



## ADRIAN PUBLIC SCHOOLS

*Tradition of Opportunities*  
Future of Possibilities

### **Agenda**

Regular Meeting  
Monday, April 14, 2025  
AHS, B100  
6:00 p.m.

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

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
  - a. Outstanding Citizen
5. Communications
  - a. Resignation of Arianna Callahan, Head Start
  - b. Resignation of Karen Maloney, Head Start
  - c. Resignation of Jenicy Villegas, Head Start
  - d. Resignation of Jovita Torres, Paraprofessional
  - e. Resignation of Kelsey Seegert Paraprofessional
  - f. Resignation of Kate Steele, Teacher
  - g. Retirement of Camila DiPietro, Teacher
  - h. Retirement of Tracy Pickle, Teacher
  - i. Retirement of James Rubley, Maintenance
  - j. Retirement of Barb Snead, Paraprofessional

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

1. Consent Agenda
  - a. Approval of March 10, 2025, Regular Minutes
  - b. Treasurer's Report ending March 31, 2025
  - c. New Hires- Rosie Vasquez- Head Start
  
2. Business Requiring Board Action
  - a. Approval of Board Policy, 4113 ESTA
  - b. Approval to purchase Elementary Social Studies materials
  - c. Approval of a representative to the LISD annual budget meeting
  - d. Acceptance of Donations
  
2. Business Requiring Future Board Action
  - a. First reading of the Head Start Enrollment Reduction Request
  - b. First reading of revisions to board policy 5413, Senior Recognition
  - c. First reading to review the Adams Property contract extension
  - d. First reading for 2025 milk pricing

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

- a. Kindergarten Registration
- b. Reading Update

**D. Future Meetings and Business**

1. Board Committee Reports, Curriculum, Finance, Personnel
2. Board Member Comments
3. Meeting Dates and Upcoming Events
  - April 1<sup>st</sup>- May 31<sup>st</sup>, IB Art Display
  - April 24-27, The Mystery of Edwind Drood
  - April 28<sup>th</sup>, BOE Meeting, Michener Elementary

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

**F. Closed Session**

1. AAA NEGOTIATIONS
2. IOUE MAINTENANCE NEGOTIATIONS
3. BAA NEGOTIATIONS

**G. Adjournment**

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

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The resignation of Arianna Callahan.

**EXPLANATION:**

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

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Arianna Callahan's resignation effective March 31, 2025.

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The resignation of Karen Maloney.

**EXPLANATION:**

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

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Karen Maloney's resignation effective April 1, 2025.

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The resignation of Jenicy Villegas.

**EXPLANATION:**

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

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Jenicy Villegas resignation effective April 11, 2025.

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The resignation of Jovita Torres.

**EXPLANATION:**

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

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Jovita Torres' resignation effective April 2, 2025.

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The resignation of Kelsey Seegert.

**EXPLANATION:**

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

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Kelsey Seegert's resignation effective April 18, 2025.

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The resignation of Kate Steele.

**EXPLANATION:**

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

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Kate Steele's resignation effective June 6, 2025.



# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The retirement of Camila DiPietro.

**EXPLANATION:**

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

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Camila DiPietro's retirement effective June 30, 2025.

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The retirement of Tracy Pickle.

**EXPLANATION:**

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

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Tracy Pickle's retirement effective July 1, 2025.

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The retirement of James Rubley.

**EXPLANATION:**

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

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge James Rubley's retirement, effective June 30, 2025.

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

The retirement of Barb Snead.

**EXPLANATION:**

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

**RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Barb Snead's retirement effective June 6, 2025.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, MARCH 10, 2025, ADRIAN HIGH SCHOOL, B100

MEETING CALLED TO ORDER

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

The Pledge of Allegiance was recited.

PLEDGE RECITED

PRESENT: Trustees: Buku, Dunn, Lewis, Marks, Solis-Gautz, and President Ferguson

ABSENT: Baucher

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

AGENDA APPROVED

Motion carried.

MISSION STATEMENT

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

Sixty-one students from Adrian High School competed at the SVSU Math Olympics. Two students made school history by receiving medals for their outstanding performances. Superintendent Parker commented, "These are dedicated students. They had to be at school by 6:15 am, rode a bus ride for a couple of hours, competed, and did it on a half day when most students were enjoying the afternoon off."

