Net Change of Revenues Over Expenditures	\$	(100,250)





**ADRIAN PUBLIC SCHOOLS**

*Tradition of Opportunities*  
Future of Possibilities

Budget Amendments

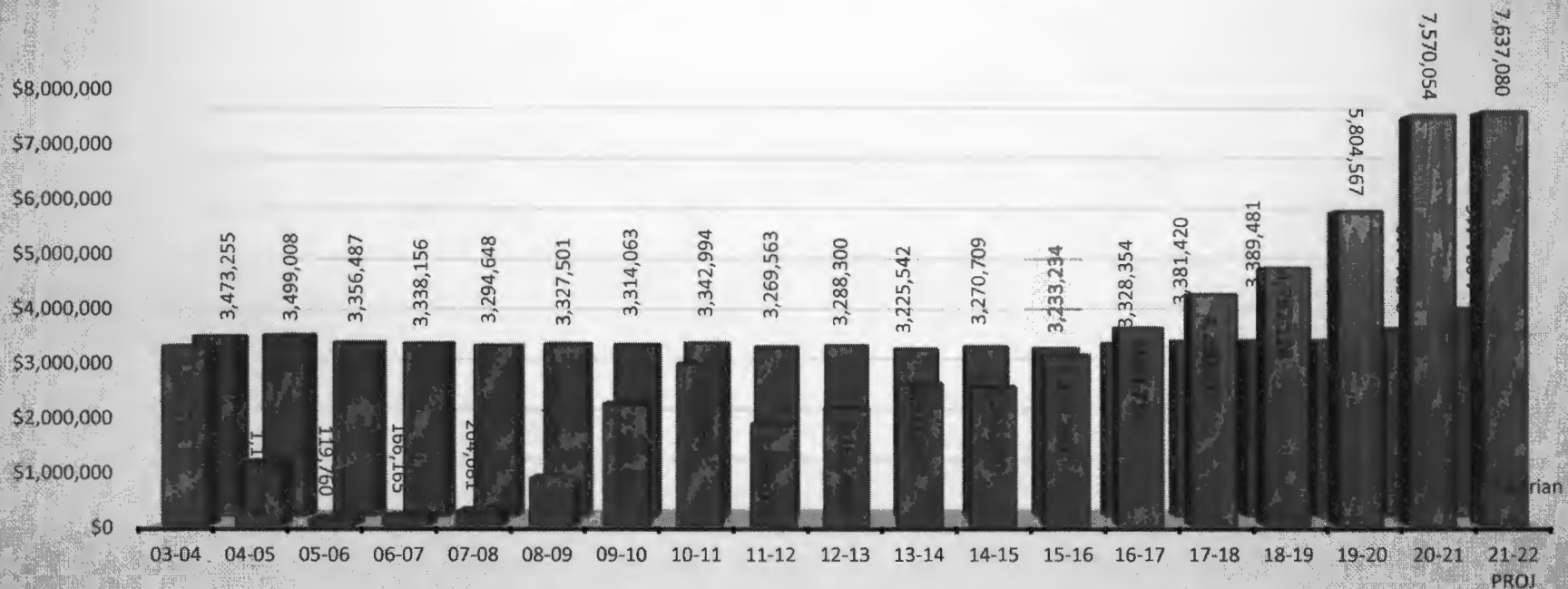
2021 - 2022

March 28, 2022

# Budget Recap

	Actual 2020-21	2021-22 Amended Budget	Proposed Budget Amendment March 28, 2022
Total Revenues	\$38,079,963	\$40,236,832	\$40,311,185
Total Expenditures	\$36,314,475	\$40,069,556	\$40,244,160
Excess Revenues/Expenditures	\$1,765,488	\$167,276	\$67,025
Beginning Fund Balance, July 1	\$5,804,567	\$7,570,055	\$7,570,055
<b>Ending Fund Balance, June 30</b>	<b>\$7,570,055</b>	<b>\$7,737,331</b>	<b>\$7,637,080</b>

## FUND BALANCE TREND (GENERAL FUND, IN DOLLARS)



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

# Budgeting Factors

As presented for amendment

Foundation Amount	\$8,700
Local Taxes	18 Mills
Blended Count (loss of 87)	2,753
Budgeted Blended Count – December 2021	2,754

