



## ADRIAN PUBLIC SCHOOLS

*Tradition of Opportunities*  
Future of Possibilities

### **Agenda**

Regular Meeting

Monday, October 24, 2022

6:00 p.m. Lincoln Elementary

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

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
  - A. Lincoln Presentation
5. Communications
  - a. Presentation of the 2021-22 Financial Audit- Amanda Wedgewood/Daniel Clark

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

1. Consent Agenda
  - a. Approval of October 10, 2022, Regular Minutes
  - b. Approval of October 10, 2022, Closed Session Minutes (hand out)
  - c. New Hires
    - i. Zakeya Tompkins, Head Start
    - ii. Amethyst Muck, Paraprofessional
2. Business Requiring Board Action
  - a. Approval of 2021-22 audit report
  - b. Approval of VanErt's contract
  - c. Approve of the additional teaching resources for health curriculum
  - d. Approval of the Head Start Early Childhood Program's Self-Assessment Response
  - e. Approval of the Head Start Early Childhood Program's Self-Assessment Plan
  - f. Approval of the Head Start Personnel Policies and Code of Conduct
3. Business Requiring Future Board Action
  - a. First reading to review board policy 4205-AG-1, Criminal Justice Information Security

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

- a. K-8 Bench Mark assessments
- b. 98c Learning Loss
- c. Head Start October monthly report

#### **D. Future Meetings and Business**

1. Board Committee Reports, Finance
2. Board Member Comments
3. Meeting Dates and Upcoming Events

3. Meeting Dates and Upcoming Events

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

BOE Meeting November 14, 2022, AHS cafeteria, 6:00 p.m.

**E. Public Comment**

**F. Closed Session**

**G. Adjournment**

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

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, OCTOBER 10, 2022, ADRIAN HIGH SCHOOL CAFETERIA.

MEETING CALLED TO ORDER

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

Pledge of Allegiance was recited.

PLEDGE RECITED

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

ABSENT: Trustees Buku and Henagan

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

AGENDA APPROVED

Motion carried by a 5-0 vote.

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

MISSION STATEMENT

Trustee Buku enters at 6:02 p.m.

Superintendent Parker recognized the Outstanding Citizens for October. The trait was Productivity. They were Bryn Roan from Alexander, Cora Hutchison from Lincoln, Mia Dickerson from Michener, Parker Prew from Prairie, Eva Reynolds from Springbrook, and Leif Knox from AHS.

GOOD NEWS REPORT

Springbrook Middle School students in grades 7 and 8 were encouraged to enter a poetry contest entitled, Empowered, what empowers you? Over 5,000 entries were submitted and the top 5 students were recognized. Riley Kirkpatrick, a Springbrook Middle School student, was in the top 5.

Adrian Public Schools was named Best School in Lenawee County again this year. Superintendent Parker mentioned, "This is the fourth time the District has earned the award".

The District recognized the resignations of Samantha Hall, Jill Kreighbaum, Nicole Geswite, and the retirement of Kris Griewahn.

COMMUNICATIONS

October is National Principals Month. Superintendent Parker complimented the principals on the outstanding job they are doing this year. "We have three new principals and many seasoned ones that are stepping up and meeting the challenges of running a building. The last two years have been challenging and the principals are a big reason for the District's success."

Ballet Folklorico will be Sunday, October 16<sup>th</sup> at 3:00 p.m. Mr. Parker invited all to attend.

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 September 12, 2022, Regular Meeting
- b. Approval of New Hires, Julie Martin, Paula Martin, Alexandria Winters, Amanda Stevens, Shannon Kissau, and Kimberly Roe
- c. Change Order from Kreighoff Construction in the amount of \$43,680.
- d. Financial year-to-date July 31, 2022 to September 30, 2022 with a balance ending \$1,959,762.80

**DONATIONS**

Motion carried by a 6-0 vote.

Moved by Trustee Flores, supported by Trustee Ballard, that the Adrian Board of Education accept donations from Mary and Kenneth Kemerer, The Law Offices of Richard Wilson, The Maple Fans Club, Sarah and Eric Salenbien, Melanie Nightingale, Rising and Associates, Blohmz and an anonymous donor.

Motion carried by a 6-0 vote.

First reading to review a proposed contract amendment from VanErt's, was held. Kathy Westfall told the board that the District is under a three-year agreement with VanErt's for snow removal services. The 2022-23 school year is the last year of the agreement. VanErt's has seen an increase in costs and they are proposing a 10% increase for this year, to help cover the costs.

First reading to review additional teaching resources for the health curriculum, was held. Superintendent Parker stated that Board Policy 5420 had not changed. The health committee was recommending additional materials that supported the curriculum objectives. Following Michigan law, the committee reviewed the materials and two public hearings were held.