GOOD NEWS REPORT

Superintendent Parker recognized the Outstanding Citizens for March. The trait was Excellence. They were Natalia Cueller-Wilson from Alexander, Anahilya Torres from Lincoln, Aiden Johnson from Michener, Alessandra Garza from Prairie, Gabby Fox from Springbrook, and Sophy Skeels from the high school.

Ace, Dale, Maple, Blue, and Beau debuted at the board meeting. These five dogs will be in each of our elementary buildings and the middle school to help with weapon detection and emotional support. Charlie is already at Adrian High School.

The board recognized the resignations of Sharonda Fitts and Ashley Stemkowski.

COMMUNICATIONS

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

The consent agenda included the following items:

CONSENT AGENDA

Consent Agenda

- a. Approval of February 24, 2025, Regular Minutes
- b. New Hire- Spring Coaches
- c. Treasurer's Report ending February 28, 2025, with a balance of 1,470,815.94.

Motion carried.

Marks moved, Lewis supported, that the board approve the Early Head Start and Head Start grant applications for the 2025-26 program year. Funding for this application will provide services for 185 Head Start preschool children and 64 Early Head Start infants, toddlers, and pregnant women. The Head Start Policy Council also reviewed and approved the application.

**EARLY HEAD  
START/HEAD START  
GRANT  
APPLICATION**

Motion carried.

Marks moved, Buku supported, that the board approve the Early Head Start and Head Start eligibility criteria for the 2025-26 program year. This document verifies eligibility for all incoming students and was reviewed and approved by the Head Start Policy Council.

**E.H.S./H.S.  
ELIGIBILITY CRITERIA**

Motion carried.

Lewis moved, supported by Solis-Gautz, that the board approve Perry's Dog Training Services. This service will cover the initial training costs for the dogs and their handlers and ongoing training for the five dogs. The 31aa Per-Pupil Mental Health Grant funds will pay the initial training costs.

**DOG TRAINING  
SERVICES**

Motion carried.

Marks moved, Buku supported, that the board approve the 2024-25 budget amendments. The District's projected fund balance ending 2024-25 is 18.8%, or \$8,704,079. To add additional measures of financial stability, the District is working to have the fund balance with three months of operating expenditures. Due to state and categorical revenue increases, the District has improved the projected fund balance since the November board meeting. The Finance Committee reviewed the amendments.

**BUDGET  
AMENDMENTS**

Motion carried.

Marks moved, supported by Lewis, that the board approve naming the facility at 755 High Street "The Mouli Center." This honors the generosity of the Mouli family, who have strongly supported the community.

**NAMING OF  
DISTRICT FACILITY**

Motion carried.

Moved by Lewis, supported by Buku, that the board accepts donations from Lincoln PTO, Michigan Building Specialties, Marry Funeral Home, Wesco, and Adrian Steel.

**DONATIONS**

Motion carried.

The board reviewed revisions to board policy 4113 ESTA. Thrun Policy Services recommended that we adopt the policy in February. After adoption, Governor Whitmer made some changes, which are included in this update.

**REVISIONS TO  
BOARD POLICY**

The board reviewed Social Studies material to be purchased from Savvas Learning Company for 4<sup>th</sup> and 5<sup>th</sup> graders for the 2025-26 school year. Trustee

**SOCIAL STUDIES  
MATERIALS**

Solis-Gautz told the board that the Curriculum Committee had reviewed the materials and supported the recommendation.

The board discussed who would represent them at the LISD budget meeting. Trustee Marks has volunteered. The board will make a motion at the next board meeting and decide who will be the alternate.

**LISD BUDGET  
MEETING**

Superintendent Parker updated the board on District initiatives. He reviewed Portrait of a Graduate and commented that the emphasis will be primarily at the elementary level. Diploma Plus is geared more toward the secondary level. It is designed to help students take advantage of different educational pathways. Mr. Paker shared an example of an individual success plan.

**REPORTS FROM  
SUPERINTENDENT  
AND STAFF**

Trustee Solis-Gautz told the board that the Curriculum Committee had met and discussed the social studies materials, course descriptions, dual enrollment, IB, and curriculum timeline.

