



## ADRIAN PUBLIC SCHOOLS

*Tradition of Opportunities*  
Future of Possibilities

### **Agenda**

Regular Meeting  
Monday, October 28, 2024  
Alexander, 6:00 p.m.

#### **A. Call to Order**

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
  - a. Lego Club
5. Communications
  - a. Alexander Elementary

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

1. Consent Agenda
  - a. Approval of October 14, 2024, Regular Minutes
  - b. New Hire
    1. Amber Johnson, Head Start
    2. Evelyn Hernandez, Head Start
    3. Christine Ratliff, Paraprofessional
2. Business Requiring Board Action
  - a. Approval of Alexander playground updates
  - b. Approval of Lincoln playground updates
  - c. Approval of Section 127 Plan
  - d. Approval of window safety film
  - e. Approval to appoint Rehman Robson to perform District Audit services
  - f. Approval of the Head Start Personnel Policy and Code of Conduct
  - g. Approval of the 2023-24 Self-Assessment report
  - h. Acceptance of Donations
3. Business Requiring Future Board Action

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

- a. Head Start
- b. Tamaris Henagan

**D. Future Meetings and Business**

1. Board Committee Reports- Finance, Personnel
2. Board Member Comments
3. Meeting Dates and Upcoming Events
  - a. Marching Band/Art Glow Show, Nov. 6<sup>th</sup> at 6:00
  - b. Veteran's Day Activities, Nov. 11<sup>th</sup>
  - c. BOE, Nov. 11<sup>th</sup> at 6:00

**E. Public Comment** ('Request to Participate Form' must be filled out and given to Angie Schaffer before Section D (Future Meetings and Business) on the agenda

**F. Closed Session**

- a. AEA negotiations
- b. AESPA negotiations
- c. AAA negotiations
- d. AFSCME negotiations
- e. BAA negotiations
- f. IUOE- Maintenance negotiations
- g. Individual contract negotiations

**G. Adjournment**

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

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF  
EDUCATION, OCTOBER 14, 2024, ADRIAN HIGH SCHOOL, B100

**MEETING CALLED TO  
ORDER**

President Ferguson called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

**PLEDGE RECITED**

PRESENT: Trustees: Buku, Baucher, Marks, and President Ferguson

ABSENT: Trustees: Ballard, Henagan, Solis-Gautz

Moved by Baucher, supported by Marks, that the Adrian Board of Education  
approve the agenda.

**AGENDA APPROVED**

Motion carried.

Trustee Marks 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 October. The  
trait was Productivity. They were Aaliyah Knoblauch from Alexander, Kenia  
Burciaga from Michener, Zendaya Sarabia from Lincoln, Klayton St. Clair from  
Prairie, Ethan Boprie from Springbrook, and Evelyn Elliott from the high  
school.

**GOOD NEWS  
REPORT**

The District recognized the resignations of Judy Campbell, Denver Bowman,  
and Danielle Mueller.

**COMMUNICATIONS**

Daniel Clark from Rehmann Robson accounting firm gave the 2023-24  
financial audit report. An unmodified or "clean" opinion was provided. The  
accounting estimates by management were assessed and deemed  
reasonable, and no difficulties were encountered during the audit. No  
material misstatements, weaknesses, or significant deficiencies were noted.  
The District received federal money totaling \$8.5 million; no findings were  
noted. The auditor recommends a fund balance of 2-3 months of  
expenditures, and the District currently has 2.16 months. Mr. Clark  
acknowledged the work of the District financial team.

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

The consent agenda included the following items:

**CONSENT AGENDA**

- a. Approval of September 23, 2024, Regular Minutes
- b. Treasurer's Report ending September 30, 2024, with a  
balance of \$1,113,548.98
- c. New Hires-
  - i. Socorro Tabbert
  - ii. Olivia Kostanko
  - iii. Matthew Bostick

Motion carried.

Moved by Marks, supported by Buku, that the board approve the 2023-24 financial audit.

**DISTRICT AUDIT**

Motion carried.

Moved by Baucher, supported by Marks, that the board accept donations from an anonymous donor and the Maple Fans Club.

**DONATIONS**

Motion carried.

The board reviewed quotes for replacing and installing playground equipment at Alexander Elementary. Vice President Baucher asked if the warranty would be good if Adams installed the equipment. Dan Peña told the board that Certified Playground Safety Inspectors partners with Adams and will certify the equipment. The purchase will be paid through the Capital Projects and Technology Fund.

**PLAYGROUND  
EQUIPMENT**

The board reviewed quotes for replacing and installing playground equipment at Lincoln Elementary. The purchase will be paid through the Capital Projects and Technology Fund.

**PLAYGROUND  
EQUIPMENT**

The board reviewed the documentation for the Section 127 Educational Assistance Program. The District wants to implement an IRS Section 127 Educational Assistance program for District employees. This plan will allow the District to reimburse employees without withholding taxes.