First reading to review the Head Start Early Childhood Program's Self-Assessment Response for 2020-21, was held. The assessment 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. The response includes steps for improvement, a completion date, staff responsible, and the method for documenting completion.

First reading to review the Head Start Early Childhood Program's Self-Assessment Plan for 2021-22, was held. A plan has been developed based on procedures that are in the self-assessment policy. They are essential to both the short-term and long-term success of the program. Many representatives of the Head Start community are involved in the process.

First reading to review the Head Start Personnel Policies and Code of Conduct, was held. It is a requirement of the Head Start regulations that grantee agencies establish and implement written policies for staff. Some of the updates include "supervision only" clearance while waiting for their full

background check to be completed, all employees and volunteers are required to be vaccinated against COVID, transportation of program families by staff is not allowed, and language protecting personal information.

**REPORTS FROM  
SUPERINTENDENT  
AND STAFF**

Mary Bruggenwirth gave the Head Start September report. Staff vacancies, attendance, and enrollment were all discussed. Ms. Bruggenwirth also told the board about the preparations that were being made to start the school year.

Superintendent Parker reminded the board about the upcoming LCASB dinner on November 1<sup>st</sup>. Chad O'Brien shared numbers about the after-school recreation programming and Superintendent Parker shared about fine arts after-school programming.

**PERSONNEL  
COMMITTEE**

Trustee Flores reported that the Personnel Committee had met and discussed the three proposals for ways the recreation department could grow and the CFO posting and next steps.

**FINANCE  
COMMITTEE**

Vice President Baucher reported that the Finance Committee had met and discussed the CFO position, the recreation department position, and the technology 1:1 initiative.

**CURRICULUM  
COMMITTEE**

Trustee Ballard reported that the Curriculum Committee had met and discussed the maintenance updates, the 1:1 technology initiative, the health curriculum, and the K-8 Goals/Return to Learn/Mode of Learning plan.

**BOARD MEMBER  
COMMENTS**

Trustee Marks thanked everyone that came downtown for First Friday. A picture was taken on the corner of Main Street with everyone that was in Maple gear. Mr. Marks invited everyone to the downtown Trick or Treating event on October 29<sup>th</sup> from 4:30-6:30 p.m. He also encouraged everyone to start thinking about Christmas and the First Friday event which will include a parade and the tree-lighting ceremony.

Trustee Ballard commented, "We have a wonderful athletic program and Thursday was National Coaches Day. I want to take a moment to thank and recognize our coaches. They teach more than just sports. They help Adrian achieve our mission statement". Trustee Ballard also stated that he had attended the Alexander playground ribbon cutting. "It was a great morning and a great way to start my day," said Ballard.

Trustee Flores commented, "I had the opportunity to talk to Springbrook Middle School students about Hispanic Heritage Month. I chose to talk about migrant workers, music, and a muralist from our community. I want to thank Amy Bahlau for inviting me to come and speak to her classes."

President Ferguson commented, "It was so much fun to attend the first soccer game under the lights. There were so many different groups of people that attended. It was great to see the support."

**CLOSED SESSION**

Moved by Trustee Buku, supported by Vice President Baucher, that the Adrian Board of Education convene to closed session at 6:47 p.m. under the Open Meetings Act 8(c) for the purpose of collective bargaining.

**ROLL CALL VOTE:**

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

Nays: none

Motion carried by a 6-0 vote.

**IUOE MAINTENANCE**

At 6:55 p.m. the board returned to open session.

Moved by Vice President Baucher, supported by Trustee Buku, that the Adrian Board of Education approve the tentative agreement with IUOE Maintenance. Highlights of the agreement include a three contact with a wage adjustment in year one and an economic reopener for years two and three, an increase in health insurance hard cap, a reduction of sick accrual cap from 200 days to 100 days with an increase in the daily payout from \$25 a day to \$50 a day, and an annual reimbursement of up to \$150 for the purchase of work boots and pants. The union has voted to approve the tentative agreement.

**ADJOURNMENT**

Motion carried by a 6-0 vote.

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

Motion carried by a 6-0 vote.

The meeting adjourned at 6:57 p.m.

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Beth Ferguson, President

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Mike Buku, Secretary

## **EXECUTIVE SUMMARY**

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**DATE:** October 24, 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 Zakeya Tompkins as a Head Start Teacher's Assistant. Zakeya has a background working in customer service and works well as a team member.

### **RECOMMENDATION:**

It is the recommendation of the HR Director that Zakeya Tompkins be hired as a Teacher's Assistant for Drager Early Education Center, effective for the 2022-2023 school year.

