



ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Agenda

Regular Meeting
Monday, September 23, 2024
AHS, 6:00 p.m.

A. Call to Order

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
 - a. Prairie Civil Air-Ace Award
5. Communications
 - a. Resignation of Melissa Bell
 - b. Retirement of Terri Wagner
 - c. Retirement of Thomas Allor

B. Recommended Action

1. Consent Agenda
 - a. Approval of September 9, 2024, Regular Minutes
 - b. Treasurer's Report ending August 31, 2024
 - c. New Hire
 1. Kendal Reese, Paraprofessional
 2. Katie Whaley, Teacher
 3. Stephanie Roberts, Accountant
 4. Morgan Harris, Head Start

2. Business Requiring Board Action

- a. Approval of the Capital Expenditure threshold
- b. Approval of a resolution for a property donation
- c. Approval for Facility Naming
- d. Approval of accounting market rate adjustment

2. Business Requiring Future Board Action

- a. First reading of the Head Start Personnel Policy and Code of Conduct
- b. First reading of the 2023-24 Self-Assessment report

C. Reports from the Superintendent and Staff

- a. Head Start ERSEA training

D. Future Meetings and Business

1. Board Committee Reports- Finance & Personnel

2. Board Member Comments

3. Meeting Dates and Upcoming Events

Lenawee County Marching Festival, October 1st at 7 p.m.

Walk/Roll to School, October 10th

M.S. Play, A Wrinkle in Time, October 10 & 11th, 7:00 p.m.

M.S. Play, A Wrinkle in Time, October 12, 2:00 p.m.

BOE Meeting, 10-14-24, B100

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. 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: September 23, 2024

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Melissa Bell.

EXPLANATION:

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

RECOMMENDATION:

The Superintendent recommends that the Adrian Board of Education acknowledge Melissa Bell's resignation effective September 30, 2024.

EXECUTIVE SUMMARY

DATE: September 23, 2024

CONTACT PERSON: Nate Parker

PURPOSE:

The retirement of Terri Wagner.

EXPLANATION:

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

RECOMMENDATION:

The Superintendent recommends that the Adrian Board of Education acknowledge Terri Wagner's resignation effective September 27, 2024.

EXECUTIVE SUMMARY

DATE: September 23, 2024

CONTACT PERSON: Nate Parker

PURPOSE:

The retirement of Tom Allor.

EXPLANATION:

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

RECOMMENDATION:

The Superintendent recommends that the Adrian Board of Education acknowledge Thomas Allor's effective October 1, 2024.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, SEPTEMBER 9, 2024, ADRIAN HIGH SCHOOL, B100	MEETING CALLED TO ORDER
President Ferguson called the Adrian Board of Education meeting to order at 6:00 pm.	
The Pledge of Allegiance was recited.	PLEDGE RECITED
PRESENT: Baucher, Buku, Henagan, Marks, Solis-Gautz, and President Ferguson	
ABSENT: Ballard	
Moved by Baucher, supported by Marks, that the Adrian Board of Education approve the agenda.	AGENDA APPROVED
The motion carried by a 6-0 vote.	
Trustee Henagan recited the District's mission statement as a reminder of its purpose and direction.	MISSION STATEMENT
Superintendent Parker presented Morning Rotary chairman Mike Towler with a certificate thanking them for their dedication to the weekend snack packs. About 400 students receive the snack packs each weekend.	GOOD NEWS
Mr. Benschoter, principal at Springbrook Middle School, shared with the board the building's focus, academics, and activities that students can participate in. Mrs. Ford shared pages of The Brook Report, a student-led newspaper. There are so many ways for students to get involved. They can write articles, take photos or videos, interview people, and help with layout and design, to name a few.	COMMUNICATIONS
The District recognized the resignations of Sixta Pearson and Zakeya Irving.	
Moved by Baucher, supported by Buku, that the Adrian Board of Education approve the consent agenda.	CONSENT AGENDA
The consent agenda included the following items:	
<ul style="list-style-type: none"> a. Minutes from August 26, 2024, Regular Meeting b. New Hires: Joy Decormier, Lisa Howland, and Fall Coaches 	
Trustee Solis-Gautz abstained from the vote due to a conflict of interest.	
Motion carried by a 5-0 vote.	
Moved by Buku, supported by Solis-Gautz, that the board approve the BAA- Building Administrative Assistants merit pay resolution for the 2024-25 year.	BAA MERIT PAY
Motion carried.	
Moved by Baucher, supported by Solis-Gautz, that the board approve the non-union merit pay resolution for the 2024-25 year.	NON-UNION MERIT PAY
Motion carried.	
Moved by Henagan, supported by Buku, that the board approve the replacement and repair of the "Big Red" slide at Lincoln Elementary. The replacement and repair will be paid for through the Capital Project and Technology Fund.	PLAYGROUND EQUIPMENT

Motion carried.

