



ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Agenda

Regular Meeting
Monday, October 10, 2022
6:00 p.m. AHS Cafeteria

A. Call to Order

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
 - a. Outstanding Citizen
 - b. Riley Kirkpatrick
 - c. APS named Best Public School in Lenawee County
5. Communications
 - a. Resignation of Samantha Hall, Head Start
 - b. Resignation of Jill Kreighbaum, Food Service
 - c. Resignation of Nicole Geswite, Head Start
 - d. Retirement of Kris Griewahn, Maintenance
 - e. National Principals Month
 - f. Ballet Foklorico

B. Recommended Action

1. Consent Agenda
 - a. Approval of September 12, 2022 Regular Meeting Minutes
 - b. New Hire
 - i. Paula Martin, Head Start
 - iii. Alexandria Winters, Head Start
 - iv. Amanda Stevens, Head Start
 - v. Shannon Kissau, Head Start
 - vi. Kimberly Rose, Paraprofessional
 - c. Change order from Kreighoff
 - d. Financial Year to date July 31, 2022 to September 30, 2022
2. Business Requiring Board Action
 - a. Acceptance of Donations
3. Business Requiring Future Board Action
 - a. First reading to review VanErt's contract
 - b. First reading to approve the additional teaching resources for health curriculum
 - c. First reading of the Head Start Early Childhood Program's Self-Assessment Response
 - d. First reading of the Head Start Early Childhood Program's Self-Assessment Plan
 - e. First reading to review the Head Start Personnel Policies and Code of Conduct

C. Reports from Superintendent and Staff

- a. Head Start Monthly Report
- b. LCASB Annual Dinner, November 1, 2022
- c. Recreation and After School Programing Update

D. Future Meetings and Business

1. Board Committee Reports, Finance, Personnel, Curriculum
2. Board Member Comments
3. Meeting Dates and Upcoming Events
 - Outstanding Teacher/Mentor, October 13, 2022
 - Foundation Award Night, October 13, 2022
 - Homecoming, October 14, 2022
 - Ballet Foklorico, October 16, 2022, 3:00, PAC
 - Sixth Grade Band Performance, October 17, 2022, 7:00, PAC
 - BOE Meeting, October 24, 2022, Lincoln Elementary, 6:00 p.m.
 - 7-12 Orchestra Concert, October 25, 7:00 p.m., PAC
 - PTC Conference, October 26 & 27, 2022, 5:00-8:00 p.m.
 - APS K-12 ½ day, October 28, 2022

E. Public Comment

F. Closed Session

1. IUOE Maintenance

G. Tentative Agreement

1. IUOE Maintenance

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

DATE: October 10, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Samantha Hall

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Samantha has submitted her resignation from Adrian Public Schools effective September 13, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Samantha Hall effective September 13, 2022.

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Jill Kreighbaum.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Jill has submitted her resignation from Adrian Public Schools effective October 3, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Jill Kreighbaum effective October 3, 2022.

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Nicole Gestwite.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Nicole has submitted her resignation from Adrian Public Schools effective September 26, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Nicole Geswite effective September 26, 2022.

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

The retirement of Kris Griewahn.

EXPLANATION:

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Kris has submitted his retirement from Adrian Public Schools effective September 30, 2022.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the retirement of Kris Griewahn effective September 30, 2022.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, SEPTEMBER 12, 2022, ADRIAN HIGH SCHOOL B100.

MEETING CALLED TO ORDER

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

Pledge of Allegiance was recited.

PLEDGE RECITED

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

ABSENT: none

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

AGENDA APPROVED

Motion carried by a 7-0 vote.

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

MISSION STATEMENT

Derrick Richards reported that Adrian Public Schools has been recognized for the Multi-Tiered System of Supports. All six schools earned the MTSS Data Utilization award for collecting and using The District Capacity assessment during 2021-22. Five schools earned the MTSS implementation and Impact award.

GOOD NEWS REPORT

Ann Lacasse recognized Cassidy Fox for her demonstration of Maple Pride. Cassidy held a lemonade stand over the summer and then used the money she earned to purchase art supplies for Michener Elementary School.

The District recognized the resignation of Greta Kaempf, Tammy Mort, Chris Harlan, and Sam Hotopp.

COMMUNICATIONS

Superintendent Parker announced that the Reproductive Health Curriculum will be available to review on September 19th and 27th at Adrian High School. Mr. Parker stated that there are no major changes to the curriculum. It is more about teachers requesting resources and materials to supplement the curriculum. Dr. Ballard commented, "This is done bi-annually. There are a lot of criteria that we have to meet per the law."

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

CONSENT AGENDA

The consent agenda included the following items:

- a. Approval of Minutes from August 22, 2022, Regular Meeting
- b. Approval of New Hires, Joanne Duford, Kathryn Kardiff, Jessica Sevilla, Lilly Walsh, Crystal Tucker, Robin Micallef, Laurie Pontius, and fall coaches

Motion carried by a 7-0 vote.

Moved by Vice President Baucher, supported by Trustee Marks, that the Adrian Board of Education approve the IUOE Administrative Assistants merit pay resolution for 2022-23.

**MERIT PAY FOR
ADMIN. ASSIST.**

Motion carried by a 7-0 vote.

Moved by Vice President Baucher, supported by Trustee Buku, that the Adrian Board of Education approve the teacher merit pay resolution for 2022-23.

MERIT PAY FOR AEA

Motion carried by a 7-0 vote.

Moved by Trustee Marks, supported by Trustee Flores, that the Adrian Board of Education approve the non-union merit pay resolution for 2022-23.

**MERIT PAY FOR
NON-UNION
EMPLOYEES**

Motion carried by a 7-0 vote.

Moved by Trustee Flores, supported by Trustee Ballard, that the Adrian Board of Education accept donations from Frank and Shirley Dick, James and Sally Dickerson, The Maple Fans Club, the Westfall family, and Dane Nelson.

DONATIONS

Motion carried by a 7-0 vote.

Michelle Force and Emily Gifford gave an update on Fine Arts. They presented the 30-60-90-day game plan for Fine Arts. Trustee Henagan stated, "I am concerned about how quickly the Fine Arts Exploration camp is coming together. Parents may have difficulty securing transportation and money for the camp." Ms. Gifford thanked Trustee Henagan for bringing that concern up. "We have thought about that concern as well and we feel we have it covered. We are working with transportation and the Boys and Girls Club. No student will be turned away based on financial concerns. We have a plan," stated Gifford. Trustee Marks asked, "How do we find you on FB and Instagram?" Ms. Force responded, "AdrianMaplesFineArts." Trustee Ballard expressed concern about the "student takeover" of the Instagram posts. These concerns were met with reassurances that the adults would still monitor and approve what is posted.

**REPORTS FROM
SUPERINTENDENT
AND STAFF**

Superintendent Parker reminded the board that Hispanic Heritage Month starts on September 15th. Activities include read-aloud, bookmark contests, library time slots devoted to Hispanic Heritage learning, and class discussions. The high school walkway has been lined with flags from various Latin American countries and Ballet Folklorico will again be performing.

Trustee Flores reported that the Personnel Committee had met and discussed staffing updates, a maintenance update, and the Director of Community Recreation position.

**PERSONNEL
COMMITTEE**

Vice President Baucher reported that the Finance Committee had met and discussed the same items that the Personnel Committee had met about and the contract with VanErt's, our snow removal company.

**FINANCE
COMMITTEE**

**BOARD MEMBER
COMMENTS**

Trustee Marks reminded the board that Artalicious would take place this weekend in historic downtown Adrian. He encouraged everyone to attend.

Trustee Ballard congratulated staff on how well the first 2 weeks of school went, "The past two years, school has not looked like school. The District has excelled in every challenge and met it with a solution, and that solution always included what was best for kids. People were working together for everyone's benefit. Great Job," said Ballard.

Trustee Flores said, "I would like to acknowledge the local businesses that created baby gestures for inclusivity for students. One of those baby gestures was backpacks for all kids. The notion of creating equitable situations for all students was appreciated. They were shown that every person has a seat at the table and their voice is important." Trustee Flores told the board that the Lenawee Historical Society will have an exhibit about Cesar Chavez on September 22nd from 6:30-8:00.

PUBLIC COMMENT

Jenny Engle spoke about the upcoming ASEF Outstanding Alumni and Teacher/Mentor awards on October 13th. Teacher/Mentor recipients are Tracy Demeritt, Tom McNaughton, and Ashley Rudolph. Alumni recipients are Bruce Brown 1961, Stuart MacDonald 1982, and Heather Yerrick 1992. Mrs. Engle also informed the board that ASEF awarded \$98,000 in classroom grants.

President Ferguson thanked Superintendent Parker for speaking at Kiwanis. "Getting the word out regarding the "Just Read" campaign was great. I would encourage anyone that likes to read to sign up for a time to read to our students," said Ferguson.

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

Motion carried by a 7-0 vote.

The meeting adjourned at 6:51 p.m.

Beth Ferguson, President

Mike Buku, Secretary

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend hiring an Administrative Assistant for Lincoln Elementary School.

EXPLANATION:

Tiffany Yatzek and her interview team recommend Julie Martin as Administrative Assistant for Lincoln Elementary School. Ms. Martin has over five years of related experience and a Bachelor's Degree in Social Work from the University of Pittsburgh.