## **EXECUTIVE SUMMARY**

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**DATE:** October 24, 2022

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

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

### **EXPLANATION:**

Deb Agnew and her interview team recommend Amethyst Muck as a paraprofessional. She has two (2) years of experience working with children.

### **RECOMMENDATION:**

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



## **EXECUTIVE SUMMARY**

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**DATE:** October 24, 2022

**CONTACT PERSON:** Kathy Westfall

### **PURPOSE**

To accept the 2021-22 audit report.

### **EXPLANATION:**

Amanda Wedgwood from Rehmann Robson is presenting a summary of the 2021-22 audit to the Board of Education.

### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent that the Adrian Board of Education accept the audit for the 2021-22 fiscal year.

## **EXECUTIVE SUMMARY**

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**DATE:** October 24, 2022

**CONTACT PERSON:** Kathy Westfall

### **PURPOSE**

Approval 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 approve the VanErt's proposed amendment for snow removal services.

## **EXECUTIVE SUMMARY**

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**DATE:** October 24, 2022

**CONTACT PERSON:** Nate Parker

### **PURPOSE:**

Approval to purchase 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 26<sup>th</sup>.

### **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education approve the additional teaching resources for the health curriculum.

## EXECUTIVE SUMMARY

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**DATE:** October 24, 2022

**CONTACT PERSON:** Nate Parker  
Mary Bruggenwirth

### **PURPOSE:**

Approval 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 approve the Head Start 2020-2021 Self-Assessment Response.

## **EXECUTIVE SUMMARY**

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**DATE:** October 24, 2022

**CONTACT PERSON:** Nate Parker  
Mary Bruggenwirth

### **PURPOSE:**

Approval 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 approve the Head Start 2021-2022 Self-Assessment Plan.

## **EXECUTIVE SUMMARY**

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**DATE:** October 24, 2022

**CONTACT PERSON:** Nate Parker  
Mary Bruggenwirth

**PURPOSE:**

Approval 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 approve the Personnel Policies and Code of Conduct.

## **EXECUTIVE SUMMARY**

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**DATE:** October 24, 2022

**CONTACT PERSON:** Nate Parker

### **PURPOSE:**

To review board policy 4205 AG-1, Criminal Justice Information Security

### **EXPLANATION:**

The Michigan State Police frequently review board policies that address the maintenance of criminal background checks and compliance with federal regulations. This administrative guideline details a school's responsibilities related to its Local Agency Security Officer, personnel security, media protection, and incident handling procedure. Adopting these guidelines ensure that we will be compliant should an audit of our records take place.

### **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education review board policy 4205 AG-1, Criminal Justice Information Security, for approval at the next board meeting.

## **Series 4000: District Employment**

### **4200 Employee Conduct and Ethics**

#### ***4205-AG-1 Criminal Justice Information Security (Non-Criminal Justice Agency)***

The District will conduct background checks, consistent with Policy 4205(C) and Administrative Guidance 4205-AG, and will have the Michigan State Police (“MSP”) obtain criminal history record information (“CHRI”) from both the state and Federal Bureau of Investigation (“FBI”) for all District employees, contractors, volunteers, and vendors and their employees who regularly and continuously work under contract as provided in Policy 4205(C)(2). Employees who fail to follow these procedures will be subject to discipline subject to the Superintendent’s review and written approval of any corrective action.

##### **A. Local Agency Security Officer (“LASO”)**

The District will appoint Nikki Culley as its LASO who is responsible for the adoption of this guidance along with data/system security.

1. The LASO is responsible for ensuring:
  - a. compliance with these regulations and laws;
  - b. personnel security screening procedures are followed under this administrative guideline;
  - c. approved and appropriate security measures are in place and functioning properly to protect CHRI;
  - d. only approved District employees have access to and are using the information in compliance with the law;
  - e. compliance with this administrative guideline; and
  - f. that the MSP is promptly informed of any security breach(es).
2. The LASO is also responsible for identifying and documenting, to the extent applicable:
  - a. how District equipment is connected to the MSP; and
  - b. who is using the MSP-approved equipment.
3. When a new LASO is established, the District will complete and deliver a LASO appointment form to the MSP and will keep a copy of the appointment form on file indefinitely. The LASO will make all MSP fingerprint account changes.

##### **B. Personnel (Authorized User) Security**



Only authorized users will have access to CHRI. An authorized user must be vetted through the national fingerprint background check and be given CHRI access by the LASO to evaluate potential employees, contractors, or volunteers for employment or assignment. If the District maintains digital CHRI, the LASO will assign authorized users unique passwords compliant to 4205-AG-1 (C)(3) to access it. Those who are not authorized users but who, by the function of their job, will be close to CHRI or computer systems with access to CHRI will be supervised by an authorized user. Employees who do not comply with state or federal laws or District policies or administrative guidelines will be subject to discipline, up to discharge.