Moved by Solis-Gautz, supported by Buku, that the board approve the purchase of elementary stage risers. The Capital Projects and Technology Fund will pay for the risers, and the APS Fine Arts team will secure a grant.

STAGE RISERS

Motion carried.

Moved by Henagan, supported by Buku, that the board approve the Quality Driver Training Services agreement.

QUALITY DRIVER'S TRAINING

Motion carried.

Baucher moved, supported by Solis-Gautz, that the board approve new board policies at the recommendation of Thrun Policy Services.

NEW BOARD POLICIES

Motion carried.

Moved by Baucher, supported by Marks, that the board approve revisions to existing board policies.

BOARD POLICIES

Motion carried.

Moved by Marks, supported by Henagan, that the board approve revisions to board policies except for removing the word Guardian.

BOARD POLICIES

Motion carried.

Moved by Marks, supported by Buku, that the board accept donations from the Maple Fans Club and Christopher and Patricia Molloy.

DONATIONS

Motion carried.

The board reviewed a request to increase the capitalization threshold of District assets from \$2,000 to \$5,000. Dan Peña shared that the District established the threshold in 2001 and needed to be increased to reflect cost increases over time.

CAPITALIZATION THRESHOLD

The board reviewed a resolution authorizing the Superintendent to agree with a private donor to accept property.

PROPERTY DONATION

Michelle Force, Fine Arts Coordinator, shared the incredible opportunities in the Fine Arts. The Adrian Schools Educational Foundation awarded the Fine Arts Department \$71,644 in grants. Adrian High School has 38% of students involved in Music, 68% in Visual Arts, and 11% in drama. Springbrook Middle School has 54% of students involved in Music, 87% in Visual Arts, and the elementary has 100% engaged in art and music.

REPORTS FROM THE SUPERINTENDENT AND STAFF

Trustee Buku reminded the board that Thursday was the ASEF event. Six alumni, teachers, and mentors will be recognized.

Trustee Henagan commended The Fine Arts Department and the District for all the opportunities provided to students. Her son was involved in the elementary drama club and now is performing at the Crowell. "I don't think he would have attempted to participate at the Crowell, but his introduction to drama through the elementary program allowed him to build confidence."

BOARD MEMBER COMMENTS

There being no further business, Vice President Baucher moved, supported by Marks, to adjourn the meeting.

Motion carried.

ADJOURNMENT

The meeting adjourned at 7:04 pm.

Beth Ferguson, President

Mike Buku, Secretary

**ADRIAN PUBLIC SCHOOLS
FINANCIAL REPORT
FOR THE YEAR TO DATE PERIOD
AUGUST 31, 2024
STATEMENT OF REVENUES, EXPENDITURES AND
CURRENT BUDGET POSITION**

REVENUES	BUDGET ADOPTED 6/24/2024	Y.T.D. ACTUAL	CURRENT BUDGET POSITION
100 Local Sources	\$ 5,764,744	\$ 898,339	\$ 5,764,744
300 State Sources	31,493,768	1,986,327	31,493,768
400 Federal Sources	5,938,560	320	5,938,560
500 Incoming Transfers	1,988,062	6,150	1,988,062
TOTAL	\$ 45,185,134	\$ 2,891,135	\$ 45,185,134
 EXPENDITURES			
INSTRUCTION			
110 Basic Program	\$ 18,337,745	\$ 335,909	\$ 18,337,745
120 Added Needs	7,335,797	42,511	7,335,797
130 Adult & Continuing Education	146,646	15,295	146,646
 SUPPORT SERVICES			
210 Pupil	3,582,543	342,751	3,582,543
220 Instructional Staff	2,476,620	303,233	2,476,620
230 General Administration	537,512	96,873	537,512
240 School Administration	2,458,310	416,318	2,458,310
250 Business	1,173,953	234,510	1,173,953
260 Plant & Operations	4,087,145	831,795	4,087,145
270 Pupil Transportation	1,798,248	4,891	1,798,248
280 Central Services	1,133,090	324,054	1,133,090
290 Other	1,364,333	2,701	1,364,333
300 Community Services	361,607	36,183	361,607
450 Prior Year Adj/Facilities Improvements	0	2,731	0
510 Debt Services	49,113	7,701	49,113
600 Outgoing Transfers	400,000	0	400,000
TOTAL	\$ 45,242,662	\$ 2,997,457	\$ 45,242,662
Excess Revenues over Expenditures	<u>\$ (57,528)</u>	-106,322	<u>\$ (57,528)</u>
Beginning Fund Balance		8,762,965	
Ending Fund Balance		<u>\$ 8,656,643</u>	