**SECTION 127**

The board reviewed quotes for the installation of additional bullet-resistant film. The film is planned for high-visibility areas like vestibules and school office windows. It will be paid from 31aa Mental Health and Safety carryover funds.

**SAFETY FILM**

Derrick Richards gave a presentation about AI. The three questions the District is thinking about as they consider incorporating AI are: 1. Does it make teachers' lives easier? 2. Does it make learning more innovative and engaging for students? 3. Are we embracing what is uniquely human about teaching and learning? A team of teachers, administrators, and a representative from the LISD comprise the team exploring these questions and others. Mr. Richards then demonstrated AI in the classroom using a using a few different AI platforms.

**REPORTS FROM  
SUPERINTENDENT  
AND STAFF**

Jay Marks reported that the Finance Committee had met and discussed the audit, playground repairs, Section 127, safety film, and upcoming facility projects.

**FINANCE  
COMMITTEE**

Dannie Mueller addressed the board and spoke about her employment with APS. She has great memories from her time here. She is proud of the legacy she will leave in the media center with the student-written books. She thanked the board for all the District has done for her and her family.

**PUBLIC COMMENT**

Moved by Baucher, supported by Marks, that the meeting be adjourned at 7:10 p.m.

Motion carried.

**ADJOURNMENT**

---

Beth Ferguson, President

---

Mike Buku, Secretary

## **EXECUTIVE SUMMARY**

---

**DATE:** October 28, 2024

**CONTACT PERSON:** Nikki Culley

### **PURPOSE**

To recommend hiring a Head Start teacher at Drager Early Education Center.

### **EXPLANATION:**

Mary Bruggenwirth and her interview team recommend Amber Johnson as a Head Start teacher. Amber currently has one (1) year of experience working with young children.

### **RECOMMENDATION:**

The HR Director recommends that Amber Johnson be hired as a teacher for Head Start, effective for the 2024-2025 school year.

## **EXECUTIVE SUMMARY**

---

**DATE:** October 28, 2024

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

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

### **EXPLANATION:**

Mary Bruggenwirth and her interview team recommend Evelyn Hernandez as a Head Start Health Assistant at Drager Early Education Center. She has three (3) years of experience working in the medical field. Evelyn has a Bachelor's Degree in Nutritional Science from Michigan State University.

### **RECOMMENDATION:**

The HR Director recommends that Evelyn Hernandez be hired as a Health Assistant at Drager Early Education, effective for the 2024-2025 school year.

## **EXECUTIVE SUMMARY**

---

**DATE:** October 22, 2024

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

To recommend hiring a special education paraprofessional for Alexander Elementary.

### **EXPLANATION:**

Deb Agnew and her interview team recommend Christine Ratliff as a paraprofessional for Alexander Elementary. Christine has experience working as a caretaker.

### **RECOMMENDATION:**

The HR Director recommends that Christine Ratliff be hired as a paraprofessional at Alexander Elementary, effective for the 2024-2025 school year.



## EXECUTIVE SUMMARY

---

**DATE:** October 28, 2024

**CONTACT PERSON:** Dan Peña

**PURPOSE:** To approve the quote for the replacement and installation of playground equipment at Alexander Elementary.

### EXPLANATION:

The upper elementary playground structure at Alexander Elementary reached its end of life and was removed near the end of the 2023-24 school year. The District has researched replacement items in consultation with the Alexander Elementary principal.

Park Vision Infinite Play, located in Muskegon, MI has provided a quote for replacement equipment at the Alexander Elementary playground.

Park Vision Infinite Play is a member of the [Omnia Cooperative](#) purchasing program. Bidding is completed through the cooperative, which follows [Board Policy 3301, \(C\), \(1\), \(D\)](#).

Park Vision Infinite Play's original quote included an installation cost of \$22,666.67. Adams Property Service has provided an installation quote of \$16,000, and the District recommends utilizing Adams' services for the installation of this equipment.

The total cost of purchase and installation is \$55,508.26.

### RECOMMENDATION:

The Business Manager recommends that the Adrian Board of Education approve the quote totaling \$55,508.26 for the replacement of playground equipment at Alexander Elementary. This purchase will be paid through the Capital Projects & Technology Fund.

## EXECUTIVE SUMMARY

---

**DATE:** October 28, 2024

**CONTACT PERSON:** Dan Peña

**PURPOSE:** To approve the quote for the replacement and installation of playground equipment at Lincoln Elementary.

### **EXPLANATION:**

The District seeks to add equipment to the Lincoln Elementary playground and has researched playground equipment items in consultation with the principal.

Park Vision Infinite Play, located in Muskegon, MI, has provided a quote for new equipment at the Lincoln Elementary playground.