#### 1. Security with Separated Authorized Users

After an authorized user is separated from the District, that individual's access to CHRI will be terminated within twenty-four (24) hours. This includes, but is not limited to, returning keys, access cards, and ceasing access to digital CHRI.

#### 2. Security with Transferred Authorized Users

When an authorized user is transferred or reassigned, the LASO will take steps necessary to block that individual's access to CHRI within twenty-four (24) hours, unless the LASO determines that the individual must retain access.

### C. Media Protection

Authorized users may only access CHRI on authorized devices, which does not include a personally owned mobile device, cell phone, computer, or other technology, unless the personally owned devices are approved, consistent with specific terms and conditions, for access. All CHRI (including digital media) will be maintained in a physically secure location or controlled area. A physically secure location or controlled area will be (1) locked whenever an authorized user is not present or supervising and (2) limit access to unauthorized users. An authorized user accessing CHRI must position the media to prevent unauthorized users from accessing or viewing CHRI. Physical CHRI will be stored in a locked filing cabinet, safe, or vault. Digital CHRI will be encrypted consistent with FBI CJIS Security Policy. If digital CHRI is stored on a storage device without encryption, it must be stored like physical CHRI.

#### 1. Media Transport

The LASO must approve all CHRI media transportation and will not grant approval unless transportation is reasonably justified. CHRI must be secured during transport. Physical CHRI must be transported in a sealed, locked, or secured medium and digital CHRI must be encrypted, and if not, secured in the same fashion as physical CHRI.

#### 2. Media Disposal/Sanitization

CHRI media will be stored and retained for the duration required by law. Disposal must be made with the written approval of the LASO and the Superintendent. Only authorized users may dispose of CHRI media. Physical media will be cross-cut shredded or incinerated. Digital media must either be overwritten at least three (3) times or degaussed, passing a strong magnet over the media, before disposal or reuse. The LASO will keep written records (date and authorized user's signature) of CHRI media destroyed and the process for destroying or sanitizing CHRI media for ten (10) years.

### 3. Passwords

When the LASO assigns a unique password to an authorized user, it must have the following attributes:

- a. at least eight (8) characters;
- b. not consisting of only a proper noun or word found in a dictionary;
- c. not similar or identical to the username;
- d. not be displayed while entered or transmitted outside of the physically secure location or controlled area;
- e. expires every ninety (90) days; and
- f. cannot be the same as the previous ten (10) passwords.

### 4. Security Awareness Training

The District will provide all authorized users with security awareness training, following the template provided on the MSP website, within six (6) months of authorization and every two (2) years thereafter. The LASO will keep a current record of all users who have completed the training.

### 5. CHRI Dissemination

The District must maintain a record of any CHRI dissemination to another authorized agency, consistent with the Revised School Code, which must include (1) date of release, (2) records released, (3) means of sharing, (4) District personnel who disseminated the CHRI, (5) whether authorization to disseminate was obtained, and (6) the agency to whom the CHRI was disseminated and the recipient's name.

## D. Incident Handling

### 1. In General

The District has established operational incident handling procedures for instances of an information security breach. CHRI security breach incidents will be tracked using the report the MSP provides on its website [https://www.michigan.gov/msp/0,4643,7-123-72297\\_24055-332662--,00.html](https://www.michigan.gov/msp/0,4643,7-123-72297_24055-332662--,00.html).

The District has provided specific handling capabilities for CHRI, consistent with the following table:

<b>Capabilities shall be handled according to the following description:</b>	<b>Physical – Hard Copy CHRI</b>	<b>Digital – Digitally Accessed/Saved CHRI</b>
Preparation	The CHRI container will be locked at all times in the office in which it is stored. When office staff is not present, the office must be locked	Firewalls, anti-virus protection, and anti-malware/spyware protection will be maintained.
Detection	Physical intrusions to the building will be monitored. A building alarm or video surveillance will monitor for physical or unauthorized intrusions. The building must be locked at night.	Electronic intrusions will be monitored by the virus and malware/spyware detection.
Analysis	The LASO will work with police authorities to determine how the incident occurred and what data was affected.	The IT department will determine what systems or data were affected and compromised.
Containment	The LASO will lock uncompromised CHRI in a secure container or transport CHRI to a secure area.	The IT department will stop the spread of any intrusion and prevent further damage.
Eradication	The LASO will work with local law enforcement to remove any threats that compromise CHRI data.	The IT department will remove the intrusion before restoring the system. All steps necessary to prevent recurrence will be taken before restoring the system
Recovery	Local law enforcement will handle and oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting, if necessary.	The IT department will restore the agency information system and media to a safe environment.