EXECUTIVE SUMMARY

DATE: September 23, 2024

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend hiring a special education paraprofessional for Alexander Elementary.

EXPLANATION:

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

RECOMMENDATION:

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

EXECUTIVE SUMMARY

DATE: September 23, 2024

CONTACT PERSON: Nikki Culley

PURPOSE:

To recommend hiring a full-time (1.0 FTE) elementary teacher at Prairie Elementary.

EXPLANATION:

The interview team recommends Katie Whaley as a full-time elementary teacher at Prairie Elementary School. Katie has a bachelor of science in Elementary Education and Special Education from Western Michigan University.

RECOMMENDATION:

The HR Director recommends the hiring of Katie Whaley as a full-time elementary school teacher, effective for the 2024-2025 school year.

EXECUTIVE SUMMARY

DATE: September 23, 2024

CONTACT PERSON: Nikki Culley

PURPOSE

To recommend the hiring of a full-time accountant.

EXPLANATION:

Dan Pena and his interview team recommend Stephanie Roberts as an accountant. Stephanie has a Bachelor's Degree in Business from Siena Heights University. Ms. Roberts has ten (10) years experience working for Lenawee Intermediate School District and worked as a Grants Analyst for Bowling Green State University. Stephanie also worked at Adrian Public Schools for nine (9) years as our pupil accountant.

RECOMMENDATION:

It is the recommendation of the Director of Human Resources that Stephanie Roberts be hired as an account effective September 23, 2024.

EXECUTIVE SUMMARY

DATE: September 26, 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 Morgan Harris as a Head Start teacher. Morgan has a Bachelor of Social Work from Siena Heights University.

RECOMMENDATION:

The HR Director recommends that Morgan Harris be hired as a Head Start teacher for the 2024-2025 school year.

EXECUTIVE SUMMARY

DATE: September 23, 2024

CONTACT PERSON: Dan Peña

PURPOSE: To approve increasing the District asset capitalization threshold from \$2,000 to \$5,000.

EXPLANATION:

In 2001, the district established a capitalization threshold for assets of \$2,000 or more to be reported on the District Governmental-Wide Financial Statements. Assets purchased by the District that exceed this threshold are recorded and depreciated.

The current capitalization threshold for federal agencies is \$5,000, which has been raised to reflect increases in costs over time, and the materiality of reporting depreciable assets.

RECOMMENDATION:

It is the recommendation of the Business Manager that the Adrian Board of Education approve the increase of the capitalization threshold of District assets from \$2,000 to \$5,000.

EXECUTIVE SUMMARY

DATE: September 23, 2024

CONTACT PERSON: Dan Peña

PURPOSE: To approve a resolution authorizing the Superintendent to sign the agreement that donates property to the District.

EXPLANATION:

Private donors have expressed the desire to donate property at 755 High Street, Adrian, MI to the District. The District has worked for its legal counsel, Thrun Law, to draft the Donor Agreement and Resolution.

RECOMMENDATION:

The Business Manager recommends that the Adrian Board of Education approve the attached resolution authorizing the Superintendent to enter into the attached donation agreement.

EXECUTIVE SUMMARY

DATE: September 23, 2024

CONTACT PERSON: Nate Parker

PURPOSE:

To Honor the work and dedication of Lindel (Del) Cochran to Adrian Public Schools. Mr. Cochran was a Maple Alum (Class of 1961), served as a teacher and coach in the District, and was a Building Administrator, Board of Education Member, and the District's Superintendent from 2004 - 2008.