RECOMMENDATION:

It is the recommendation of the HR Director that Julie Martin be hired as an Administrative Assistant at Lincoln Elementary, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: October 10, 2022

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 Paula Martin as a Head Start Teacher. Paula has twenty (20) years of experience working in child care. She has a Bachelor's of Science in Multidisciplinary Studies and a Master of Education Leadership from Siena Heights University.

RECOMMENDATION:

It is the recommendation of the HR Director that Paula Martin be hired as a Teacher for Drager Early Education Center, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: October 10, 2022

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 Alexandria Winters as a Head Start Teacher. Alexandria has seven (7) years of experience working in child care. She has a Bachelor's of Liberal Arts in Elementary Education from Eastern University.

RECOMMENDATION:

It is the recommendation of the HR Director that Alexandria Winters be hired as a Teacher for Drager Early Education Center, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

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

EXPLANATION:

Mary Bruggenwirth and her interview team recommend Amanda Stevens as a Head Start Teacher's Assistant. Amanda has three (3) years of teacher assistant experience.

RECOMMENDATION:

It is the recommendation of the HR Direct that Amanda Stevens be hired as a full-time Teacher's Assistant for Drager Early Education Center, effective for the 2022-2023 school year.

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EXECUTIVE SUMMARY

DATE: October 10, 2022

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 Shannon Kissau as a Head Start Teacher. Shanna has twelve (12) years of experience working in child care. She has her CDA from Siena Heights University.

RECOMMENDATION:

It is the recommendation of the HR Director that Shannon Kissau be hired as a Teacher for Drager Early Education Center, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend the hiring of a paraprofessional for Prairie Elementary School.

EXPLANATION:

Deb Agnew and her interview team recommend Kimberly Rose as a paraprofessional. She has three (3) years of experience working as a caretaker.

RECOMMENDATION:

It is the recommendation of the HR Director that Kimberly Rose be hired as a paraprofessional, effective for the 2022-2023 school year.

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Kathy Westfall

PURPOSE

To report a change order for additional work on the HVAC project and the high school exterior wall repair.

EXPLANATION:

The following change order was signed recently:

- Kreighoff – HVAC changes, AHS wall repair, miscellaneous painting, and casework changes - \$43,680

RECOMMENDATION:

It is the recommendation of the Assistant Superintendent that the attached change order in the amount of \$43,680 be included and reported on the consent agenda, for approval by the Adrian Board of Education.



Change Order

Agency Change Order 4 Block

Adrian ESSER Funds 2021

Project # 21-2874

Date: 9/28/2022

To Trade Contractor/Supplier:

Krieghoff Lenawee (KL)

2039 James Street

Adrian, MI 49221

Contract Date:

Contract Number: 21-2874-002

Change Order Number: 009

FURNISH LABOR, MATERIAL, TAXES, SUPERVISION, MAN POWER AND ALL OTHER SERVICES
REQUIRED PER YOUR CONTRACT TO COMPLETE THE FOLLOWING ADDITIONAL WORK:

PCO	PCCO	Budget Code	Description	Amount
006	002	002000-09-006000	KL - HS Exterior Wall Repair	\$20,812.00
027	002	002000-09-006010	KL HS ESSER - RFI 11 A220 Window Infill	\$5,607.00
024	002	003000-09-006010	KL ESSER - Michener CUH work	\$466.00
036	002	002000-09-006010	KL ESSER - HS Floor Infill	\$1,015.00
038	002	002000-09-006010	KL ESSER HS - Old Louver Infill	\$888.00
039	002	002000-09-006010	KL ESSER HS - 1st floor Ceiling Re-work	\$1,659.00
040	002	001000-09-006010	KL AL ESSER - Art Room Wall Repair	\$2,782.00
041	002	002000-09-006010	KL HS ESSER - Chem Lab Bulkhead	\$583.00
050	002	003000-09-006000	KL - HS Alternate A5 Credit	(\$1,880.00)
047	002	001000-09-006000	KL Alex - Additional Painting	\$1,002.00
047	002	003000-09-006000	KL Mich - Additional Painting	\$2,783.00
051	002	003000-09-006010	KL MI ESSER - Rm 18 VUV infill	\$599.00
052	002	001000-09-006010	KL AL ESSER - Transom Infill & Soffit	\$3,378.00
053	002	002000-09-006010	KL HS ESSER - EIFS Paint in Courtyard	\$258.00
010	002	003000-09-006000	KL MI - Casework Walls	\$3,728.00



Change Order
Agency Change Order 4 Block

Adrian ESSER Funds 2021

Project # 21-2874

Date: 9/28/2022

To Trade Contractor/Supplier:

Krieghoff Lenawee (KL)

2039 James Street

Adrian, MI 49221

Contract Date:

Contract Number: 21-2874-002

Change Order Number: 009

Trade Contractor agrees that this change order shall fully compensate Trade Contractor for all costs directly or indirectly related to this work and for any direct or indirect effect upon other Work or Schedule under the Trade Contract Documents. Trade Contractor agrees that any claim for direct costs, indirect costs, and cumulative impact costs are included in the change order amount. No claim for impact costs resulting from the performance of this Change Order will be permitted except to the extent included in the change order payment above, and any such cost impact shall be considered waived and released. No extension of time for the performance of this Change Order work or any other work under the Contract Documents shall be allowed as a result of this Change Order, except as otherwise specifically provide within this Change Order. All other terms and conditions of the Agreement between Contractor and Trade Contractor remain unchanged.

The original Contract/PO Value was.....	\$1,120,515.00
Sum of changes by prior Change Orders.....	\$258,305.36
The Contract/PO Value prior to this Change Order was.....	\$1,378,820.36
The Contract/PO Value will be changed by this Change Order in the amount of.....	\$43,680.00
The new Contract/PO Value including this Change Order will be.....	\$1,422,500.36
The Contract/PO duration will be changed by.....	0 Days
The revised Substantial Completion date as of this Change Order is.....	

Adrian Public Schools

OWNER

785 Riverside Ave.

Suite 1

Address

By

SIGNATURE

DATE

Krieghoff Lenawee

TRADE CONTRACTOR/SUPPLIER

2039 James Street

Adrian, MI 49221

Address

By Brent D. Gnodtke

SIGNATURE

DATE 9-30-22

Kingscott Associates, Inc.

ARCHITECT

259 E. Michigan, Suite 308

Address

By T.J. O'Connor

SIGNATURE T.J. O'Connor

DATE September 30, 2022

Clark Construction Company

Other

3535 Moores River Drive

Lansing, MI 48911

Address

By Nick Cadwell

SIGNATURE

DATE

**ADRIAN PUBLIC SCHOOLS
FINANCIAL REPORT
FOR THE YEAR TO DATE PERIOD
SEPTEMBER 30, 2022
STATEMENT OF REVENUES, EXPENDITURES AND
CURRENT BUDGET POSITION**

		BUDGET ADOPTED 6/27/2022	Y.T.D. ACTUAL	CURRENT BUDGET POSITION
REVENUES				
100	Local Sources	\$ 4,828,512	\$ 1,957,346	\$ 4,828,512
300	State Sources	25,647,267	192,351	25,647,267
400	Federal Sources	11,844,752	3,135	11,844,752
500	Incoming Transfers	1,802,300	7,255	1,802,300
	TOTAL	\$ 44,122,831	\$ 2,160,087	\$ 44,122,831
EXPENDITURES				
INSTRUCTION				
110	Basic Program	\$ 17,104,580	\$ 2,138,591	\$ 17,104,580
120	Added Needs	6,288,432	533,881	6,288,432
130	Adult & Continuing Education	122,652	18,719	122,652
SUPPORT SERVICES				
210	Pupil	2,916,606	526,119	2,916,606
220	Instructional Staff	2,058,891	416,356	2,058,891
230	General Administration	832,100	253,953	832,100
240	School Administration	2,249,818	530,953	2,249,818
250	Business	1,179,677	304,059	1,179,677
260	Plant & Operations	3,343,920	887,564	3,343,920
270	Pupil Transportation	1,351,353	26,243	1,351,353
280	Central Services	681,220	300,658	681,220
290	Other	1,252,331	1,805	1,252,331
300	Community Services	293,186	62,588	293,186
450	Prior Year Adj/Facilities Improvements	4,202,629	1,646,214	4,202,629
600	Outgoing Transfers	200,000	200,000	200,000
	TOTAL	\$ 44,077,395	\$ 7,847,702	\$ 44,077,395
	Excess Revenues over Expenditures	<u>\$ 45,436</u>	-5,687,614	<u>\$ 45,436</u>
	Beginning Fund Balance		8,114,703	
	Ending Fund Balance		<u>\$ 2,427,089</u>	

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

To accept donations from Community Members.

EXPLANATION:

The following donations were given:

- Mary and Kenneth Kemerer donated \$250 to the soccer team and \$250 to the football program
- The Law Offices of Richard Wilson donated \$200 to athletics
- The Maple Fans Club donated \$8,410 to the baseball and softball teams
- Sarah and Eric Salenbien donated \$500 to the Girl's Swim team
- Melanie Nightingale donated \$500 to the Arts and Culture Club
- Rising Associated donated \$300 for t-shirts
- Blohmz, LLC donated \$300 for the purchase of t-shirts
- An anonymous donor donated \$30,000 to the baseball/softball community project

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: October 10, 2022

CONTACT PERSON: Kathy Westfall

PURPOSE:

Review of the proposed contract amendment from VanErt's for snow removal services.