When a CHRI security breach incident occurs, the following will apply:

- a. the LASO will be notified immediately;

- b. the LASO or appointed authorized user will stop any unauthorized access, secure the media, and shut down the systems necessary to avoid further unauthorized exposure;
- c. the LASO or appointed authorized user will record all necessary information regarding the breach, the District's response to the breach, and who was involved in taking response measures;
- d. the LASO will file the incident report with the MSP; and
- e. when such incident results in legal action (either civil or criminal) against a person or the District, evidence shall be collected, retained, and presented according to the evidentiary rules of the appropriate jurisdiction(s).

## 2. Mobile Device Incident Handling

The District will, in addition to the handling procedure in the table above, establish and implement additional procedures for mobile devices to reduce the risk of unauthorized access to CHRI.

When a device is lost, the District will document and indicate how long the device has been lost. For a lost device, the District will report if the owner believed the device was locked, unlocked, or could not verify the device's locked state. For a total loss of a device (unrecoverable), the District will report if CHRI was stored on the device, whether it was locked or unlocked, and whether the District can track or wipe the device remotely. The District will report any compromise of a device while still in the owner's possession and any compromise outside of the United States.

Adoption date:

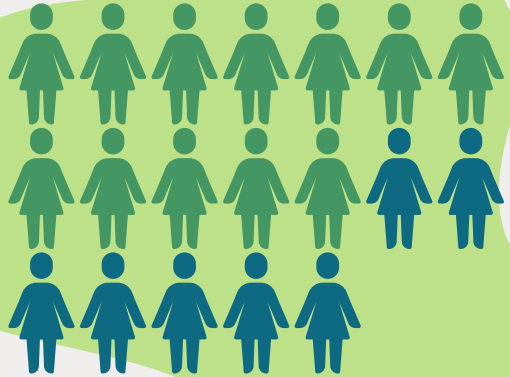
Revised date:

# Adrian Public Schools Head Start

*October 2022 Board of Education & Policy  
Council Report*

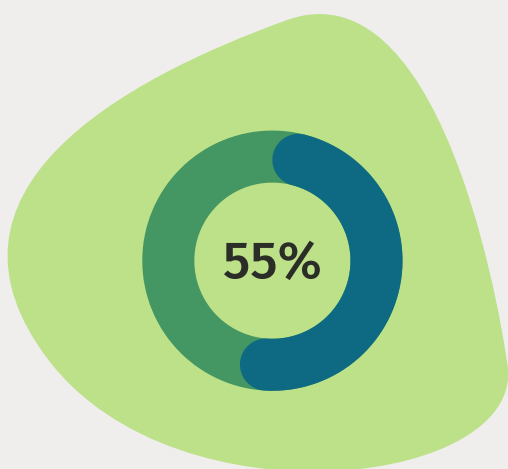
## Staff Vacancies

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



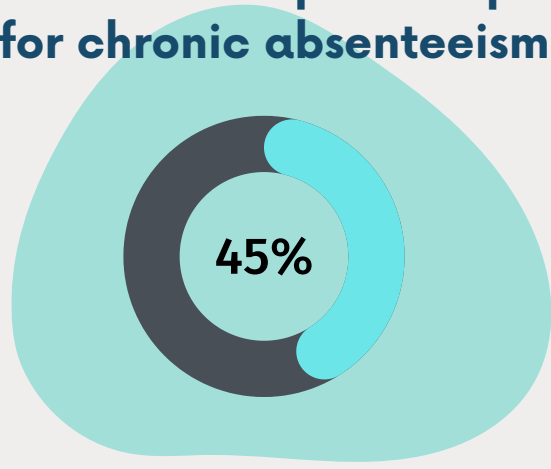
## Average Attendance

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



## EHS Enrollment

End of Sept.: 44/80 enrolled.