EXPLANATION:

The Superintendent recommends that the press box at Maple Stadium be named in honor of Del Cochran.

Del Cochran graduated from Adrian Public Schools in 1961. From 1967 to 1999, Del was a teacher, coach, and administrator for his Alma Matter. Del served as principal of Comstock, Prairie, and McKinley elementary schools and finally Principal of Adrian Middle School 5-6, now The Drager Early Childhood Center. He also served as Vice President of the Adrian High School Alumni Association from 1987 - 1989. In 1999, Mr. Cochran retired from Adrian Public Schools and was elected a trustee of the Board of Education in 2002 - 2003, where he also served as Vice President. Mr. Cochran was hired as Superintendent in 2004 and served the District until 2008. In addition to providing steady and trusted leadership for the District, Del was instrumental in the passage of the 2004 Apple Bond. Del has supported the District in many ways during his retirement, including financially. This also included serving as interim superintendent in 2014. The support from the community is overwhelming for this recommendation.

Board Policy 3302.01 For Naming Facilities establishes the following:

3302.01 Naming Facilities

The Board retains sole authority to name District facilities. For purposes of this Policy, a "facility" includes any portion of a facility that may be separately named (e.g., library, cafeteria, building wing). For purposes of this Policy, "naming" also includes renaming an existing facility.

The Board must review and discuss a recommendation or nomination to name a facility in at least two (2) open meetings over a two (2) month period. The Board will not act immediately on a request to name or rename a facility.

In naming a facility, the Board will generally (but is not required to) solicit the feedback of the local community.

The Board will name facilities after the following people, whether current or former or alive or deceased: employees, Board members, District students, community members, a donor who gives a substantial donation to the District, or others who, by their contributions in effort, interest, devotion, exemplary life, attainment, or other factors deemed relevant by the Board have furthered the interest of the District.

In deciding whether to name a facility after a donor, the Board will consider the donation amount, whether the donated amount is for a particular facility, and the connection between the donor and the District or the community.

The Board may sell naming rights to a particular facility.

The Superintendent or designee may negotiate a contract to sell naming rights, subject to final Board approval.

The proceeds of such a sale may be used at the Board's sole discretion.

RECOMMENDATION:

The Superintendent recommends that the Adrian Board of Education approve the recommendation to name the press box at Maple Stadium after Del Cochran.

EXECUTIVE SUMMARY

DATE: September 23, 2024

CONTACT PERSON: Dan Peña

PURPOSE: To approve the proposed market rate adjustment.

EXPLANATION:

The District is proposing a market rate adjustment for the following position within the Business Office:

Accountant

During the search for filling the open Accountant position, the District received only 2 candidates with school finance experience. Districts throughout the State are experiencing a shortage of qualified candidates with school finance experience. This rate adjustment will enable the District to attract candidates and retain current employees.

RECOMMENDATION:

It is the recommendation of the Business Manager that the Adrian Board of Education approve the attached pay scale for the Accountant position within the District.

EXECUTIVE SUMMARY

DATE: September 23, 2024 **CONTACT PERSON:** Nate Parker
Mary Bruggenwirth

PURPOSE:

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

EXPLANATION:

The Head Start regulations require grantee agencies to establish and implement written policies for staff that are approved by the Policy Council and the Governing Board. Recent updates were necessary to the Personnel Policy and Code of Conduct. The language to be deleted has a strikethrough, and the 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 review the Personnel Policies and Code of Conduct for approval at the October 28, 2024, 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 Google 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 perspective 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 a 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. Immediate family shall be defined as: spouse, children, parents, grandparents, grandchildren, mother and father-in-law, brothers, sisters, brother and sister in law.
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 Manager immediately of any such placement. Exceptions may be made at the discretion of the Director. 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 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 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 chose 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 **by an approved vendor** 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.~~

Transportation of Families

Transportation of program families by staff is not allowable.

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 Adrian Public Schools Head Start Early Childhood Program is required to follow the staff qualifications as stated in the Head Start Program Performance Standards 1302.91 for all positions. At the Director's discretion, a staff compliance plan may be put in place to meet these qualifications.

All employees' transcripts and certifications must be kept on file. 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. may result in the employee's pay being adjusted, and possible change of teaching assignment.