EXPLANATION:

The District is currently under a three year agreement with VanErt's for snow removal services. The 2022-23 school year is the last year of the agreement. There was no increase built in for the three years covered under the contract.

VanErt's has seen an increase in labor, equipment, fuel and supply costs. This includes salt for the winter. They are proposing a 10% increase for this year, to help cover these expenses.

RECOMMENDATION:

It is the recommendation of the Assistant Superintendent that the Adrian Board of Education review the VanErt's proposed amendment for snow removal services, for approval at the next board meeting.



VanErt's, LLC

1506 Sutton Rd.
Adrian, Michigan 49221
Owner: Kevin B. VanErt, Jr.
In the Service of the Lord

www.vanerts.net

Kevin's Cell Phone | 517.403.3643
Office Phone & Fax | 517.265.5423
Email: kevinvanert@comcast.net

Adrian Public Schools
Attn: Angela Schaffer
785 Riverside Ave.
Adrian, MI 49221

2022 Price Increase Explanation

Our business is driven by the needs of our customers and we work hard to provide our customers with quality service at an affordable cost. In spite of our efforts, operational costs continue to go up due to many factors. Some of these include increased fuel costs, higher labor costs, vehicle maintenance/repair cost and increased costs for liability and workers compensation insurance. Technology, updated equipment and procedures often improve the quality and speed at which we can remove snow & ice, but also contribute to rising costs. Periodically, we have to adjust the amount we charge our customers to compensate for these increases and for economic growth.

These adjustments are not based on your individual rates. Everyone serviced by VanErt's, LLC is receiving this price increase for the 2022/2023 Winter Season unless customers have a multiple year contract.

Increases for all services below.

Residential plowing and salting rates will increase by 10%
Commercial plowing and salting will increase by 10%
Hourly Rates will increase by 10%
EcoMelt bags will increase by 10%

We truly value your business, and we hope you will continue to choose VanErt's, LLC to meet your snow removal needs for years to come. Our commitment to you remains the same - to provide high quality snow removal services at an affordable rate.

Thank you for your business and thank you for your understanding in this matter.

Kevin VanErt, Jr.

Snow Removal / Lots & Walks

APS 2020-2021 Prices vs 2022-2023 Prices

Snow Removal 0-2"			Snow Removal 2-3"		
School	Old Prices	New Pries	School	Old Prices	New Pries
Adrian Community Ed	\$65.00	\$71.50	Adrian Community Ed	\$160.00	\$176.00
Adrian High School	\$1,460.00	\$1,606.00	Adrian High School	\$1,775.00	\$1,952.50
Alexander	\$225.00	\$247.50	Alexander	\$270.00	\$297.00
Bus Garage	\$325.00	\$357.50	Bus Garage	\$475.00	\$522.50
Early Education	\$345.00	\$379.50	Early Education	\$435.00	\$478.50
Lincoln	\$130.00	\$143.00	Lincoln	\$150.00	\$165.00
Michener	\$475.00	\$522.50	Michener	\$575.00	\$632.50
Prairie	\$340.00	\$374.00	Prairie	\$390.00	\$429.00
Springbrook	\$440.00	\$484.00	Springbrook	\$505.00	\$555.50
Total	\$3,805.00	\$4,185.50	Total	\$4,735.00	\$5,208.50
Increased By		\$380.50	Increased By		\$473.50

Snow Removal 4-6"			Snow Removal 6-12"		
School	Old Prices	New Pries	School	Old Prices	New Pries
Adrian Community Ed	\$200.00	\$220.00	Adrian Community Ed	\$240.00	\$264.00
Adrian High School	\$2,270.00	\$2,497.00	Adrian High School	\$2,800.00	\$3,080.00
Alexander	\$310.00	\$341.00	Alexander	\$355.00	\$390.50
Bus Garage	\$620.00	\$682.00	Bus Garage	\$760.00	\$836.00
Early Education	\$620.00	\$682.00	Early Education	\$740.00	\$814.00
Lincoln	\$185.00	\$203.50	Lincoln	\$240.00	\$264.00
Michener	\$670.00	\$737.00	Michener	\$920.00	\$1,012.00
Prairie	\$470.00	\$517.00	Prairie	\$560.00	\$616.00
Springbrook	\$585.00	\$643.50	Springbrook	\$660.00	\$726.00
Total	\$5,930.00	\$6,523.00	Total	\$7,275.00	\$8,002.50
Increased By		\$593.00	Increased By		\$727.50

2021-2022 Price - Labor Hourly Rate to Touch-Up Walks: \$100.00

2022-2023 Price - Labor Hourly Rate to Touch-Up Walks: \$110.00

Salting Lots

APS 2020-2021 Snow Removal Price Sheet		APS 2022-2023 Snow Removal Price Sheet		
Heavy Salting for Lots				
School	Old Prices	New Prices	Notes	Material Usage By The #
Adrian Community Ed	\$45.00	\$49.00		100
Adrian High School	\$900.00	\$990.00		6000
Alexander	\$130.00	\$143.00		400
Bus Garage	\$250.00	\$275.00		1000
Early Education	\$220.00	\$242.00		250
Lincoln	\$95.00	\$104.00		300
Michener	\$250.00	\$275.00		1000
Prairie	\$230.00	\$253.00		900
Springbrook	\$335.00	\$368.00		1500
Total	\$2,455.00	\$2,699.00		
Increased by		\$244.00		
2021-2022 Cost Per Salt Ton: \$150.00	2021-2022 Labor Hourly Rate to Touch-Up Salting Lots: \$100.00		2022-2023 Cost Per Salt Ton: \$165.00	2022-2023 Labor Hourly Rate to Touch-Up Salting Lots: \$110.00
Light Salting for Lots				
School	Old Prices	New Prices	Notes	Material Usage By The #
Adrian Community Ed	\$25.00	\$27.00		25
Adrian High School	\$400.00	\$440.00		800
Alexander	\$85.00	\$93.00		50
Bus Garage	\$75.00	\$82.00		100
Early Education	\$75.00	\$82.00		250
Lincoln	\$54.00	\$59.00		300
Michener	\$120.00	\$132.00		1000
Prairie	\$130.00	\$143.00		900
Springbrook	\$215.00	\$236.00		1500
Total	\$1,179.00	\$1,294.00		
Increased by		\$115.00		
2021-2022 Cost Per Salt Ton: \$150.00	2021-2022 Labor Hourly Rate to Touch-Up Salting Lots: \$100.00		2022-2023 Cost Per Salt Ton: \$165.00	2022-2023 Labor Hourly Rate to Touch-Up Salting Lots: \$110.00

De-Icing / Sidewalks

APS 2020-2021 Snow Removal Price Sheet		APS 2022-2023 Snow Removal Price Sheet		
Heavy EcoMelt on Walks				
School	Old Prices	New Prices	Notes	Material Usage By The #
Adrian Community Ed	\$44.00	\$48.00		100
Adrian High School	\$840.00	\$924.00		1500
Alexander	\$150.00	\$165.00		300
Bus Garage	\$85.00	\$93.00		100
Early Education	\$250.00	\$275.00		400
Lincoln	\$95.00	\$105.00		200
Michener	\$340.00	\$374.00		600
Prairie	\$140.00	\$154.00		250
Springbrook	\$180.00	\$198.00		300
Total	\$2,124.00	\$2,336.00		
Increased by		\$212.00		
2021-2022 Cost Per Eco Bag: \$10.00	2021-2022 Labor Hourly Rate to Touch-Up Eco: \$75.00		2022-2023 Cost Per Eco Bag: \$11.00	2021-2022 Labor Hourly Rate to Touch-Up Eco: \$82.00
Light EcoMelt on Walks				
School	Old Prices	New Prices	Notes	Material Usage By The #
Adrian Community Ed	\$25.00	\$27.00		25
Adrian High School	\$325.00	\$357.00		300
Alexander	\$130.00	\$143.00		100
Bus Garage	\$50.00	\$55.00		25
Early Education	\$75.00	\$82.00		50
Lincoln	\$50.00	\$55.00		25
Michener	\$75.00	\$82.00		75
Prairie	\$95.00	\$104.00		250
Springbrook	\$130.00	\$143.00		300
Total	\$955.00	\$1,048.00		
Increased by		\$93.00		
2021-2022 Cost Per Eco Bag: \$10.00	2021-2022 Labor Hourly Rate to Touch-Up Eco: \$75.00		2022-2023 Cost Per Eco Bag: \$11.00	2021-2022 Labor Hourly Rate to Touch-Up Eco: \$82.00

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nate Parker

PURPOSE:

First reading to review additional teaching resources for the health curriculum.

EXPLANATION:

Per Michigan Law and Board Policy, the District's health committee has conducted its annual review of policy and materials about Reproductive Health.

Following applicable Michigan law, this committee consists of parents/guardians, students, educators, local clergy, and community health professionals.

There are no changes to the Board Policy 5420, Sex Education. The committee is recommending the approval of additional resources for use in teaching the objectives laid out by District regulations.

The Reproductive Health Committee has reviewed these documents and public hearings were held on September 19th and September 26th.

RECOMMENDATION:

It is the recommendation of the Superintendent that the Adrian Board of Education approve the additional teaching resources for the health curriculum be approved, at the next board meeting.