## HS Enrollment

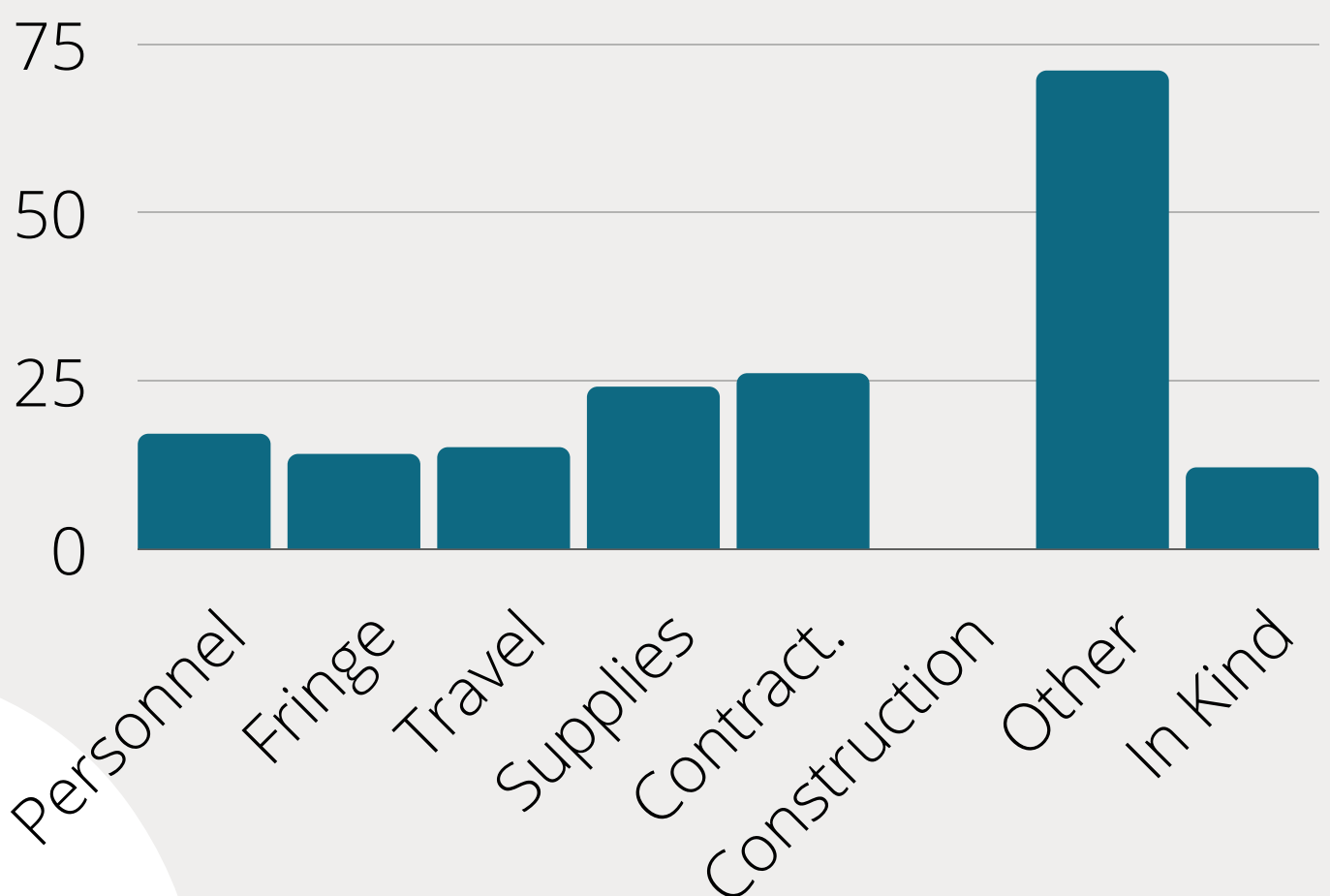
End of Sept. 112/246.  
Additional 11 accepted students.

## Enrollment Details

EHS Home Based: 36 openings  
Center Based: 0 openings  
Head Start: 134 openings.

## Budget Reports

Early Head Start and Head Start Budget Report.



# Head Start Report

## October 2022

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### **Facility Management and Human Resources**

- Facilities:
  - Updates to Drager 210 and Drager 314 continue. The EHS playground transition should be complete this month.
- Human Resources:
  - Vacancies:
    - Teacher (or full time TA): 5 (4 are for delayed opening classrooms)
    - Teacher Assistant: 4
    - Parent Educator: 2 (both are for delayed caseloads)
    - Mental Health & Disabilities Coordinator: 1
  - Hiring recommendations for:
    - Teacher/FT TA: 1
    - Teacher Asst (PT): 2
  - Interviews for teachers and teacher assistants continue to be scheduled.

### **Fiscal Monitoring**

- September budget reports are attached; no concerns at this time.
- The issue with filing CACFP claims with MDE has been partially resolved and claims should be able to be filed before the end of October.

### **Education and School Readiness**

- Brigances
  - EHS Center Base 100 % Complete
  - EHS Home Base 100% Complete
  - HS Center Base 70% Complete (still within 45 day window)
- Coaching
  - 1 EHS
  - 5 HS
- CLASS Observations begin October 13th
- TS Gold Fall Checkpoint data due November 14th
- Drager 201 Start date : 10/24
- Addison Start date: 11/7

### **Disability Services and Mental Health**

- 11.7% of students have an IEP or IFSP.
- The Staff Wellness Committee met in October to discuss plans for the year.