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 may result in the employee's pay being adjusted, and possible change of teaching assignment.

Compliance Plan

At the discretion of the Director, a staff member may enter into a compliance plan to meet the qualifications of his/her position.

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.

At the Director's discretion, extenuating circumstances may be taken into consideration.

All Employees

All employees are required to work dates identified on program and individual calendars as mandatory work dates.

At the Director's discretion, extenuating circumstances may be taken into consideration.

Codes of Conduct **Professionalism**

Professionalism **Head Start Program Performance Standards Code of Conduct – 1302.90(c)**

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, and 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.

Employee Ethics and Standards – Board Policy 4201A

4201 Employee Ethics and Standards Employees must act professionally and model high standards of behavior at all times. Employees shall perform their respective duties and responsibilities in a professional manner, using appropriate judgment. Employees must maintain a standard of behavior that reflects positively on their status as District representatives in the community and is consistent with the Michigan Code of Educational Ethics, which is incorporated herein by reference.

See: https://www.michigan.gov/documents/mde/Code_of_Ethics_653130_7.pdf

If an employee is uncertain as to a potential course of conduct, the employee should seek advice from a supervisor before proceeding.

A. Employee Ethical Conduct

Employees must exercise objectively sound and professional judgment when engaging with students, parents/guardians, colleagues, administrators, Board members, and community members. This standard extends to employee conduct on and off school property. Ethical behavior generally includes, but is not limited to:

1. supporting the physical and emotional welfare and safety of students, parents/guardians, colleagues, administrators, Board members, and community members;
2. complying with federal and state law;
3. competently and appropriately performing duties and responsibilities for which the employee is trained or assigned;
4. assigning tasks to District personnel who are qualified and hired to perform the assigned task;
5. refraining from unlawful discrimination, including unlawful harassment, and retaliation as defined by Policy;
6. immediately reporting suspected child abuse or neglect;
7. maintaining confidential information, including student, medical, personnel, financial, and security information, as protected by statute;
8. appropriately using District funds, resources, and technology;
9. maintaining consistent and reliable work attendance, unless excused by the employee's supervisor or the Superintendent or designee, as applicable;

10. engaging in activities or behaviors that enhance the operational and instructional environment;
11. professionally communicating with students, parents/guardians, colleagues, Board members, and community members, including through electronic means;
12. Completing time and effort reporting under 4201-AG.
13. abiding by professional, ethical, and licensing standards established by relevant governmental agencies, professional licensing boards, and professional associations, including the Michigan State Board of Education;
14. and self-reporting a criminal charge and plea or conviction, as required by law

Confidentiality – Includes Board Policy 4204

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. 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 Google Drive
 - Collective Bargaining Agreements
 - Adrian Public Schools Board Policies <https://www.adrianmaples.org/>
 - State of Michigan Child Care Licensing Bureau Licensing Rules for Child Care Centers, www.michigan.gov/lara www.michigan.gov/mileap
 - 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 Personnel Policies and Codes of Conduct

Any staff, consultants, contractors, or volunteers found to be in violation of any part of the Personnel Policies and 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.

EXECUTIVE SUMMARY

DATE: September 23, 2024 **CONTACT PERSON:** Nate Parker
Mary Bruggenwirth

PURPOSE:

First reading of 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 toward 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 review the Head Start 2023-2024 Self Assessment Report for approval at the October 28, 2024, Board meeting.

Adrian Public Schools Head Start Early Childhood Programs

Self-Assessment Report

2023-2024

Section I. Introduction

Program Description

Adrian Public Schools Head Start and Early Head Start serves pregnant women and children birth to five through center-based and home-based options. Adrian Public Schools has held the Head Start grant since 1965 and the program serves Lenawee County. Classrooms are located at Drager Early Education Center, as well as local elementary buildings. The program has a strong tie to its local community. End of year enrollment for the 2023 program year was 236; 176 Head Start and 61 Early Head Start.

Program Goals

The Adrian Public Schools Head Start program has identified broad program and school readiness goals for its five-year project period. For this year's self-assessment, areas for improvement fell under the following goals:

- Program ensures a safe, positive, and consistent learning environment to support child outcomes and school readiness.
- Program provides services and support to inspire and empower children, families, and staff to take ownership of developing and improving individual and community health.
- Families will grow and develop independence and abilities to meet essential needs through the use of ethical, relationship-based approaches.
- The program will strengthen internal systems across all service areas in alignment with the Head Start Management Systems wheel.