# Revenue changes

## Local:

Contributions	\$	34,922
USF Refund		(102,687)
Miscellaneous		(6,611)

## State Aid:

Foundation Allowance	(10,179)
Categorical (31a and state grants which are offset by change in expenses)	174,657

**LISD:** (Primarily due to Special Ed Funding) 110,165

**Federal Programs:** (ESSER III not budgeted) (129,634)

**All others** 3,720

**Total** \$ 74,353

# Revenue Recap

## Local:

Taxes	\$ 4,537,994	11.3%
Other Transactions	<u>520,979</u>	<u>1.3%</u>
Total Local Revenues	\$ 5,058,973	<u>12.5%</u>

## State:

Foundation Grant	\$ 19,409,226	48.1%
Categorical	<u>6,055,408</u>	<u>15.0%</u>
Total State Revenues	\$ 25,464,634	63.2%
Total Federal	\$ 7,751,794	19.2%

## Other Transactions:

LISD Reimbursements	\$ 1,926,736	4.8%
Other	<u>109,048</u>	<u>0.3%</u>
Total Other Transactions	\$ 2,035,784	<u>5.1%</u>

Total Revenues	<u>\$ 40,311,185</u>	<u>100.0%</u>
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# Expense Changes

Salaries/Benefits (Excluding State & Federal programs)	\$	(6,911)
Facilities & Energy		142,210
Legal Services		25,000
Contracted Services - Haviland		74,343
Early Retirement Payouts		22,329
State and Federal Programs		(122,234)
Net of Others		39,866
Total Expense Changes	\$	<u>174,603</u>

# Expenditures by Category

Description	2021-22		2021-22		Change	
	Amended Budget	%	Proposed Budget	%	%	Student
Salaries - Total	\$ 17,366,891	43.3%	\$ 17,312,938	43.0%	-0.31%	\$6,289
Benefits - Total	12,998,107	32.4%	13,034,772	32.4%	0.28%	\$4,735
Teaching Supplies	567,382	1.4%	521,006	1.3%	-8.17%	\$189
Office Supplies	89,378	0.2%	95,531	0.2%	6.88%	\$35
Other Expenditures	1,787,749	4.5%	1,633,285	4.1%	-8.64%	\$593
Utilities	642,743	1.6%	657,243	1.6%	2.26%	\$239
Telephone	34,962	0.1%	32,962	0.1%	-5.72%	\$12
Equipment & Furniture	273,199	0.7%	353,377	0.9%	29.35%	\$128
Insurance	196,787	0.5%	196,787	0.5%	0.00%	\$71
Contracted Services (Aramark Contract included)	1,693,040	4.2%	1,772,312	4.4%	4.68%	\$644
Contracted Services - Other	1,971,863	4.9%	2,023,138	5.0%	2.60%	\$735
Travel & Conference, In-Service (Predominantly Grant Funded)	232,409	0.6%	233,412	0.6%	0.43%	\$85
Transportation	1,245,581	3.1%	1,285,413	3.2%	3.20%	\$467
Operations	648,002	1.6%	736,378	1.8%	13.64%	\$267
Contracted Early Retirement	171,471	0.4%	193,800	0.5%	13.02%	\$70
Technology	149,992	0.4%	161,806	0.4%	7.88%	\$59
<b>TOTAL</b>	<b>\$ 40,069,556</b>	<b>100%</b>	<b>\$ 40,244,160</b>	<b>100%</b>	<b>0.44%</b>	<b>\$ 14,618</b>



### State Aid Note Analysis

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

# **SUMMARY OF THE MAJOR CHANGES FOR 2021-22 AMENDMENTS**

The change in revenues over expenditures from the adopted budget to the proposed amendment is a decrease of \$100,251; the major reason for the change is additions to the facilities budget for projects such as the repairs to the athletic buildings, maintenance supplies and light fixtures.

## **EXECUTIVE SUMMARY**

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**DATE:** March 28, 2022

**CONTACT PERSON:** Chad O'Brien

**PURPOSE:** To review the recommendation to add middle school softball, baseball and soccer as interscholastic sports at Springbrook Middle School.