Proposed Revisions in Materials: High School Sex Ed Resources

Curriculum <https://www.michiganmodelforhealth.org/>

The Michigan Model for Health Grade 9-12 *Healthy & Responsible Relationships* curriculum is a sex education and HIV prevention curriculum that focuses on abstinence as the safest and healthiest choice for school-aged youth and teaches risk reduction strategies for youth when they eventually become sexually active. Relationships are central to an individual's life. The quality of relationships affects each person's behaviors, health, enjoyment of life, and likelihood of success. Therefore, healthy relationships are a foundational theme for positive sexual behavior taught throughout this curriculum.

Videos Reproduction and HIV/AIDS

Video Miracle of Life: <https://www.pbs.org/video/nova-lifes-greatest-miracle/>

Video HIV/AIDS Basics: <https://youtu.be/12vTnXekJu8>

Video HIV/AIDS Prevention: <https://youtu.be/f6umofGzPpc>

Video How Do Contraceptives Work? <https://ed.ted.com/lessons/how-do-contraceptives-work-nwhunter>

Lesson Plans

Lesson Plan: Communicating about a Sensitive Topic

<https://drive.google.com/file/d/1kvTFf2qxtRxm4DSUfgKaEeRyyUIYnKYv/view?usp=sharing>

Lesson Plan: STD Smarts

https://drive.google.com/file/d/1GI87tXJEIYbdGFM3P_miKDal1d3IcPZG/view?usp=sharing

Lesson Plan Planning and Protection: Avoiding or Managing STDs

<https://drive.google.com/file/d/1zpFeJDLGJuZfWaBYevHtFh8KEvyn-DnN/view?usp=sharing>

Lesson Plan: Decisions, Decisions

https://drive.google.com/file/d/18QO9shcrh_nMJrSDV0AjOGu8InE5EhKp/view?usp=sharing

Lesson Plan: Consent, Sexting & the Law

https://docs.google.com/document/d/1eV2QsfLkojcLeE2kCRScIUp_SW5ox8dnO8rs6YT5KNY/edit?usp=sharing

Lesson Plan: Birth Control Basics

<https://drive.google.com/file/d/12wc8KZecJTsvaLXohz3u7uLzpDxq7sbq/view?usp=sharing>

Lesson Plan: Anatomy and Physiology

https://drive.google.com/file/d/1N3NYoxdhA_dOiYiqLf3OdU6Q7xpVhuVd/view?usp=sharing

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Elementary Health Resources / Educational Videos

Kg - 3rd grade (Michigan Model) video and book resources.

I recommend all listed resources to be “officially” approved for use. These resources are used for input in the Michigan Model Safety Lessons recommended in our current

Kg: Boss of My Own Body (Book)

<https://www.youtube.com/watch?v=ysbPJ4zLojU&t=7s>

Kg: Your Body Belongs to You (Book)

<https://www.kapwing.com/videos/626f25934c150600d662ea76>

1st: My Body Belongs To Me (Animated short film)

<https://www.youtube.com/watch?v=a-5mdt9YN6I>

1st: My Body, What I Say goes (Book)

<https://www.kapwing.com/videos/626f189637c0120094c9568f>

2nd: Safety, If You Feel Danger (Video)

<https://marshmedia.com/products/safety-if-you-feel-danger-dvd>

3rd: Staying Safe: strangers, cyberspace & more, Schlessinger Media, (Video / DVD)

No link, hard copy dvd only available, which I already have.

4th and 5th grade

<https://www.hrmvideo.com/catalog/puberty-workshop-and-curriculum>

Preview Available

Please use my login information to access the previewable content in my HRM account

Email: chad_wake135@yahoo.com

Password: 1235Adrian

Once in the account click on the “My Account” icon in the top right. Next, click on the green “Preview Requests” icon on the left. The content is only available for preview through Jul 5, 2022.

This puberty workshop consists of 5 video resources. These video resources cover and satisfy all of the 4th and 5th grade curriculum teaching requirements from our current policies and regulations document. I have requested a full “free” preview of all 5 videos. The preview of the “What Is Puberty” video is very professional, up todate, age appropriate and accurate in regards to content.

I recommend, upon preview of all of the videos in their entirety, that these 5 videos and the workshop package be added as a resource / video resource for the 4th and 5th grade curriculum.

WHAT IS PUBERTY? I don't recommend using this video as it combines girls and boys.

(14 Minutes) Designed to be viewed by both male and female students and covers the definition of puberty, the endocrine system, hormones, glands and the changes at puberty that both girls and boys have in common. The development of new body hair, body odor and good hygiene are also discussed.

GIRLS AND PUBERTY Would be shown to girls only

(15 Minutes) Focuses on the changes girls experience during puberty and includes a discussion of female reproductive anatomy, hormones in girls, ovulation, and emotional issues. Although designed to be viewed by girls-only groups, the video is also appropriate for gender mixed classes.

BOYS AND PUBERTY Would be shown to boys only

(13 Minutes) Focuses on the changes boys experience during puberty including male reproductive anatomy, hormones in boys, spermatogenesis, hygiene and emotional issues. Appropriate for both sexes or for boys-only viewing.

NEW EMOTIONS, NEW FEELINGS Would be shown to both girls and boys

(16 Minutes) Features both male and female students discussing how hormones trigger the new social and emotional changes experienced during puberty. These experiences include independence from parents, new friends, and new romantic feelings.

HIV AND AIDS Would be shown to both girls and boys

(10 Minutes) Uses age-appropriate language to clearly illustrate how HIV is transmitted. Easy-to-follow animation shows how HIV attacks the immune system and how it eventually can develop into AIDS. Two on-camera physicians answer kids' questions about AIDS transmission and prevention. Video clearly states that any type of sexual activity with another person is not appropriate at this age.

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nate Parker
Mary Bruggenwirth

PURPOSE:

First reading of the Head Start Early Childhood Program's Self-Assessment Response for 2020-2021.

EXPLANATION:

The Head Start Performance Standards, in 45 CFR § 1302.102(b)(2)(i-iii), require that:

A program must effectively oversee progress towards program goals on an ongoing basis and annually must:

(iii) Submit findings of the self-assessment, including information listed in paragraph (b)(2)(i) of this section to the responsible HHS official.

The self-assessment for 2020-2021 was conducted in June and a report identifying strengths, areas of concern, and recommendations were generated. The program has developed a response to the issues that were identified in the report. This response includes steps for improvement, a completion date, staff responsible, and our method for documenting completion.

Policy Council reviewed and approved the Self-Assessment Response for 2020-2021 at their August 15, 2022 meeting.

RECOMMENDATION:

It is the recommendation of the Superintendent and the Head Start Director that the Adrian Board of Education review Head Start 2020-2021 Self Assessment Response for approval at the next Board meeting.

Self-Assessment Program Area: Program Management
Team Members: Christine Scott, Mary Bruggenwirth, Sara Williams, Tongi Merillat, Tammy Hunt, Linda Ballard, Kori Nieman, Hollie Johnson, Tabitha Linden
<p>Area to be improved: Classroom closures due to sub shortages</p> <p>Steps for improvement: Utilize local colleges; focus on hiring parents; encourage substitutes to sub in different classrooms; utilize Edu Staff.</p> <p>Documentation Summary: We sent information to local colleges to distribute to recent graduates. Family Advocates met with parents during home visits and discussed available positions. We relaxed the COVID guidelines to allow subs to work in more than one classroom. After much consideration, we did not use EduStaff due to our stringent hiring requirements.</p>
<p>Area to be improved: Staff Retention</p> <p>Steps for improvement: Utilize exit interview information; improve onboarding; utilize staff coaches; continue Program Zoom calls; better introductions for new staff; interview teams include a staff member from the same position; Director present at sites and visible to staff; staff appreciation events.</p> <p>Documentation Summary: We have reviewed all Exit Interviews and utilized the feedback to make program improvements. Onboarding for new staff has been revised. We hired a full time early childhood mentor coach to provide mentoring for new staff and as requested by teachers. The interview team has included a staff member as applicable. The director visited all classrooms throughout the year, and staff appreciation events were planned frequently.</p>

Self-Assessment Program Area: Family Engagement and ERSEA
Team Members: Kathleen Hart, Mary Bruggenwirth, Kori Nieman, Tammy Hunt, Kelly Bredeson, Hollie Johnson, Dannielys Torrez Fernandez, Sara Williams, Michelle Averitt, Kaylee Williams, Kaysie Burnside, Sue Marks, Ivy Hutchison
<p>Area to be improved: Diversity, Racism, Inclusion</p> <p>Steps for improvement: Sight words in Spanish in all classrooms; all staff training for inclusion/diversity, and opportunity for online trainings; offer another book study.</p> <p>Documentation Summary: Worked with the translator to ensure classrooms had sight words in Spanish and other languages as applicable. We have included diversity and inclusion at each All Staff meeting throughout the year, and shared information about online trainings. In March, staff had the opportunity to participate in <i>The Person You Mean To Be</i> book study.</p>
<p>Area to be improved: Recruitment</p> <p>Steps for improvement: For recruitment staff, build off of the strengths of the individual. Give recruitment supplies to teachers at outer sites. Be present in the parks around the east side, and at pop up events. Hold every other week recruitment meetings. Utilize Policy Council representatives to hand out information. Purchase additional recruitment supplies.</p> <p>Documentation Summary: We offered better training for recruitment staff so that they felt comfortable with all parts of recruitment. We provided recruitment packets to teachers at outer sites, and staff attended pop up events in the community. The recruitment meetings were put into place following the ERSEA plan. Policy Council representatives received yard signs. Recruitment baskets were given to local businesses.</p>

Self-Assessment Program Area: Nutrition
Team Members: Kelly Bredeson, Mary Bruggenwirth, Sara Williams, Tongi Merillat, Hollie Johnson, Kori Nieman, Tabitha Linden
<p data-bbox="203 373 979 405">Area to be improved: A better variety in APS breakfast and lunch.</p> <p data-bbox="203 447 1386 548">Steps for improvement: Add additional condiments/dressings; need a fresh fruit and protein with breakfast; better variety with salads instead of just lettuce; kids are often still hungry, need a bigger portion.</p> <p data-bbox="203 590 1398 690">Documentation Summary: The Health and Nutrition Manager worked with the APS kitchen to add more variety to breakfast and salads. We started to provide other dressings and condiments such as honey mustard, BBQ, and Italian dressing. Children are now receiving a bigger portion of food.</p>

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nate Parker
Mary Bruggenwirth

PURPOSE:

First reading of the Head Start Early Childhood Program's Self-Assessment Plan for 2021-2022.