Context for Self-Assessment

Prior to this year's self-assessment, the Adrian Public Schools leadership team began by reviewing program goals and ongoing monitor data. The team has been tracking progress towards program goals and objectives on a quarterly process.

In addition, staff were surveyed for input on program strengths and systemic needs.

Policy Council Approval:

Board of Education Approval:

Section II. Methodology

Design and Team Members

Based on the ongoing monitoring summaries and with input from the Policy Council, leadership team members, and staff, the following items were identified for focus groups to discuss:

Health and Nutrition:

- Well baby checks, physicals, and dental exams are often past due. How can we support families in meeting the required deadlines?
- How can we provide a better variety of food, as well as more food, at breakfast and lunch time?

Education and Mental Health & Disabilities:

- How can we provide more support to students, classroom staff, and families when dealing with behaviors?

Eligibility, Recruitment, Selection, Enrollment and Attendance:

- How can we strengthen the attendance process to meet our average daily attendance?

Program Management:

- How can we increase communication program wide?

Based on the questions to consider, we established a self-assessment team. We invited members of the governing board, policy council, and staff to participate on the team. The following staff members participated in the focus groups:

- Director
- Early Learning Manager
- Family Engagement Manager
- Fiscal Operations Manager
- Health and Nutrition Manager
- Mental Health & Disabilities Coordinator
- Teachers
- Family Advocates
- Early Learning Assistant
- Program Assistant
- Early Childhood Mentor Coach
- Family Engagement Assistant

Policy Council Approval:

Board of Education Approval:

Timeframe

August 2022 – June 2023

Quarterly leadership team meetings to discuss ongoing data monitoring and program goals.

May 2023 – June 2023

Survey staff for input.

September 2023

Recruitment of self-assessment team members. Focus groups meet.

November 2023

Meeting with Policy Council and Board of Education liaison to review last year's Self-Assessment, and present this year's key focus areas. Obtained approval.

February 26, 2024

Meeting with the Board of Education to review last year's Self-Assessment, and present this year's key focus areas.

March 11, 2024

Meeting with the Board of Education to discuss plan. Obtained approval.

August 2023 – June 2024

Quarterly leadership team meetings to discuss focus areas, explore systemic issues, and examine progress on goals.

July 2024

Development of self-assessment report, including sharing and obtaining approval from the Board of Education and Policy Council.

Data Collection Tools

The following forms of documentation were used during the self-assessment process:

- Community assessment
- Summaries of self-assessment key insights
- Nutrition menus
- ERSEA procedures
- Enrollment packets
- Health procedures
- Meeting agendas
- Training agendas/certificates
- Onboarding agendas
- Google Drive (Policy & Procedure Folders)

Policy Council Approval:

Board of Education Approval:

Section III. Key Insights

Program Strengths

- Specific study bins for the Creative Curriculum
- Families meeting their outcome goals
- Staff support
- Flexibility of the program to allow employees to work from home when needed
- Employees are provided with the equipment needed to successfully complete their job
- Average daily attendance percentages increased for both EHS and HS from the prior year
- Hiring of new staff to fill multiple vacancies
- Families loved the end of school year picnic and spirit week
- Children loved lessons with food and science experiments
- Mental Health and Disabilities Coordinator was available on short notice to provide support

Systemic Issues

- Timeliness of well-baby checks and dental visits for students.
- Need for more servings of food for breakfast and lunch as well as a better variety of food.
- Behavior support for students and classroom staff.
- Need to review and improve the attendance process.
- Better communication across the program.

Progress in Meeting Our Goals and Objectives

Goal 1: Program ensures a safe, positive, and consistent learning environment to support child outcomes and school readiness.

This self-assessment specifically reviewed behavior support for students and classroom staff. The program entered into a partnership with Family Medical Center to provide onsite Behavior Support through play-based therapy. The Early Learning Support team implemented a referral process, making it easier for teachers to request support or a classroom/student observation. The Early Learning Support Team plans to review and update this process as needed with the hiring of the Behavior Support Coach. Classroom consistency was reviewed, including consistency with teachers within the room, and with the use of support materials. The Early Learning Support team attended a Pyramid Model approach and implementation training. While we felt that we met the improvement goals created from the self- assessment focus groups, we recognize that behavior support is an ongoing need. Therefore, the program will make continued efforts to address this need.