### **Early Head Start Home-Based**

- Socializations

- September 14th - School Pictures/Community Helpers
  - 6 Families
  - 6 Children
- September 27th - Causing Effects (marble painting)
  - 3 Families
  - 3 Children
- October Socializations
  - October 12th from 2:00 - 4:00 PM
  - October 27th from 4:00 - 6:00 PM

### **Family Engagement**

- Michigan Works Informational Session - Save the Date: October 21st 1:00 PM - 2:00 PM
- Invited to attend a staff meeting at Michigan Works for an informational session with their staff informing them about Early Head Start and Head Start services - TBD
- Headband Lady - donating headbands and hats to all enrolled children

### **Eligibility, Recruitment, Selection, Enrollment and Attendance**

- Additional recruitment materials are in the process of being purchased
- Recruitment in September
  - Materials provided to a PC member and staff, including a yard sign
  - Materials were provided to St. John's Luthern for an event
  - Materials were dropped off to the Chamber in Tecumseh for the Appleumpkin festival
  - October events
    - Information both at the Appleumpkin festival
    - October 27th - Truck or Treat at Samaritas Affordable Living 6 - 7:30 PM
    - October 28th - Truck or Treat at Ivy Rehab 6 - 8 PM
- Selection
  - Selection meeting were held on September 7th, 16th, 20th, and 27th
- Enrollment (September)

<b>EHS Home Base</b>	<b>Enrolled</b>	<b>Accepted</b>	<b>Vacancies</b>
<b>A</b>	Delayed Start	0	12
<b>B</b>	8	0	0
<b>D</b>	11	1	0

<b>EHS Center Base</b>	<b>Enrolled</b>	<b>Accepted</b>	<b>Vacancies</b>
<b>Drager 100</b>	8	0	0
<b>Drager 101</b>	8	0	0
<b>Drager 102</b>	8	0	0

<b>Head Start</b>	<b>Enrolled</b>	<b>Accepted</b>	<b>Vacancies</b>
<b>Addison</b>	Delayed Start	2	14/16*
<b>Drager 104</b>	Delayed Start	0	15
<b>Drager 201</b>	Delayed Start	9	8
<b>Drager 202</b>	15	1	0/2*
<b>Drager 203</b>	16	2	0
<b>Drager 204</b>	15	1	0/3*
<b>Drager 206</b>	11	2	4
<b>Drager 210</b>	Delayed Start	0	16*
<b>Hudson</b>	16	0	0/2*
<b>Lincoln</b>	12	0	4/6*
<b>Michener</b>	10	2	4/6*
<b>Prairie</b>	7	2	7/9*

\*Enrollment will be capped at 16 due to a 3rd person is required per GSRP if more than 16 children are enrolled. These classrooms are blended with both Head Start and GSRP funding.



- Attendance (September)

	<b>Average Daily Attendance (ADA)</b>	<b>Attendance Trends</b>	<b>Notes</b>
<b>EHS Home Base</b>	77%	Death in the family, flat tire, work schedule conflict, not home, late follow up response from family, Mom needed to cancel, child sick, unable due to something going on at the house, stomach bug, parent ill, COVID related, scheduling conflict	Alternate dates were offered by the Parent Educators.  Attendance procedure is in the process of being reviewed and updated.
<b>EHS Center Base</b>	85.88%	Family issue, COVID related, parent chooses to keep home, illness, doctor appointment	Family Advocate is working with families whose children have less than 85% average attendance
<b>Head Start</b>	87.01%	Dentist appointment, parent choose to keep child home, illness, COVID related, doctor appointment, no physical, no transportation, child transfer to another classroom,	Family Advocates are working with families whose children have less than 85% average attendance

## Health Services

- Children and teachers are enjoying tooth brushing together at the table.
- SOW came on October 4th: they provided services for Home based and Center based EHS children. We're looking at having them come out again in November TBD to provide services to children who are having issues getting in to see their dental provider or who haven't seen a dentist recently. These services will be extended to the HS kiddos as well if needed. At this time, I'm unsure if Mobile Dentist will be available to provide services for the HS children still (due to low participation numbers of paperwork submitted back for review).
- Liz from the LCHD came in September for initial H/V screenings and came in October for rescreens. She'll be working with us to help support H/V this and next month as well for any initial/rescreens and/or continued support. The vision screening equipment called Blinq has been sent out for maintenance and a software up date. Pending return 2week to 2 months worse case scenario.
- Lead Screening of EHS and HS kiddos was started a couple weeks ago and will continue this month and next.

## EHS

- Hearing: Center based 92% completed/up to date-no changes. Home based 44% completed.
- Vision: Center based 100% completed/up to date of screenings. Home based 56% completed.
- WBC: Center based 83% completed/up to date and/or due. Home based 50% completed.
- Dental Exams: Center based completed/up to date 100%. Home based 38% completed..
- Medical Home: Center based: 96%
- Dental Home: Center based: 96%
- Medical Home: Home base 100%
- Dental Home: Home based: 93%
- Growth Assessment (children 2 years and up): Center based 100% completed within the 90 days due date. Home based 91% that have been completed w/in the 90 days due date.
- Lead Screening: will have data next month.
- Hgb/Hct Screening: will have data next month.