**CURRICULUM  
COMMITTEE**

Trustee Marks told the board that the Finance Committee had met and discussed the budget amendments, expenditures through February, enrollment projections for 2025-26, an energy bond, and dual enrollment costs.

**FINANCE  
COMMITTEE**

Trustee Buku invited the board to the AHS Spring Musical Reception on Thursday, April 24th, at 6:30 p.m. The ASEF uses the proceeds for classroom and arts grants. Trustee Buku commented, "The ASEF happily supported the SVSU Math competition."

**BOARD MEMBER  
COMMENTS**

Trustee Marks commented that the District initiative update was a good presentation. "When Superintendent Parker brought his A.S.P.I.R.E. idea to the board, I thought about how he would accomplish this. I am amazed by how much has been accomplished in such a short time. Mr. Parker has done a good job determining the community's wants and needs."

Moved by Marks, supported by Buku, that the meeting be adjourned at 6:56 p.m.

**ADJOURNMENT**

Motion carried.

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Beth Ferguson, President

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Mike Buku, Secretary

**ADRIAN PUBLIC SCHOOLS  
FINANCIAL REPORT  
FOR THE YEAR TO DATE PERIOD  
MARCH 31, 2025  
STATEMENT OF REVENUES, EXPENDITURES AND  
CURRENT BUDGET POSITION**

<i><b>REVENUES</b></i>	<u>BUDGET ADOPTED 3/10/2025</u>	<u>Y.T.D. ACTUAL</u>	<u>CURRENT BUDGET POSITION</u>
100 Local Sources	\$ 6,057,747	\$ 5,238,060	\$ 6,057,747
300 State Sources	32,059,314	# 18,503,807	32,059,314
400 Federal Sources	6,358,882	3,592,692	6,358,882
500 Incoming Transfers	<u>2,062,992</u>	<u>1,652,624</u>	<u>2,062,992</u>
<i><b>TOTAL</b></i>	<u>\$ 46,538,935</u>	<u>\$ 28,987,182</u>	<u>\$ 46,538,935</u>
 <i><b>EXPENDITURES</b></i>			
<i><b>INSTRUCTION</b></i>			
110 Basic Program	\$ 18,257,548	\$ 10,607,480	\$ 18,257,548
120 Added Needs	8,102,457	3,896,522	8,102,457
130 Adult & Continuing Education	184,771	88,711	184,771
 <i><b>SUPPORT SERVICES</b></i>			
210 Pupil	3,744,294	2,151,794	3,744,294
220 Instructional Staff	2,744,089	1,597,388	2,744,089
230 General Administration	529,659	379,384	529,659
240 School Administration	2,381,936	1,744,318	2,381,936
250 Business	1,148,230	705,399	1,148,230
260 Plant & Operations	4,241,800	3,252,145	4,241,800
270 Pupil Transportation	1,825,822	1,124,816	1,825,822
280 Central Services	1,060,201	844,488	1,060,201
290 Other	1,389,583	18,852	1,389,583
300 Community Services	385,192	237,744	385,192
450 Prior Year Adj/Facilities Improvements	116,879	106,502	116,879
510 Debt Services	85,359	59,225	85,359
600 Outgoing Transfers	<u>400,000</u>	<u>0</u>	<u>400,000</u>
<i><b>TOTAL</b></i>	<u>\$ 46,597,820</u>	<u>\$ 26,814,767</u>	<u>\$ 46,597,820</u>
Excess Revenues over Expenditures	<u>\$ (58,885)</u>	2,172,416	<u>\$ (58,885)</u>
Beginning Fund Balance		<u>8,762,965</u>	
Ending Fund Balance		<u>\$ 10,935,381</u>	



## **EXECUTIVE SUMMARY**

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

To recommend hiring a Family Engagement Manager for Drager Early Education Center.

### **EXPLANATION:**

Mary Bruggenwirth and her interview team recommend Rosie Vazquez as the Family Engagement Manager at Drager Early Education Center. Rosie has four (4) years of community experience and a Master's in Social Foundations and Community Education from Eastern Michigan University.

### **RECOMMENDATION:**

The Director of Human Resources recommends that Rosie Vazquez be hired as the Family Engagement Manager effective for the 2024-2025 school year.

## EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nikki Culley

**PURPOSE:** To approve the updates to board policy, 4113, Michigan Earned Sick Time Act (ESTA).

**EXPLANATION:**

On July 31, 2024, the Michigan Supreme Court declared the Michigan Paid Medical Leave Act (PMLA) void and ordered the Michigan Earned Sick Time Act (ESTA) into law effective February 21, 2025. Due to “11<sup>th</sup>” hour changes by Governor Witmer, Thrun has recommended changes to the previously approved ESTA policy. A summary of the changes is attached.

**RECOMMENDATION:**

The Director of Human Resources recommends that the Adrian Board of Education approve the updated ESTA board policy, 4113, ESTA.

## Series 4000: District Employment

### 4100 Employee Rights and Responsibilities

#### 4113 Michigan Earned Sick Time Act (ESTA)

##### **General**

Eligible employees will accrue paid leave as provided by the ESTA. Applicable provisions of a collective bargaining agreement, individual employment contract, or handbook remain in place and may provide additional paid leave time that is not provided by the ESTA.

Unless otherwise agreed with union representation, the ESTA does not apply to employees subject to a conflicting collective bargaining agreement in effect on February 21, 2025, until the collective bargaining agreement expires.

The ESTA does not apply to an employee subject to a conflicting individual employment contract in effect on February 21, 2025, until that contract expires, if all of the following are satisfied:

- the District and the employee signed the contract on or before December 31, 2024;
- the contract is effective for not longer than 3 years; and
- the District notified the Michigan Department of Labor and Economic Opportunity (LEO) of the contract.

##### A. Definitions

1. “ESTA benefit year” means the 12-month period from July 1 to June 30.
2. “Eligible employee” means an employee engaged in service to the District. The following, however, are not eligible employees:
  - a. an unpaid trainee or unpaid intern;
  - b. a person employed in accordance with the Michigan Youth Employment Standards Act, MCL 409.101, *et seq*; or
  - c. positions when the employee may schedule their own working hours as approved by the Superintendent or designee. For those approved positions, the District will not take adverse personnel action for failure to schedule a minimum amount of working hours.

If a collective bargaining agreement or contract meets the requirements in Section A above, then an employee covered by that contract is not an eligible employee until the contract expires.

3. "Family member" is defined as:
  - a. biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the eligible employee stands *in loco parentis*;
  - b. biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an eligible employee's spouse (under the laws of any state) or domestic partner or a person who stood *in loco parentis* when the eligible employee was a minor child;
  - c. an individual to whom the eligible employee is legally married under the laws of any state or a domestic partner;
  - d. grandparent, grandchild, and biological, foster, or adopted sibling;
  - e. an individual related by blood; or
  - f. an individual whose close association with the eligible employee is the equivalent of a family relationship.
4. "Earned sick time" means paid leave as allowed by the ESTA.
5. All other ESTA-defined terms apply to this Policy.

#### B. Wait Period and Leave Reinstatement Upon Re-Employment

A newly hired eligible employee may not use accrued earned sick time until 120 calendar days after the employee's start date, unless otherwise provided in a collective bargaining agreement, individual employment contract, employee handbook, or the ESTA.

Upon discharge or other separation from employment, an employee automatically loses accrued earned sick time unless the employee is rehired by the District within 2 months of the separation.

Accrued earned sick time that is not used before an employee's separation from employment will have no monetary value. If an employee separates from employment and is rehired by the District not more than two (2) months after separation, the District will reinstate previously accrued and unused earned sick time and allow the employee to use that earned sick time and accrue additional earned sick time upon reinstatement. This paragraph does not apply if the District paid the employee the value of the employee's unused accrued earned sick time at the time of separation.

#### C. ESTA Leave Accrual and Frontloading

##### 1. Leave Accrual

Unless the District frontloads earned sick time under Section D(2), an eligible employee begins accruing earned sick time on February 21, 2025 or the employee's start date, whichever is later.

An eligible employee will accrue 1 hour of earned sick time for every 30 hours worked, but the eligible employee may only use up to 72 hours of earned sick time in a single ESTA benefit year. An FLSA-exempt eligible employee is assumed to work 40 hours per workweek unless the employee's normal workweek is less than 40 hours.