EXPLANATION:

The Self-Assessment is essential to both the short-term and long-term success of our program. A plan for the self-assessment has been developed based on the procedures that are in the Self-Assessment Policy.

An effective self-assessment process will include many different representatives of the Head Start community. Indeed, the Head Start Act 642(c)(1)(E)(ii) and 642(c)(2)(A) require both the Governing Board and the Policy Council to be involved, and in addition, the Policy Council must ensure that parents actively contribute to the process. Furthermore, it is important to seek the involvement of program staff and other community organizations that serve Head Start or other low-income families with young children.

Policy Council reviewed and approved the Self-Assessment Response for 2020-2021 at their August 15, 2022 meeting.

RECOMMENDATION:

It is the recommendation of the Superintendent and the Head Start Director that the Adrian Board of Education review Head Start 2021-2022 Self Assessment Plan for approval at the next Board meeting.

APS Head Start Self Assessment Plan 2021-2022		
Health and Nutrition		
Team: Kelly Bredeson, Hollie Johnson, Mary Bruggenwirth, Ivy Hutchison, Nancy Roback, Sara Williams, Christine Scott		
Area to be improved	Steps for Improvement	Staff Responsible
Variety in APS breakfast/lunch	Breakfast has NO protein, check if we can provide (Breakfast pizza, eggs, breakfast sandwiches, turkey sausage, vegetarian options-Bocco, Burritos)	Health & Nutrition Manager (HNM)
	Portion Sizes- continue to monitor	HNM
	Concern about food scarcity, especially when classrooms are closed. Giving families the already prepared foods.	HNM
	Connect with HNM regarding homebase snacks, ordering in bulk	HNM
	Lunchmeats, etc. for lunches, Bosco sticks are not filling, switch that out? Rolls (sub sandwiches) Or bosco sticks with pepperoni for protein	HNM
	Switch pasta and rice to whole wheat	HNM
	Better variety in meals - Chick parmesan, Chinese food, Salisbury steak, etc.	HNM
	Snack ideas: guacamole or avocado, ham roll up with cream cheese & pickles	HNM

APS Head Start Self Assessment Plan 2021-2022		
ERSEA		
Team: Mary Bruggenwirth, Christine Scott, Kelly Bredeson, Sue Marks, Michelle Averitt, Nancy Roback, Ivy Hutchison		
Areas to be improved	Steps for improvement	Staff Responsible
Home Visit Completion- work around families schedules	Notes in Child Plus so that placement knows that contact has been made with the family.	ERSEA Assistant
	Holding staff accountable to ensure the IHV timeline is followed.	Family Engagement Manager (FEM)/Early Learning Manager (ELM)
	Add time to the IHV checklist for monitoring.	ELM
	Training and reminders for post-COVID IHV policies.	FEM/ELM
Attendance- Difficult to track within 15 minutes when children arrive late	Use the ipad, which will mark as present.	ERSEA Assistant
	Can enter notes in the night before or in the morning before school starts if they know ahead of time.	ERSEA Assistant
	Put a note in later in the day, it doesn't have to be done within 15 minutes. Could be done at nap time.	ERSEA Assistant
	After 15 minutes, the FA will follow up with the family. The teacher can also follow up the next day if the FA has not made contact.	FEM
Classroom Hours- Do they align with family needs? Parking an issue at some outsidersites.	Outersites- most are aligning with the hours of the building. Have conversations with the principals about blocking off space for our parents.	Leadership Team
	EHS- In a future year look at changing times. All 4 will be starting at 7:45.	FEM
	Families who are chronically late- work with the family and look at options of other class times.	FEM
Recruitment- Everyone's job	Attend events where multiple staff can participate and invite all staff (i.e. fair parade)	ERSEA Assistant
	Allow staff who want to volunteer for recruitment opportunities to volunteer for extra events.	ERSEA Assistant
	If staff aren't comfortable with recruitment, pair up.	ERSEA Assistant

EXECUTIVE SUMMARY

DATE: October 10, 2022

CONTACT PERSON: Nate Parker
Mary Bruggenwirth

PURPOSE:

First reading of the updated Head Start Personnel Policies and Code of Conduct.

EXPLANATION:

It is a requirement of the Head Start regulations that grantee agencies establish and implement written policies for staff that are approved by Policy Council and the Governing Board. Recent updates were necessary to the Personnel Policy and Code of Conduct. Language to be deleted has a strikethrough and language to be added is highlighted.

Policy Council reviewed and approved the Personnel Policies and Code of Conduct at their August 15, 2022 meeting.

RECOMMENDATION:

It is the recommendation of the Superintendent and the Head Start Director that the Adrian Board of Education review the Personnel Policies and Code of Conduct for approval at the next Board meeting.

ADRIAN PUBLIC SCHOOLS HEAD START EARLY CHILDHOOD PROGRAMS

PERSONNEL POLICIES

Purpose

The purpose of these personnel policies is to help implement a consistent approach to the management of the Head Start Early Childhood Programs. Adrian Public Schools is the grantee for the Head Start and Early Head Start programs in Lenawee County and as such all employees are subject to the policies approved by the Adrian Public Schools Board of Education. The Adrian Public Schools Board of Education reserves final authority on all matters dealing with the program through its designees, the Superintendent and/or other Central Office Administration. It is important to remember that:

1. Board of Education Policies are available at the District web site:
<https://www.adrianmaples.org/> under district/policies.
2. These personnel policies are not an employment contract. Policies stated here can be changed at any time, with the approval of the Policy Council and the Adrian Board of Education. When changes occur, all employees will be notified.
3. A copy of the personnel policies are available online to all program employees in the Staff Resources folder on the g:/drive.
4. Employees are responsible for being aware of and abiding by these policies. Violation of these policies may result in disciplinary action. Those employees who are members of a union must follow their collective bargaining agreement when topics are addressed there.

Staff Recruitment and Selection

Posting of vacancies for positions not covered by a collective bargaining agreement:

1. When an opening occurs during the program year, it will be communicated to employees via a posting on the District web site: <https://www.adrianmaples.org/>.
2. Job announcements may be sent out locally to assure a wide range of qualified individuals. Parents are one category of person who are encouraged to apply for employment when experience qualifies them for the position. In case of equally qualified candidates, preference may be given to individuals who presently have, or formerly have had children enrolled in the Adrian Public Schools Head Start Early Childhood Programs.
3. Applications are reviewed by the Director and/or designee(s). Applicants with qualifications meeting the Head Start Program Performance Standards for the position are selected for interview.
4. Interviewing is done by a committee which may include the Director, Leadership staff, Policy Council members and District staff.

5. The interview team will identify preferred candidates and the Fiscal Operations Manager will initiate reference and State Board of Education criminal history checks
6. The Director makes the final recommendation to Policy Council.
7. Policy Council approves the recommendation for hire to the Board of Education.
8. Once a prospective employee clears State Board of Education criminal history check an offer of employment is made.
9. After an employment offer is accepted the Fiscal Operations Manager will initiate an FBI comprehensive background check. New staff are able to begin working with the “supervision only” clearance from CCBC (Child Care Background Check) while waiting for their full background check. Once this is received, they can work alone with children.

Conflict of Interest

Nepotism

The following rules shall be observed with respect to persons employed by the Adrian Public Schools Head Start Early Childhood Programs:

1. No person shall hold a job while he/she or a member of his/her immediate family serves on a board or a committee of a grantee agency if that board or committee has authority to order personnel actions affecting his/her job.
2. No person shall be employed by the Adrian Public Schools Head Start Early Childhood Programs in a position over which a member of their immediate family, as described below, exercises a supervisory authority.
3. No person shall be employed by the Adrian Public Schools Head Start Early Childhood Programs while either he/she or a member of his/her immediate family serves on a board or committee which, either by rule or by practice, regularly nominates, recommends, or screens candidates for the agency or program by which he/she is employed.