### **EXPLANATION:**

Soccer has been an intramural sport at Springbrook Middle School for the last four years. They have maintained the numbers necessary to compete each year, and the number of county teams in the league has grown. Middle school soccer continues to have participants in the range of 40 per year. Since having soccer at Springbrook, the high school numbers have increased, growing the program, which was our goal.

Baseball and Softball have been intramural sports for the last four years. The numbers have grown from 6 girls and 15 boys to at least 25 girls and 30 boys. The numbers at the high school have also grown, a reflection of starting these programs.

Currently, coaches are paid an hourly intramural rate. We have negotiated a stipend based compensation with the union to bring the pay in line with other middle school sports at 4%, subject to board approval.

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### **RECOMMENDATION:**

It is the recommendation of the Athletic Director that the Adrian Board of Education review the request to add middle school baseball, softball and soccer as District funded sports at Springbrook Middle School, for approval at the next board meeting.

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## **EXECUTIVE SUMMARY**

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**DATE:** Mach 28, 2022

**CONTACT PERSON:** Kathy Westfall  
Kyle Modzel

### **PURPOSE**

To review the quote to upgrade the PA System and install additional PA Speakers at Drager Head Start.

### **EXPLANATION:**

The District is looking to upgrade the PA system at Drager Head Start. The original PA System was installed during the Apple Bond in 2007. The system has exceeded its usable life and needs to be replaced. The District would also like to add additional PA speakers in hallways and classrooms to increase coverage throughout the building.

The proposed solution allows the district to use the existing wiring, speakers and call buttons, which significantly reduces the overall cost of the project.

The district is purchasing the devices through PEPPM which is a cooperative purchasing program.

### **RECOMMENDATION:**

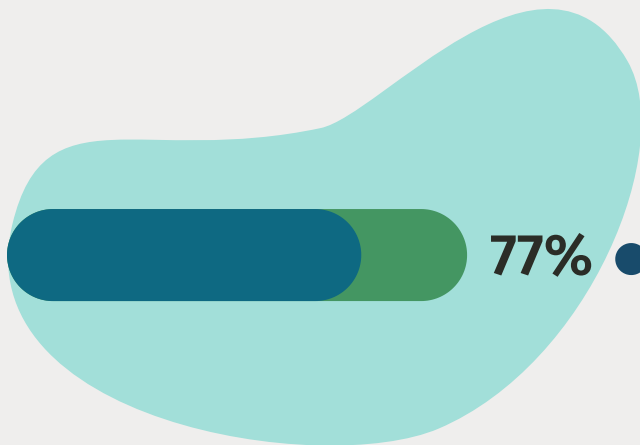
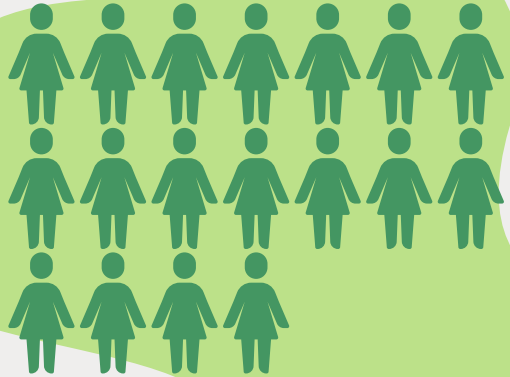
It is the recommendation of the Assistant Superintendent that the Adrian Board of Education review the quote to upgrade the PA System at Drager Head Start in the amount of \$63,822.91 from Torrance Sound, to be Paid from the Capital Projects and Technology Fund, for approval at the next meeting.