Up to 72 hours of unused accrued earned sick time will carry over from ESTA benefit year to ESTA benefit year.

## 2. Frontloading Leave

For each ESTA benefit year, the District may frontload earned sick time consistent with this policy, a collective bargaining agreement, or individual employment contract.

If frontloading, the District will grant a full-time eligible employee 72 hours of earned sick time at the beginning of an ESTA benefit year. For a part-time eligible employee, the District will provide the employee with:

- a written notice of how many hours the employee is expected to work during the ESTA benefit year at the time of hire;
- an amount of earned sick time at the beginning of the ESTA benefit year that is proportional to the earned sick time the employee would accrue if the employee worked all the hours in that written notice; and
- 1 hour of earned sick time for every 30 hours worked after the employee exceeds the work hours in that written notice.

Frontloaded earned sick time will not carry over from one ESTA benefit year to the next unless authorized in the applicable collective bargaining agreement, individual employment contract, or handbook.

## 3. Compliance Presumption

The District is in compliance with this Section D if it:

- provides an eligible employee with paid time off in at least the same amounts of time off described in the ESTA that may be used for ESTA purposes or any other approved purpose, with the time used for an ESTA purpose being subject to the ESTA; or
- is a signatory to a collective bargaining agreement that requires contributions to a multiemployer plan under the Employee Retirement Income Security Act, subject to certain conditions.

#### D. Additional Absences

Additional absences, above and beyond earned sick time under the ESTA, are governed by an applicable collective bargaining agreement, individual employment contract, or Board Policy.

#### E. Permissible Uses

An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

#### F. Use of Earned Sick Time

If the eligible employee's need to use leave is foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time at least 7 days prior to the date leave is to begin. If the eligible employee's need to use leave is not foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time as soon as practicable. For leave of more than 3 consecutive days, upon District request, the eligible employee must provide the District – within 15 days after the request – reasonable documentation

that earned sick time was used for an ESTA purpose. The District will be responsible for paying the eligible employee's costs in obtaining the requested documentation.

In cases of domestic violence or sexual assault, reasonable documentation includes any of the following:

- a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault;
- a signed statement from a victim and witness advocate affirming that the employee or the employee's family member is receiving services from a victim services organization; or
- a court document indicating that the employee or the employee's family member is involved in legal action related to domestic violence or sexual assault.

All health, sexual assault, and domestic violence information and documentation received from an employee about earned sick time remains confidential and will not be disclosed, except to the employee, with the employee's written permission, or as and to the extent required by law.

Failure to comply with notice procedures or document requests to support the use of earned sick time, or using earned sick time for a non-permissible use, may result in discipline, including discharge.

Unless otherwise provided in an employee's collective bargaining agreement, individual employment contract, or handbook:

- earned sick time must be used in 15 minute increments; and
- an employee using earned sick time will not receive overtime pay, holiday pay, or bonuses for the earned sick time.

#### G. Notice and Recordkeeping

The District will:

1. provide an ESTA notice created by LEO to each eligible employee at hire or by March 23, 2025, whichever is later (see 4113-F);
2. display in a conspicuous location in each of its buildings the ESTA poster created by LEO; and
3. retain for not less than 3 years records documenting hours worked and earned sick time taken by eligible employees.

Legal authority: MCL 408.934b, 408.961 et seq., *Mothering Justice v Attorney General*, 2024 Mich LEXIS 1454 (July 31, 2024)

Date adopted:

Date revised:



## EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Derrick Richards  
Nate Parker

**PURPOSE:** To approve the purchase Elementary Social Studies Materials from Savvas Learning Company (formerly Pearson)

### **EXPLANATION:**

During the 2023-2024 school year, the K-5 Elementary Curriculum Committee unanimously supported adopting Savvas Learning Social Studies materials for grades 3-5, with the potential for future implementation at the K-2 level. To manage costs and ensure a smooth transition, the committee also recommended a phased implementation plan rather than full implementation in one year. At my request, the Board of Education approved the full adoption of 3rd-grade materials and the purchase of materials for one teacher per grade level in 4th and 5th grade for the 2024-2025 school year.

At the time of approval, the Board of Education requested that the Curriculum Department and teachers develop supplemental resources for the 3rd-grade Michigan curriculum. These additions focus on the migration of minority groups, specifically African Americans and Hispanics, to Michigan. The materials and lessons have been created and will be implemented in classrooms this school year.