Park Vision Infinite Play is a member of the [Omnia Cooperative](#) purchasing program. Bidding is completed through the cooperative, which follows [Board Policy 3301, \(C\), \(1\), \(D\)](#). The quote provided is also under the current State of Michigan bidding threshold.

Park Vision Infinite Play's quote includes an installation cost of \$5,600. Adams Property Services, LLC has provided an installation quote of \$3,500, and the District recommends utilizing Adams' services to install this equipment.

In addition, the project includes necessary site preparation, which costs \$3,500 from Adams Property Services, LLC.

The total cost of purchase, site preparation, and installation is \$21,315.53.

### **RECOMMENDATION:**

The Business Manager recommends that the Adrian Board of Education approve the quote and site preparation costs for new playground equipment at Lincoln Elementary, totaling \$21,035.53. This purchase will be paid through the Capital Projects & Technology Fund.

## **EXECUTIVE SUMMARY**

---

**DATE:** October 28, 2024

**CONTACT PERSON:** Dan Peña

### **PURPOSE**

To approve the proposed Section 127 Educational Assistance Program documentation provided by Thrun Law Firm.

### **EXPLANATION:**

The District wants to implement an IRS Section 127 Educational Assistance Program for District employees. This plan will allow the District to reimburse employees for educational assistance without withholding taxes up to \$5,250 per calendar year.

### **RECOMMENDATION:**

The Business Manager recommends that the Adrian Board of Education approve the attached Section 127 Educational Assistance Program documentation.

## **EXECUTIVE SUMMARY**

---

**DATE:** October 28, 2024

**CONTACT PERSON:** Dan Peña

**PURPOSE:** To approve the quote for the installation of bullet-resistant safety window film on windows throughout the District.

### **EXPLANATION:**

The District has Section 31aa Mental Health & Safety Carryover Funds as part of the State School Aid Act for 2023-2024. The District would like to install additional bullet-resistant film on District buildings. The bullet-resistant film was installed throughout the district in the summer of 2024. The bullet-resistant film is planned for areas of high visibility/vulnerability, such as our vestibules and school office windows.

The District has received quotes from Safe Haven Defense, a member of the TIPS cooperative purchasing program. Bidding is completed through the cooperative, which follows Board Policy 3301, (C), (1), and .

### **RECOMMENDATION:**

The Business Manager recommends that the Adrian Board of Education approve the quote for the installation of additional bullet-resistant film throughout the District. This purchase costs \$51,913.75 and will be paid with 31aa Mental Health and Safety Carryover funds.

## EXECUTIVE SUMMARY

---

**DATE:** October 28, 2024

**CONTACT PERSON:** Dan Peña

**PURPOSE:** To appoint Rehmann Robson to perform the District's audit services for the June 30, 2025 audit.

**EXPLANATION:**

The 2012-13 audit was the last one covered under the quotes received in response to the RFP in April 2009. Since then, we have had a three year extension covering the period through the 2016 audit, and a second extension covering audits through 2021. The District received a proposal that includes a five-year renewal option. The prices included in the five year extension are still lower than all other bidders from the original RFP in 2009. The audit for June 30, 2025, will be \$25,900.

The Finance Committee was in agreement with the five year extension, citing the good working relationship with the firm.

**RECOMMENDATION:** The Business Manager recommends that the Adrian Board of Education appoint Rehmann Robson to perform the District's audit services for the June 30, 2025 audit and that the Business Manager be authorized to sign the engagement letter for 2025 on behalf of Adrian Public Schools.

## EXECUTIVE SUMMARY

---

**DATE:** October 28, 2024

**CONTACT PERSON:** Nate Parker  
Mary Bruggenwirth

**PURPOSE:**

To approve 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 on September 16, 2024.

**RECOMMENDATION:**

The Superintendent and the Head Start Director recommend that the Adrian Board of Education approve the Personnel Policies and Code of Conduct.

## EXECUTIVE SUMMARY

---

**DATE:** October 28, 2024

**CONTACT PERSON:** Nate Parker  
Mary Bruggenwirth

### **PURPOSE:**

To approve the Head Start Early Childhood Program's Self-Assessment Report for 2023-2024.

### **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 2023-2024 was conducted in June 2024 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 Report for 2023-2024 at their September 16, 2024 meeting.

### **RECOMMENDATION:**

The Superintendent and the Head Start Director recommend that the Adrian Board of Education approve the Head Start 2023-2024 Self Assessment Report.

# EXECUTIVE SUMMARY

---

**DATE:** October 28, 2024

**CONTACT PERSON:** Nate Parker

**PURPOSE:** To accept donations.

**EXPLANATION:**

APS Music Boosters donated \$1,447 for Marching t-shirts, shoes, and transportation to the Marching band.

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education accept these donations and thank the donors for their support.