# Adrian Public Schools Head Start

*March 2022 Board of Education & Policy  
Council Report*

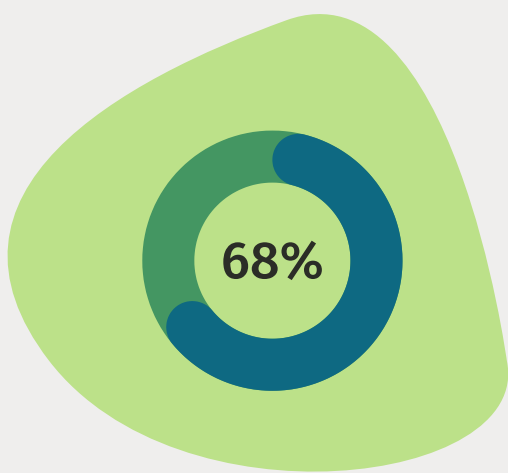
## Staff Vacancies

8 Teachers  
8 Teacher Assistants  
1 Parent Educator  
1 Family Advocate



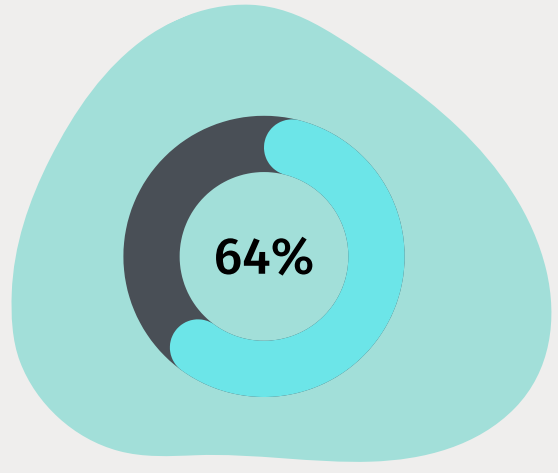
**Average Attendance**

**Lower due to COVID  
classroom closures**



**EHS Enrollment**

EHS Enrollment  
55/80.



**HS Enrollment**

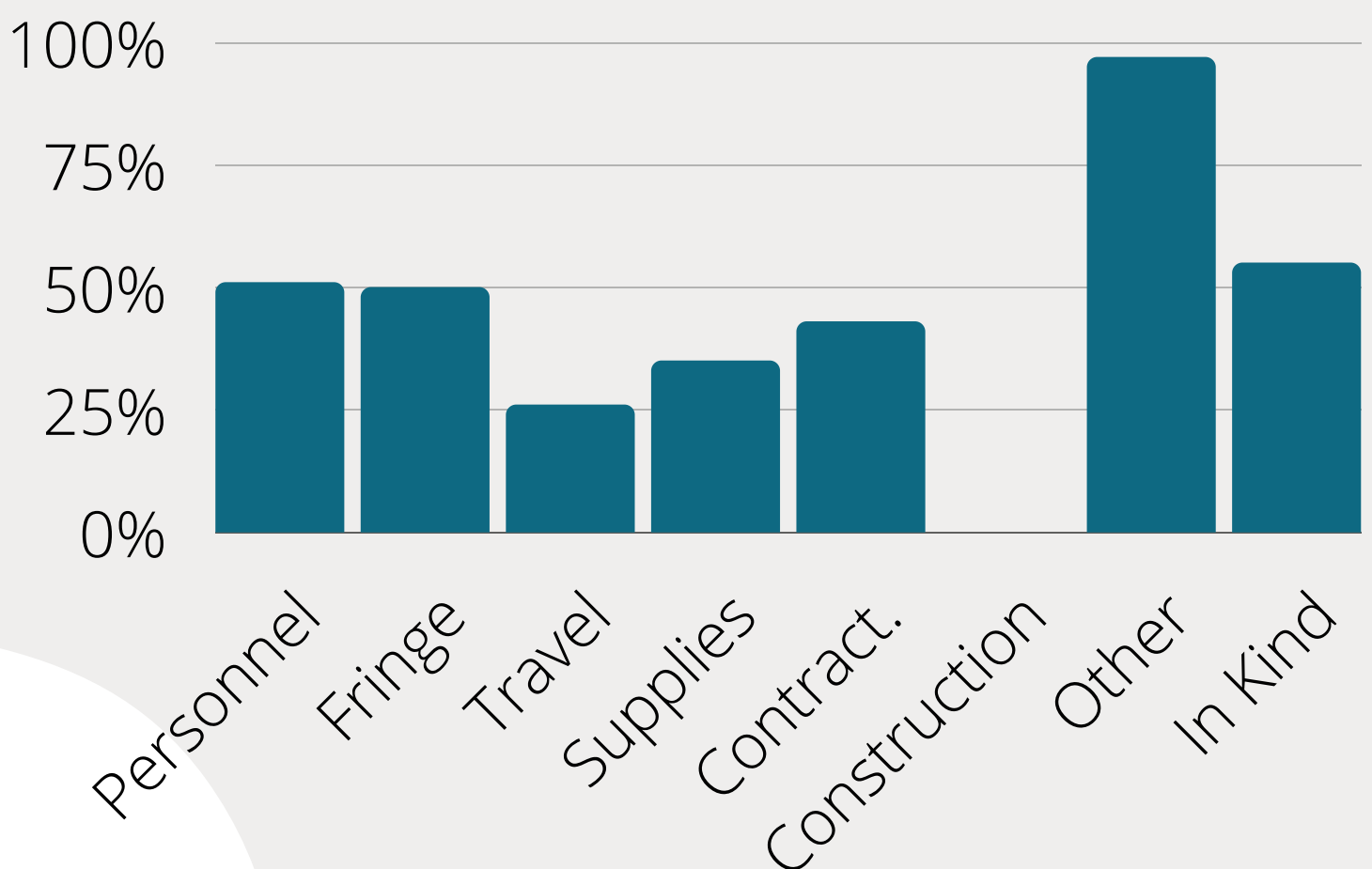
Head Start  
Enrollment 159/246.