Currently, the request is to purchase the remainder of the 4th and 5th grade materials to implement the Savvas Social Studies curriculum for the 2025-2026 school year.

The total cost of materials is \$35,359.20 and will be funded by the Curriculum Department's general budget.

### **RECOMMENDATION:**

The Superintendent and Assistant Superintendent of Curriculum and Instruction recommend that the Adrian Board of Education approve the purchase of social studies materials from Savvas Learning Company.

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

## **PURPOSE:**

To appointment a Board member and alternate to represent the District at the LISD Budget Meeting.

## **EXPLANATION:**

As part of their budgeting process, the LISD had the county superintendents fill out a survey and then meet with them individually regarding the budget. The April budget meeting is scheduled for Thursday, April 24, 2025, at 6:00 p.m.

## **RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education appoint a representative and an alternate to the LISD Budget review meeting.

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker

**PURPOSE:** To accept donations.

**EXPLANATION:**

James Mulchay III donated \$250 to the baseball program.

Farver Foundation donated \$1,000 to the Hot Chocolate Hustle.

Dr. Mouli donated \$50,000 for the Elementary STEM Labs.

**RECOMMENDATION:**

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

# EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Nate Parker  
Mary Bruggenwirth

**PURPOSE:**

Reading of the Head Start Enrollment Reduction Request.

**EXPLANATION:**

The Head Start program is writing a Change in Scope application to submit to the Office of Head Start in May 2025. A change in scope application is for either a slot conversion, an enrollment reduction, or both. The program is requesting an enrollment reduction to begin August 2025.

Data and information that went into this decision:

- Serving an increased percentage of children with disabilities in Head Start leads to additional support needed in classrooms. In addition, there is an increased number of children exhibiting behaviors who are not qualifying to disability services.
- Frequent classroom closures related to staffing and subbing shortages.
- Unable to fill allocated GSRP slots, resulting in a budget reduction for the last two years.
- While on the Full Enrollment Initiative, the program was able to meet 97% enrolled in Early Head Start, but not in Head Start. This is partially due to Governor Whitmer’s Pre-K for all, which has added additional free pre-k options in our county.

**Current Funding:**

<i>Program</i>	<i>Program Operations</i>	<i>Funded Enrollment</i>
Head Start	\$3,081,838	185*
Early Head Start	\$1,465,218	64 (40 CB/ 24 HB)
Total	\$4,601,833	249

\*includes 84 ½ day GSRP slots

**After Reduction:**

<i>Program</i>	<i>Program Operations</i>	<i>Funded Enrollment</i>
Head Start	\$3,081,838	144**
Early Head Start	\$1,465,218	64 (40 CB/ 24 HB)
Total	\$4,601,833	208

\*includes 84 ½ day GSRP slots

\*\*includes 60 ½ day GSRP slots, which is a reduction of 24

No current staff or children are being displaced as a result of the reduction. The proposed reduction will take place in August 2025 and considers the students who will be transitioning to Kindergarten and not returning to Head Start.

The following quality improvements will be made as a result of this enrollment reduction:

- 3 full-time teachers in every Head Start classroom
  - Close the Michener, Prairie, and Drager 200 classroom and reallocate the full-time teachers from those classrooms into other Head Start classrooms
  - Two part-time teacher assistants at Addison and Hudson will become full-time teachers.
- Three part-time teacher assistants from Michener, Prairie, and Drager 210 become part-time Drager building floaters
- One part-time Drager Head Start nutrition position becomes a Drager building floater, and the other remains in nutrition
- Two Drager full-time floaters remain the same
- Elimination of Family Engagement Assistant (currently vacant)
  - Director and Family Engagement Manager absorbing the duties of the Family Engagement Assistant.
- Classroom ratios will be reduced from 1:8 to 1:6
- 6 total built-in building floaters (Head Start and Early Head Start)
  - 2 full-time
  - 4 part-time
- Early Head Start will remain the same.

The program plans to implement the quality improvements and enrollment reduction beginning in August 2025, contingent on approval from the Office of Head Start.

The Head Start Policy Council reviewed and approved the enrollment reduction on March 17, 2025.