Policy Council Approval:

Board of Education Approval:

Goal 2: Program provides services and support to inspire and empower children, families, and staff to take ownership of developing and improving individual and community health.

This self-assessment specifically reviewed the timeliness of required health documentation and the nutrition component of the health goal.

There were multiple sections that fell under this goal, including timeliness of health paperwork follow up. Starting in the spring of 2024 and going forward, the enrollment packets include a health packet. The health packet consists of a health timeline, Child Health Appraisal form, Dental Health Appraisal form as well as other health documents. This allows families to receive this information as early as when they complete the application process. The program implemented summer screening days during the summer of 2024. These screening days assist in meeting health requirements before the first day of school. Health procedures were updated and trained on to ensure that the health team and family service worker team were all on the same page. The provider list was updated as an additional resource for families, and the program invited a local dentist to come to each classroom and present on the importance of dental health. Overall, we felt that the improvement goals created from the self-assessment for physical and dental documentation was met.

The second section that fell under this goal was the nutrition component. The Health and Nutrition Manager worked to supplement the food being offered by the school district. The Health Team reviewed the job descriptions of the Health and Nutrition Manager and Health and Nutrition Assistant, and put a plan in place going forward. The Health and Nutrition Assistant will now be the main contact point between the program and the kitchen, to ensure that all components of the meal are met sufficiently. With the implementation of these changes, we felt that the improvement goals created were met.

Goal 3: Families will grow and develop independence and abilities to meet essential needs through the use of ethical, relationship-based approaches.

This self-assessment specifically reviewed the attendance process under the ERSEA practices. The attendance procedures were updated, and a complete ERSEA training was offered to the Family Service Worker staff in June, 2024. These procedures will be shared with teaching staff at an Ed Staff meeting in August, 2024. Overall, we felt that the improvement goals were met.

Goal 4: The program will strengthen internal systems across all service areas in alignment with the Head Start Management Systems wheel.

For the final goal, we reviewed better communication practices within the program. Suggestions for improvement included continuing the Program Zoom meetings, utilizing exit interviews for feedback, and updating the class option and phone extension lists. All three of these steps were utilized over the year. Program Zoom meetings occurred as there were updates, in addition to program updates being shared through email and at All Staff meetings. Exit interviews are offered to all staff who have resigned. The interviews are reviewed by the leadership team and HR director when they are completed. Class options and phone extensions are updated annually, unless needed more frequently. Overall, we felt that the improvement goals were met.

Policy Council Approval:

Board of Education Approval:

Head Start Report

August 2024

Facility Management and Human Resources

- Facilities
 - Drager concrete work
- Human Resources:
 - Vacancies:
 - Teacher - 2 (Drager)
 - Hiring recommendations for:
 - Drager 201 Teacher - Jenicy Villegas
 - Drager Teacher Assistant-Nutrition - Iness Aranda
 - Drager Teacher Assistant-Nutrition - Deborah Callahan

Fiscal Monitoring

- The July budget report is attached; no concerns at this time.
- In Kind is just getting started for this fiscal year, but off to a good start.
- CACFP July reimbursement = \$320.10

Education and School Readiness

- Behavior support coach started 6/10, Renee Jackson prior Michener teacher
- EHS center base baseline observations for BSC and needs assessment for CSC beginning
- Behavior Support Coach attended Preschool CLASS and working on certification currently
- A survey was sent to teaching staff to gather information on what curriculum materials they found most useful during the 23/24 school year. ELM and CSC have been partnering to order these materials
- BSC
 - EHS:1

Disability Services and Mental Health

- Disability Enrollment:
 - Total: 18.1%, 45 children
 - HS: 11.2%
 - 28 Open IEP's
 - EHS: 6.8%
 - 17 Open IFSP's
- Mental Health:
 - Child Consultation: 4 events in 3 classrooms.
 - Staff Wellness Consultation: 8 events.