## Enrollment Details

EHS Home Based: 25 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

## March 2022

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### Facility Management and Human Resources

- Teacher (or full time TA): 8
- Teacher Assistant: 8
- Parent Educator: 1
- Family Advocate: 1
- Job Description approval: Office Clerk

### Fiscal Monitoring

- February budget reports are attached; no concerns at this time.
- February CACFP Reimbursement: \$2,289.89.
- We will apply for an in kind waiver in April

### Education and School Readiness

- Spring Brigance Screeners being completed by the Early Learning Manager and Early Learning Assistant Manager
- Second round of ED staff observation start end of March
- Practice Based Coaching Training March 22nd-24th will be attended by the ELM and Early Childhood Mentor Coach
- Early Childhood Committee Meeting March 25th from 2:00-3:00PM on Zoom

### Disability Services and Mental Health

- Disability Services
  - Disability enrollment- percent of funded enrollment
    - Total enrollment: 11%
- Mental Health
  - Mental Health Services Provided
    - Individual Child Mental Health Observations:
      - HS: 3
      - EHS:1
    - Mental Health Consultation
      - Individual Child Consultation: 19 events in 8 classrooms
      - Parent Consultation events: 6
      - Staff Wellness Consultation events: 2
    - New referrals to external Mental Health Services: 1
  - MHC and FEM hosted the second of a series of 4 parent “mini-sessions” on Conscious Discipline social-emotional parenting skills on 3/14. Seven parents attended and we had a wonderful discussion about using Conscious Discipline deep-breathing techniques to support co-regulation and teach self-regulation. Our next mini-session will be on Tuesday April 12; the topic is creating a Safe Space in the home.

- o MHC completed spring classroom observations this month to collect data and provide feedback on how children's mental health and social-emotional development is promoted in each classroom. Indicators include adult-child interactions, adult encouragement of positive peer interactions, adult well-being, and classroom environment.

## Early Head Start Home-Based

- Continuing to provide quality in-person services for Home Base Children and Families.

## Family Engagement

- Applications are being done for the 22-23 school year. Current year applications are still being completed through mid May.
- 97% of families enrolled have completed the Family Assessment

## Eligibility, Recruitment, Selection, Enrollment and Attendance

- 2022-23 Application Training for FSW's occurred on 3/9/2022
- ERSEA Committee Met on 3/11/22
- **EHS:** Enrolled = 55/80
  - Vacancy under 30 days = 0
  - Vacancy over 30 days = 25
  - Total = 80/80
- **HS:** Enrolled = 159/246
  - Vacancy under 30 days = 7
  - Vacancy over 30 days = 30
  - Total = 196/246

## Health Services

- Toothbrushes and toothpaste will be ordered this month to restart toothbrushing in the classrooms.
- Mobile Dentist came to the Drager building on: March 9th. We had 22 applications turned in with 18 participants that were present and received dental services.
- SOW children identified as needing in dental services:
- EHS Drager children that may attend a SOW event: 16
- HB children that may attend a SOW event:
- 20 (40)- many live outside of Adrian and transportation may be an issue - HS Drager children unable to attend the Mobile Dentist: 6
- EHS-WBC that have been turned in and marked as current/complete were 48% in January and are 42% in the month of February. Again WBC (this would include home-based services) have always been a challenge due to the frequency the child goes to the doctor at ages: 12, 24, and 30 months of age.