Full Disclosure

The following rules shall be observed with respect to persons employed by the Adrian Public Schools Head Start Early Childhood Programs:

1. No child who is related to a program employee will be placed in a classroom that results in the program employee providing direct services to them. All staff must notify the Family Engagement Health & ERSEA Manager immediately of any such placement. Exceptions may be made at the discretion of the Director program. Notification must occur prior to the child’s start date.
2. No substitute who is related to a program employee will be placed in a substitute position within the employee’s classroom. All staff must notify their supervisor in the event that a

relative is hired as a substitute for our program. Notification must occur upon knowledge of hire. **Exceptions may be made at the discretion of the Director.**

3. No Policy Council member will be a relative of any program employee. All staff must notify their supervisor in the event that a relative is elected to the Policy Council. Notification must occur upon knowledge of Policy Council interest or membership by a relative.

Training and Orientation

All new employees are required to go through a program of orientation, the purpose of which is to provide an understanding of the Head Start organization and its mission; relations with staff, students and parents; Head Start Performance Standards and review of their conditions of employment.

Job specific training will be provided to the employee prior to beginning work.

In-service training will be provided by the agency and will include but is not limited to: child abuse and neglect reporting, emergency procedures, blood borne pathogen training, harassment training, and CPR and first aid training.

All direct service staff will receive a minimum of 16 hours of professional development annually on position specific topics including, but not limited to, child development and learning; health, safety and nutrition; family and community collaboration; program management; teaching and learning; observation, documentation, and assessment; interactions and guidance; professionalism; shaken baby syndrome and safe sleep training; and child care licensing rules.

Health Regulations and Staff Requirements

The following are health regulations and employee requirements that must be kept current. Failure to renew any of the following will result in the employee being put off of work upon expiration of the requirement.

1. Head Start Performance Standards and the Michigan Department of Child and Adult Care Licensing require that all employees have an initial physical examination and then periodically thereafter. Employees must provide an updated physical every four (4) years to the program to maintain on file. Head Start personnel, including substitute staff must present evidence of a physical examination by a physician certifying they are in good physical and mental health and capable of performing their assigned duties. Employees may choose to see the district physician and the program will incur all costs or employees may choose to see their own physician and use their own sources to pay for the examination. If the individual's insurance does not cover the total cost of the physical the program will reimburse the employee up to \$40.00 for the physical.
2. Head Start Performance Standards and the Michigan Department of Child and Adult Care Licensing require that all employees present initial evidence of freedom from communicable tuberculosis and then periodically thereafter. Employees must provide an updated tuberculosis test every four (4) years to the program to maintain on file. Head Start personnel, including substitute staff must present evidence of freedom from communicable

tuberculosis. Employees may choose to see the district physician and the program will incur all costs. Employees may choose another source from which to receive their test and the program will reimburse the employee up to \$11.

3. The law requires anyone preparing or serving food to hold a food handler's card. All program employees must take the Food Handler class offered at the Lenawee County Health Department and pass the exam to obtain a card. Training will be offered free of charge to the employee through the program. Employees who choose not to participate through the program training schedule will be responsible for obtaining their Food Handler's card on their own and will be responsible for any costs that are incurred. New hires are required to obtain their food handler's card through the Lenawee County Health Department and will be reimbursed.
4. The Michigan Department of Child and Adult Care Licensing require that employees be certified in CPR and First Aid. All program employees must obtain and maintain current CPR and First Aid Certification. Training will be offered free of charge to the employee through the program. Employees who choose not to be certified through the program-training schedule will be responsible for obtaining American Red Cross certification elsewhere and will be responsible for any costs that are incurred. New hires are required to be certified in CPR and First Aid through **a vendor identified** ~~the Lenawee Intermediate School District with cost covered~~ by the program.
5. All employees are given the opportunity to receive the Hepatitis B immunization series. Employees who decline the series may choose to receive it at a later date. Employees may choose to use the district physician at no cost or may use a physician of their choice but then must first use their own resources to pay for the series and the program will reimburse the total cost of the series to them.
6. **All employees and volunteers are required by the Office of Head Start to be vaccinated against COVID, or submit to weekly testing.**

Transportation of Families

Transportation of program families by staff is not allowable.

~~Family Service Staff are able to transport families in their personal vehicles if they choose to do so to support program requirements. It is not a requirement of the program that Family Service Workers transport program families, by choosing to do so, the staff person acknowledges that the program is in no way responsible or held liable for any damages or injuries resulting from the transportation of program families.~~

~~Family Service Workers should recognize that the transporting of families is allowable only when all other transportation options have been reviewed and are unavailable. The transportation of families should not become a regular occurrence and should be used only after all other options have been exhausted.~~

~~Family Service Workers who wish to transport a family, must notify their direct supervisor or designee prior to the transportation of families.~~

Proof of Car Insurance

Employees are responsible for submitting proof of current coverage to the Fiscal Assistant. As insurance is renewed it is expected that employees send the updated insurance stub in for documentation. Employees who have not submitted up-to-date insurance information will not be allowed to use their cars during work time and will not receive mileage reimbursement.

Staff Qualifications

The following employee qualifications must be kept current and on file at the administrative office. It is the responsibility of the employee to be aware of their initial certification dates, expiration dates and to certify and renew on time.

Child Development Associate Credential (CDA)

Employees with a CDA must be in the process of renewal before the expiration date. Failure to do so may result in termination of employment.

Teaching Certificate with ZA endorsement or Early Childhood Specialization

Teaching certificates with a ZA or ZS endorsement or an Early Childhood Specialization must be renewed before the expiration date. Failure to do so will result in the employee's pay being adjusted, and possible change of teaching assignment.

Job Responsibilities

The Adrian Public Schools Head Start Early Childhood Program's Director has charge of the overall function of the program with appropriate supervision from the Adrian Public School Central Administration. Job descriptions detailing the duties and responsibilities of each position shall be prepared and provided to the staff. Job Descriptions are prepared for each position based on an analysis of knowledge, skills and abilities required for the performance of that position. Significant changes in the nature of an employee's tasks and duties, as documented by a job analysis, may give rise to the reclassification of their position.

Attendance

New Employees

New employees who miss (1) one day of work during their probationary period without notifying their supervisor/manager will have their employment with the program terminated.

No more than (3) three days absent will be allowed during the probationary period.

Codes of Conduct

Professionalism

1. A program must ensure all staff, consultants, contractors, and volunteers abide by the program's Codes of Conduct that:
 - a. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;
 - b. Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
 - i. Use corporal punishment;
 - ii. Use isolation to discipline a child;
 - iii. Bind or tie a child to restrict movement or tape a child's mouth;
 - iv. Use or withhold food as a punishment or reward;
 - v. Use toilet learning/training methods that punish, demean, or humiliate a child;
 - vi. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
 - vii. Physically abuse a child;
 - viii. Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
 - ix. Use physical activity or outdoor time as a punishment or reward;
 - c. Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;
 - d. Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with Subpart C of part 1303 of the Head Start Program Performance Standards and applicable federal, state, local, tribal laws; and,
 - e. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.
2. Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the Codes of Conduct.

Confidentiality

Families have the right to protection of personal information about their relationship with Head Start during and following the process of obtaining services. The following should be adhered to by all staff, consultants, contractors, or volunteers:

1. No information is to be released to anyone outside of the program without written consent from the family, except in reporting child abuse and neglect.
2. ~~Children's health, education, and family service records are open only to program staff and special consultants on a "need to know basis" and then only to the extent necessary to provide services.~~ Employees must not disclose to third parties confidential student information or records, medical information, performance records, family service records, or behavior records unless appropriately authorized. This Policy prohibits disclosure to employees who do not have a legitimate educational interest in the student record.
3. Other agencies and individuals should only be consulted with the family's signed, written consent and within the limits of that consent.
4. Child/family files may not be taken home. They must be on site at the end of each work day.
5. Employees who receive a subpoena seeking disclosure of student records or other confidential information must immediately notify the Director. Employees must not speak with an attorney who does not represent the District about a student without approval from the Director.
6. All information in the ChildPlus software is confidential. An employee will not access or obtain a friend or a family member's information. All users shall safeguard their password, and agree not to give the password to others, or to post the password on any place.

Prior to review of children and family records: Federal Reviewers, Auditors, Self-Assessment team members, and all other non-program staff must sign a confidentiality statement.

Release of Information

Employees shall not release information of a general, policy, or statistical nature unless:

1. It is in connection with a routine, required report (completion of which is part of the employee's job description or a specific assignment from the supervisor).
2. A prior review of the information and format to be released has been made by the Director.
3. The Director has given prior specific or blanket authority to that employee to release certain categories or general information without prior review.

Compliance with Program, Local, State and Federal Laws, Standards, Policies and Procedures

1. The program has many laws and regulations which govern it. In the case of a conflict the more stringent shall be followed.
2. The following provide law, standards, policies and procedures that must be followed by all program employees where applicable:
 - Adrian Public Schools Head Start Early Childhood Programs Policies and Procedures, staff resources located in the network g:/drive and program drop box
 - Collective Bargaining Agreements
 - Adrian Public Schools Board Policies <https://www.adrianmaples.org>.
 - State of Michigan Child Day Care Licensing Regulations, www.michigan.gov/lara
 - State of Michigan Department of Education, www.michigan.gov/mde
 - Head Start Performance Standards, www.eclkc.ohs.acf.hhs.gov/policy
 - Head Start Act, www.eclkc.ohs.acf.hhs.gov/policy
 - United States Department of Health & Human Services, www.acf.hhs.gov/ecd

Acceptance of Gifts and Gratuities

1. No Adrian Public Schools' Head Start Early Childhood Programs employee or agent shall solicit or accept gratuities, favors, or anything of monetary value **greater than \$25**. Staff may accept unsolicited gifts of nominal intrinsic value, e.g. holiday gifts from a child.
2. Any item donated to the program is the property of Adrian Public Schools' Head Start Early Childhood Programs, and not for personal ownership or use.