Family Engagement

- Still enrolling for the the 2024-2025 school year for all options
- Family Service Workers are working with families to complete the initial home visit paperwork for Family Engagement
- Attendance policy was updated and all staff have been trained

Early Head Start Home-Based

- Hosting socialization for current enrolled families in home base twice a month

Eligibility, Recruitment, Selection, Enrollment and Attendance

Eligibility:

- No new updates

Recruitment:

- Frist Fridays
- Social Media
- Partnering up with shelters to complete applications
- Attending Great Start events

Selection:

- Placement meetings are held weekly
- Families are contacted to confirm placement weekly

Enrollment:

- Program will continue to recruit to fill all vacancies
- EHS has vacancies passed the 30 days

August 2024

EHS Home Base	Enrolled	Accepted	Vacancies
A (12)	3	3	6
D (12)	10	0	2
Total (24)	13	3	8

EHS Center Base	Enrolled	Accepted	Vacancies
Drager 100 (8)	7	0	1
Drager 101 (8)	5	2	1
Drager 102 (8)	8	0	0
Drager 103 (8)	8	0	0
Drager 104 (8)	0	0	8
Total (40)	28	2	10

Head Start	Enrolled	Accepted	Vacancies
Addison (18)	13	1	4
Drager 200 (16)	10	0	6
Drager 201 (16)	13	0	3
Drager 202 (16)	8	0	8
Drager 203 (16)	12	2	2
Drager 204 (16)	13	1	2
Drager 206 (16)	2	1	13
Drager 210 (17)	9	0	8
Hudson (18)	11	5	2
Michener (18)	8	1	9
Prairie (18)	11	2	5
Total (185)	110	13	62

Attendance:

August 2024

	Average Daily Attendance (ADA)	Absence Reasons
EHS Home Base	68% previous month: 88%	Out of country, parent request due to pregnancy, parent not feeling well, illness, dental appointment, family situation
EHS Center Base	85% previous month: 78%	Doctor appointment, illness, covid 19 related, parent chooses to keep home, required service, no transportation, excluded/no physical
Head Start	96% first day of class was 8/27/2024	Parent chooses to keep home, illness, no transportation, doctor appointment
Total ADA	83% previous month: 83%	Plan: FSW's will continue to contact families encourage and support families if needed and remind families the importance of attendance

Health Services

- Hearing and vision screenings will be completed in September through the Health Department
- Smiles on Wheels starts in September

EHS

- Hearing: (Within 45 days of start date)
 - Center based - 95% up to date, 3% past due
 - Home based - 90%, 10% past due
- Vision: (Within 45 days of start date)
 - Center based - 95% up to date, 3% past due
 - Home based - 100% up to date
- WBC/Physicals: (Within 30 days of start date)
 - Center based - 90% up to date; 7% past due; 11% currently due.
 - Home Base - 42% up to date, 28% due, 21% past due

- Dental Exams: (Within 90 days of start date)
 - Center based - 56%
 - Home Base - 100%
- Medical Home: (Within 30 days of start date)
 - Center based -100%;
 - Home Based: 100%
- Dental Home: (Within 30 days of start date)
 - Center based - 76%
 - Home Based - 54%
- Growth Assessment (Children that are 2 or older)
 - Center based - 100%
 - Home Based - 100%
- Lead Screening:
 - Center based -100%;
 - Home Base - 100%
- Hgb/Hct Screening:
 - Center based -100%;
 - Home Base - 100%
- Immunizations:
 - Center Base - 77% complete
 - Home Base - 90% complete

HS- First day was 8/27/24. Will provide data in September.

- Hearing:
- Vision:
- Physicals:
- Dental Exams:
- Medical Home:
- Dental Home:
- Growth Assessment:
- Lead Screening:
- Hgb/Hct Screening:
- Immunizations: Center Base--Drager-% (combo of EHS/HS); Home Base-A%; Home Base-%

Nutrition Services

- Veggie Mobile comes every Wednesday-2:30pm-3pm
- MSU-E Healthy Snacks class for families on September 18th

Program Management

- CLASS observations begin the week of October 7th. Observations will be recorded and sent to OHS.
- Official notification of the updates to the Head Start Program Performance Standards.
- Upcoming Important Dates:
 - Picture Days are in September and October
 - Michener: September 17th
 - Addison: September 25th
 - Hudson: September 25th
 - Prairie: September 30th
 - Drager: October 15th
 - MSU-Extension: Healthy Snacks Class at 2pm on September 18th
 - Policy Council: October 21st. First meeting with new classroom representatives.