- EHS initial/rescreens for hearing were completed and increased from 76% in January to 79% in the month of February. EHS initial/rescreens for vision were completed and stayed the same at 81% from January into February. EHS dental exams were completed w/in 90 days and increased from 33% in January to 40% in February. HS initial/rescreens for hearing were completed and increased from 92% in January to 93% in the month of February. HS initial/rescreens for vision were completed and stayed the same from 92% in January into February.
- EHS families that had a Medical Home increased from 96% in the month of January to 100% in the month of February. HS families that had a Medical Home saw no changes from January and stayed at 99% into the month of February. EHS families that had a Dental home increased from 95% in January to 96% in February. HS families that had a Dental home increased from 93% in January to 94% in February.

### Nutrition Services

- EHS/HS enjoyed a fruit exploration last month on Kiwi. This month will be Mangoes. Hand-outs were provided on Kiwi and will be for Mango as well.
- Will be looking into food and nutrition items that can be provided to EHS/HS families from the NKH grant for the month of March and/or April. For example: fresh produce and fruits boxes provided from F. Farms, Country Market Gift cards, ordering fresh produce and fruit from GFS again (similar to last month) and putting together bags for families.

### Program Management

- Continuation Application for the Grant is due April 1, 2022. Updates are currently in progress. Grant is being presented to the Board of Education on March 14th for first read through.
- Communications from OHS:
  - ACF-IM-HS-22-01 *Head Start Transportation Services and Vehicles During the COVID-10 Pandemic*
  - ACF-IM-HS-22-02 *Documenting Services to Enrolled Pregnant Women*



# **HEAD START and EARLY HEAD START BUDGET REPORT AS OF 2/28/2022**

<b>Approved Budget Category</b>	<b>Basic Grant</b>	<b>Training</b>	<b>Total</b>	<b>Expenditures</b>	<b>% Expended</b>	<b>% of Year</b>	<b>Difference</b>
1 - Personnel	\$ 2,023,222.00	\$ -	\$ 2,023,222.00	\$ 1,034,299.78	51%	67%	-16%
2 - Fringe Benefits	\$ 1,446,441.00	\$ -	\$ 1,446,441.00	\$ 726,629.83	50%	67%	-16%
3 - Travel	\$ -	\$ 17,800.00	\$ 17,800.00	\$ 4,629.87	26%	67%	-41%
4 - Equipment	\$ -	\$ -	\$ -	\$ -			
5 - Supplies	\$ 94,179.00	\$ -	\$ 94,179.00	\$ 32,952.61	35%	67%	-32%
6 - Contractual	\$ 208,408.00	\$ -	\$ 208,408.00	\$ 90,570.37	43%	67%	-23%
7 - Construction	\$ -		\$ -	\$ -			
8 - Other	\$ 221,247.00	\$ 36,977.00	\$ 258,224.00	\$ 251,113.61	97%	67%	31%
Indirect Cost	\$ 5,349.00	\$ -	\$ 5,349.00	\$ -			
Total	\$ 3,998,846.00	\$ 54,777.00	\$ 4,053,623.00	\$ 2,140,196.07	53%	67%	-14%
Inkind	\$ 1,001,356.00		\$ 1,001,356.00	\$ 547,596.07	55%	67%	-12%
Max. Allowable Admin. Cost	\$ 750,030.00	\$ 8,217.00	\$ 758,247.00	\$ 213,541.13	28%		

## ***HEAD START CRRSA Funding BUDGET REPORT AS OF 2/28/2022***

<b>Approved Budget Category</b>	<b>Basic Grant</b>	<b>Total</b>	<b>Expenditures</b>	<b>% Expended</b>	<b>% of Year</b>	<b>Difference</b>
5 - Supplies	\$ 36,500.00	\$ 36,500.00	\$ 30,289.86	83%	67%	16%
8 - Other	\$ 61,616.00	\$ 61,616.00	\$ 41,922.13	68%	67%	1%
Total	\$ 98,116.00	\$ 98,116.00	<span style="border: 1px solid black;">\$ 72,211.99</span>	74%	67%	7%