## HS

- Hearing: 82% completed (these numbers are based off of 102 HS kiddos instead of 108-due to absences).
- Vision: 82% completed (these numbers are based off of 102 HS kiddos instead of 108-due to absences).
- Physicals: 82% completed/up to date.
- Dental Exams: 69% completed/up to date.
- **Medical Home:** will provide at the meeting.
- **Dental Home:** will provide at the meeting.
- Growth Assessment: still in process will have data next month (still w/in 90 days of due date).
- Lead Screening: Still in process of collecting data (still w/in 90 days of due date).
- Hgb/Hct Screening: Still in process of collecting data (still w/in 90 days of due date).
- Immunizations EHS/HS: Center based: MCIR- Center based 99%-Drager, all other sites at 100%. Home based 82%. We have until 11/7/22 to get up to a 90% for Home based.. Immunizations that are outstanding are in the process of shots up to date and/or a waiver that will be in place.

## Nutrition Services

- APS kitchen provides EHS/HS sites with breakfast and lunch. The Cook has been introducing new food choices: ravioli, meatball sub with shredded mozzarella cheese, garlic knots, rib sandwich, hot ham and cheese on croissant sandwich, different styles of pizza (shape), orange chicken with fried rice, etc. integrating more fresh fruit choices with meals: watermelon, fresh strawberries, blueberries, bananas, oranges, honey dew, and cantaloupe, etc.
- Observed Drager classrooms doing FSMS, going over well. Teachers and kiddos enjoying the process.

## Program Management

- ACF-IM-HS-22-07 Reporting Child Health and Safety Incidents
- FY 2023 Updates to the Focus Area 1 Monitoring Review will be released in early November. FA1 Monitoring will begin in late November. We will receive a 45 day notice prior to our review.

- Monitoring group met weekly through September to review all monitoring questions.

## ***HEAD START ARP Funding BUDGET REPORT AS OF 9/30/2022***

<b>Approved Budget Category</b>	<b>Basic Grant</b>	<b>Total</b>	<b>Expenditures</b>	<b>% Expended</b>	<b>% of Year</b>	<b>Difference</b>
1 - Persoonel	\$ 11,691.00	\$ 11,691.00	\$ 11,691.02	100%	25%	75%
2 - Fringe Benefits	\$ 6,048.00	\$ 6,048.00	\$ 6,046.87	100%	25%	75%
5 - Supplies	\$ 17,071.00	\$ 17,071.00	\$ 2,375.19	14%	25%	-11%
8 - Other	\$ 355,249.00	\$ 355,249.00	\$ 55,995.20	16%	25%	-9%
Total	\$ 390,059.00	\$ 390,059.00	<span style="border: 1px solid black;">\$ 76,108.28</span>	20%	25%	-5%

# **HEAD START and EARLY HEAD START BUDGET REPORT AS OF 9/30/2022**

Approved Budget Category	Basic Grant	Training	Total	Expenditures	% Expended	% of Year	Difference
1 - Personnel	\$ 2,046,436.00	\$ -	\$ 2,046,436.00	\$ 345,507.53	17%	25%	-8%
2 - Fringe Benefits	\$ 1,502,679.00	\$ -	\$ 1,502,679.00	\$ 205,000.12	14%	25%	-11%
3 - Travel	\$ -	\$ 17,800.00	\$ 17,800.00	\$ 2,626.46	15%	25%	-10%
4 - Equipment	\$ -	\$ -	\$ -	\$ -			
5 - Supplies	\$ 96,954.00	\$ -	\$ 96,954.00	\$ 22,874.69	24%	25%	-1%
6 - Contractual	\$ 163,817.00	\$ -	\$ 163,817.00	\$ 42,714.47	26%	25%	1%
7 - Construction	\$ -		\$ -	\$ -			
8 - Other	\$ 280,412.00	\$ 36,977.00	\$ 317,389.00	\$ 224,261.21	71%	25%	46%
Indirect Cost	\$ 18,886.00	\$ -	\$ 18,886.00	\$ -			
Total	\$ 4,109,184.00	\$ 54,777.00	\$ 4,163,961.00	\$ 842,984.48	20%	25%	-5%
Inkind	\$ 1,013,406.00		\$ 1,013,406.00	\$ 93,736.33	9%	25%	-16%
Max. Allowable Admin. Cost	\$ 768,389.00	\$ 8,217.00	\$ 776,606.00	\$ 96,726.80	12%		