Violation of the Codes of Conduct

Any staff, consultants, contractors, or volunteers found to be in violation of any part of the Codes of Conduct will be subject to discipline up to and including termination.

Employee Files

An employee, upon making a request, shall have the right to review the contents of their own personnel file maintained by the district. Such review of the personnel file must be requested through the Human Resources department.

Employee's Children On Site During Work Hours

In an effort to recognize the child/family-focused nature of the work provided by program staff, to avoid undue hardship upon employees and to maintain responsibility for ensuring all employees' ability to complete their job as assigned, the program will consider staff requests for children on site with prior approval from the Director.

The current procedures appropriately include the designation of the governing body, the composition of the policy council, and written procedures for resolving internal disputes between the governing body and the policy council. Those components must be included in your written procedures under the Head Start Act and Head Start Program Performance Standards.

Your Head Start Policy Council is required to have bylaws. The regulations state that a council member shall serve for one year, that if the member intends to serve for another year, he or she must stand for re-election, and that the policy council ***must include in its bylaws*** how many one-year terms, not to exceed five terms, a person may serve. If that isn't spelled out in the bylaws, or if a portion of this policy was intended to serve as the bylaws, then that provision must be included here.

This is in the bylaws.

Upon further review, we identified the following areas that warrant further consideration by the District. These areas do not mean that the District's policy is not compliant, but you may want to review them with your Head Start folks:

1. Regarding the composition of the Policy Council, the Act provides that the Council shall be elected by the parents of children who are currently enrolled in the Head Start program and shall be composed of: (1) parents of children who are currently enrolled in the Head Start program and (2) members of the community served by the Head Start agency. Section 642(c)(2)(B)(ii).

The District's Head Start policy is largely consistent with this but indicates that "the Parent Committee(s)" will elect the parents to serve on the policy council, without elaborating as to what constitutes a "Parent Committee." In any event, the Act indicates that all parents of children who are currently enrolled in the Head Start program are entitled to vote for the parent representatives on the Policy Council.

The parent committee's do not elect parents to serve on the policy council. Per the by-laws: "Parent Representatives are elected by the classroom session in Head Start and by program option in Early Head Start." All parents are entitled to vote.

2. The District's Head Start policy's procedure regarding the "selection of community representations" also does not allow for parents of children who are currently enrolled in the Head Start program to vote for the community members to serve on the Policy Council. Rather, according to the policy, the Governing Body, Policy Council, and other management staff may recommend nominees to serve as community representatives on the Policy Council. The nominees would then be presented for approval or disapproval to the parent members of the Policy Council. This appears to be inconsistent with Sec 642(c)(2)(B)(ii).

I'm not sure how this is inconsistent? This is what it is stated in Sec 642- (ii) The policy council shall be composed of--

(I) parents of children who are currently enrolled in the Head Start program of the Head Start agency (including any delegate agency), who shall constitute a majority of the members of the policy council; and

(II) members at large of the community served by the Head Start agency (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program of the agency.

3. The policy also provides that one Board of Education member and the Head Start Early Childhood Program Director will both serve on the Policy Council (both "ex-officio"). However, neither the Act nor its regulations specifically allows a member of the Governing Body or the Program Director to serve on the Council.

This is also written this way in our by-laws, but I can't find anything about whether or not it is allowable based on the act.

4. The written procedures for resolving internal disputes between the governing body and policy council may be somewhat inconsistent with Section 1301.6 of the Performance Standards. The Performance Standards state that the written procedures must: (1) demonstrate that the governing body considers proposed decisions from the policy council and the policy council considers proposed decisions from the governing body; (2) if there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision The Performance Standards further state that if the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute. If no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

In the District's Head Start policy's internal dispute resolution procedures, neither (1) nor (2) above is addressed, and although a mediator is included, it is selected by the Head Start Director, not mutually agreed upon between the governing body and the policy council. The policy also makes no mention of an arbitrator should mediation fail.

It appears this will need to be updated.

5. As the Policy is currently written, the Policy Council is supposed to be composed of 14 Head Start parents from 14 preschool classroom sessions. Is this still consistent with current practice? Are there currently 14 programs? Also, the Council is required to have a

parent from a center-based program option and home-based program option. Does the District still offer those options?

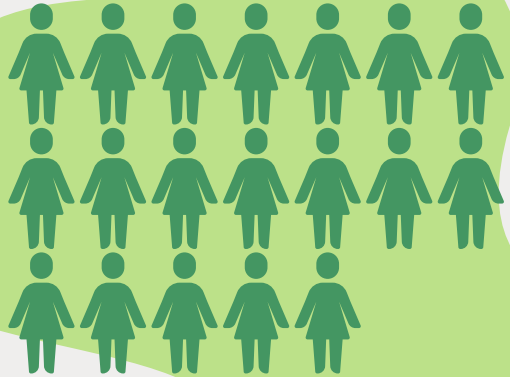
Next year we will have 12 Head Start preschool classrooms. We do have a parent from the center based and the home based EHS programs.

Adrian Public Schools Head Start

*September 2022 Board of Education & Policy
Council Report*

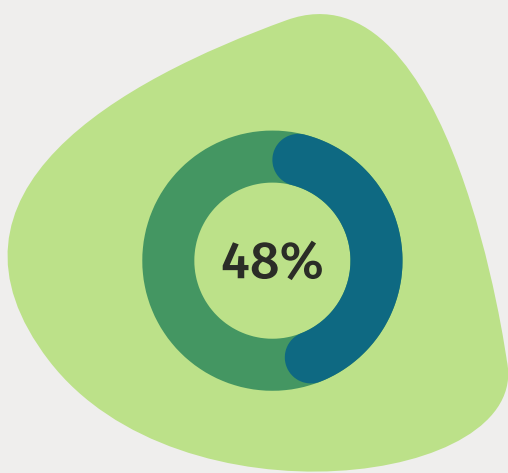
Staff Vacancies

9 Teachers
7 Teacher Assistants
2 Parent Educator
1 Mental Health &
Disabilities Coordinator



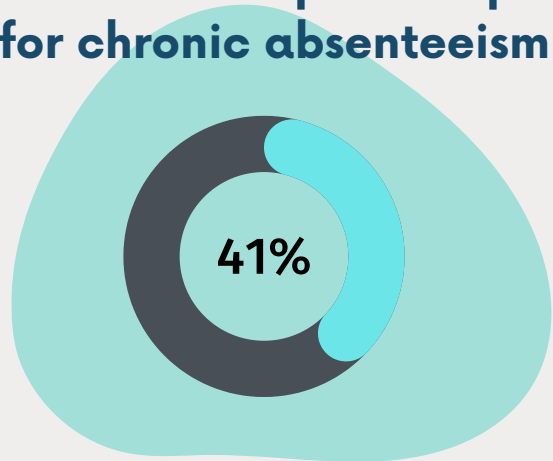
EHS Average Attendance

Attendance trends: COVID, illness, family issue, or parent chooses to keep home. Attendance plans in place for chronic absenteeism.



EHS Enrollment

End of August: 39/80 enrolled.



HS Enrollment

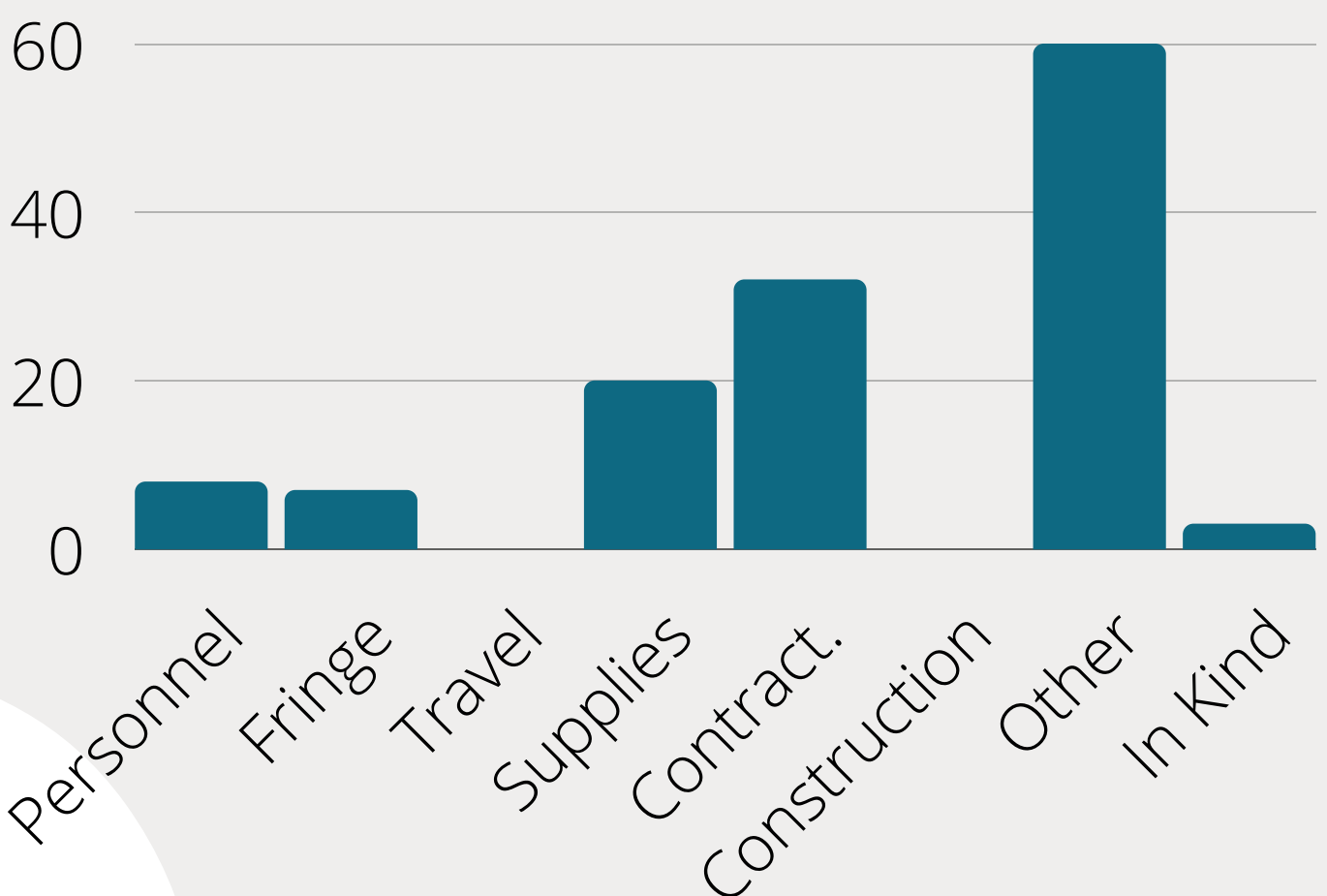
End of August: 101 accepted placement. First day of school 9/6.

Enrollment Details

EHS Home Based: 38 openings
Center Based: 3 openings
Head Start: 145 openings.

Budget Reports

Early Head Start and Head Start Budget Report.



Head Start Report

September 2022

Facility Management and Human Resources

- Facilities:
 - Updates to Drager 210 and Drager 314 continue. Updates to Hudson were completed before the return of students, which included new flooring and kitchen and restroom updates.
- Human Resources:
 - Vacancies:
 - Teacher (or full time TA): 9 (6 are for delayed opening classrooms)
 - Teacher Assistant: 7
 - Parent Educator: 2 (both are for delayed caseloads)
 - Mental Health & Disabilities Coordinator: 1
 - Hiring recommendations for:
 - Teacher/FT TA: 3
 - Interviews for teachers and teacher assistants continue to be scheduled.

Fiscal Monitoring

- August budget report is attached; no concerns at this time.
- July & August CACFP reimbursement amount is not available; we are waiting for approval from MDE, who has reported an issue with their new system. It is expected to be resolved later this month.

Education and School Readiness

- Fall TS Gold Data Due Dates
 - October 7th (50%)
 - November 14th (100%)
- Brigance Data
 - EHS Center Base 88% of Brigance screeners complete (In 45 day compliance)
 - EHS Home Base 95% of Brigance screeners complete (In 45 day compliance)
 - HS Center Base Brigance completion starts September 19th
- Coaching:
 - 1 EHS center-based Teacher receiving coaching
 - Mentor Coach and Home Based EHS staff collaborating on Home based staff needs assessment
 - HS coaching assessment September/October

Disability Services and Mental Health

- Disabilities:
 - 14% of students per funded enrollment currently have an IFSP or IEP
 - All EHS/Head Start staff were trained on disability procedures during pre-service
- Mental Health:
 - Conscious Discipline implementation team scheduled for the school year. This team will help to implement the social-emotional curriculum across the entire program.

Early Head Start Home-Based

- An intern has started with Home Base from Adrian College for two days a week
- Socializations
 - August 9th
 - Activity: water play and explore our community at Parish Park
 - Number of families/children: 3 families and 3 children
 - August 25th
 - Activity: welcome back to school/sorting and making patterns at Drager
 - Number of families/children: 3 families and 5 children

Family Engagement

- An overview of family engagement and Policy Council was presented at the all staff training
- Family Advocates were given caseloads in August
 - Families were contacted
 - Initial home visits are being scheduled and completed
 - Working as a team with Health and Teachers to ensure all documents are needed for the child to start

Eligibility, Recruitment, Selection, Enrollment and Attendance

- Recruitment
 - August 3rd: Mass Application Day
 - August 4th: Popsicles at Heritage Park
 - August 12th: 2nd Fridays at Parish Park and Boys and Girls Club Community Event
 - August 16th and 18th: Open enrollment event at Michener
 - August 23rd-25th: Associated Charities back to School Event canceled due to a fire
- Selection
 - August 2, 12, 16, 23, 30
- Enrollment (End of August)
 - Early Head Start Home-Based
 - Caseload A: 0 (New Parent Educator)
 - Caseload B: 8 (full)

- Caseload D: 9 enrolled, 1 accepted (2 openings)
 - Early Head Start Center Base
 - 100: 6 (2 openings)
 - 101: 8 (full)
 - 102: 7 (1 opening)
 - Head Start
 - Addison: Delayed Start
 - Drager 104: Delayed Start
 - Drager 201: Delayed Start
 - Drager 202: 15 accepted
 - Drager 203: 16 accepted
 - Drager: 204: 16 accepted
 - Drager: 206: 14 accepted
 - Drager 210: Delayed Start
 - Hudson: 16 accepted
 - Lincoln: 11 accepted
 - Michener: 8 accepted
 - Prairie: 5 accepted
- Attendance
 - Early Head Start Home-Based
 - Average Daily Attendance for August: 73%
 - 62 Completed Visits
 - 23 Family Declined
 - Attendance Trends
 - Parent was asleep with child, death in the family, positive COVID test in household, family situations, sickness, needed to cancel
 - Parent Educators work with families to reschedule missed home visits
 - Early Head Start Center Base
 - Average Daily Attendance for August: 77.84%
 - 100: 78.76%
 - 101: 85.3%
 - 102: 68.29%
 - Attendance Trends
 - Family issue, parent kept child home, COVID- 19 related, sick
 - Family Advocate is working with families to increase attendance
 - 1 family is on an attendance plan and 2 are in process

Health Services

- Reintroducing Toothbrushing in the classrooms-as a group
- EHS
- Hearing-Center based 92% (new children enrolled who have not been screened as of yet) completed. Home based 21% completed/up to date. (PE are working with families to perform screenings).

- Vision- Center based 92% completed. Home based 36% completed (PE are working with families to perform screenings).
- WBC: Center based 50% completed/up to date. Home based 43% completed/up to date.
- Immunizations: MCIR- Center based 99%-Drager, all other sites at 100%. Home based 82% Either the child is up to date, a waiver is in place, and/or the child is under provisional status.
- Medical Home: Center based: 96%
- Dental Home: Center based 96%.
- Medical Home: Home base 100%
- Dental Home: Home based: 93%

HS- no data at this time. HS 1st day was 9/6/2022. Will have data next month.

Nutrition Services

- FSMS-reintroducing full service (a mix of flatware and disposables)

Program Management

- Updates were made to personnel and code of conduct policy
- Grant revisions were submitted in June.
 - Working with our OHS program specialist to submit a Change in Scope document for the previously requested reduction of Head Start slots and conversion to open additional EHS classroom.
 - Program specialist requested that the grant revisions be submitted without the change in scope due to the extensive timeline of a change in scope request. This allowed for the program to receive the funding in the beginning of July.
- The program is working with a new program specialist from OHS, due to the resignation of the former PS.
- ACF-IM-HS-22-06: Strategies to Stabilize the Head Start Workforce

HEAD START and EARLY HEAD START BUDGET REPORT AS OF 8/31/2022

Approved Budget Category	Basic Grant	Training	Total	Expenditures	% Expended	% of Year	Difference
1 - Personnel	\$ 2,076,375.00	\$ -	\$ 2,076,375.00	\$ 161,937.44	8%	17%	-9%
2 - Fringe Benefits	\$ 1,504,675.00	\$ -	\$ 1,504,675.00	\$ 109,878.22	7%	17%	-9%
3 - Travel	\$ -	\$ 17,800.00	\$ 17,800.00	\$ -	0%	17%	-17%
4 - Equipment	\$ -	\$ -	\$ -	\$ -			
5 - Supplies	\$ 96,953.00	\$ -	\$ 96,953.00	\$ 19,573.61	20%	17%	4%
6 - Contractual	\$ 143,345.00	\$ -	\$ 143,345.00	\$ 46,161.24	32%	17%	16%
7 - Construction	\$ -		\$ -	\$ -			
8 - Other	\$ 257,997.00	\$ 36,977.00	\$ 294,974.00	\$ 176,945.10	60%	17%	43%
Indirect Cost	\$ 29,839.00	\$ -	\$ 29,839.00	\$ -			
Total	\$ 4,109,184.00	\$ 54,777.00	\$ 4,163,961.00	\$ 514,495.61	12%	17%	-4%
Inkind	\$ 1,013,406.00		\$ 1,013,406.00	\$ 29,395.64	3%	17%	-14%
Max. Allowable Admin. Cost	\$ 768,389.00	\$ 8,217.00	\$ 776,606.00	\$ 59,961.95	8%		