### **RECOMMENDATION:**

The Superintendent and the Head Start Director recommend that the Adrian Board of Education review and approve the Head Start enrollment reduction for approval at the next board meeting.

## EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Derrick Richards  
Nate Parker

**PURPOSE:** To review proposed changes to Policy 5413 Senior Recognition.

**EXPLANATION:**

The District Leadership Team, along with the High School Administration, is recommending a change to the weighting of Dual Enrollment courses from an automatic 5-point weighted GPA scale to a standard 4-point GPA scale. However, a process will be established that allows specific Dual Enrollment courses to be requested, reviewed, and potentially approved to retain the 5-point scale based on course rigor.

The process for requesting a Dual Enrollment course to be considered for 5-point scale eligibility will be outlined in the High School Program of Studies and included in the Dual Enrollment information provided to students and families.

**Rationale for the Recommendation:**

- Inconsistent rigor across Dual Enrollment courses compared to other advanced coursework such as International Baccalaureate (IB) and Advanced Placement (AP).
- Varying degrees of rigor across Dual Enrollment classes

**RECOMMENDATION:**

The Superintendent and Assistant Superintendent of Curriculum and Instruction recommend that the Adrian Board of Education approve the proposed changes to Policy 5413 at the next scheduled board meeting.

## Series 5000: Students, Curriculum, and Academic Matters

### 5400 Curriculum, Instruction, and Parent/Guardian Involvement

#### 5413 Senior Recognition

The District will recognize the outstanding achievement of its graduating seniors in the following manner:

VALEDICTORIAN/ SALUTATORIAN/ HONOR GRADUATE RECOGNITION: Adrian High School will recognize our Valedictorian(s) as the graduate(s) with the highest grade point average in the senior class. The Salutatorian(s) will be defined as the graduate(s) with the second-highest grade point average. Academically qualified students will be recognized with the following three honor designations; Summa Cum Laude (4.0+ GPA), Magna Cum Laude (3.8 – 3.99 GPA), and Cum Laude (3.5 – 3.79 GPA. Subject to change per Board Policy.

#### GRADING SCALE FOR DETERMINING CUMULATIVE GPA:

- 1) All IB class grades will be computed on a 5-point scale,
- 2) All AP class grades will be computed on a 5-point scale,
- 3) All other online class grades will be computed on a 4-point scale, and all Credit Recovery Classes will be graded on a Pass/Fail basis.
- 4) All Dual Enrollment classes will be computed on a 5 4-point scale. The Superintendent or designee will publish a list of courses that will be computed on a 5-point scale and list them in the High School Course Book by August 1<sup>st</sup> of each school year.

Date adopted: September 13, 2021

Date revised:

## **EXECUTIVE SUMMARY**

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**DATE:** April 14, 2025

**CONTACT PERSON:** Dan Peña

### **PURPOSE**

To review the Adams Property Services, LLC, proposed contract extension.

### **EXPLANATION:**

The District issued a “Request for Bid for Lawn Mowing & Snow Removal Services” on May 16, 2016, for the 2016-17 school year. The proposal covered three school years, ending June 30, 2019. Adams was the low bidder at the time for lawn mowing services. In June 2019, Adams extended its current pricing for an additional three years and again in June 2022.

Attached is a letter from Josh Adams, owner of Adams Property Services, LLC. This letter provides another three-year extension at the 2016 rates, except for a fuel surcharge if gasoline prices rise above \$4.25 per gallon. This would cost \$43.65 per cut, covering all buildings.

The District has been pleased with the company's responsiveness to any issues we have had. In addition, they have been willing to provide any extra one-time services requested and have done so in a timely fashion.

The original agreement includes a termination clause if the District becomes dissatisfied with the services provided at any point.

The Operations Director and Business Manager support the three-year renewal. Other renewals we have seen over the past year have included moderate to steep price increases. A renewal that continues with 2016 pricing is favorable for the District.

### **RECOMMENDATION:**

The Business Manager recommends that the Adrian Board of Education review the letter submitted by Adams Property Services, LLC, offering a three-year contract extension for lawn mowing services, for approval at the next Board meeting.



## EXECUTIVE SUMMARY

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**DATE:** April 14, 2025

**CONTACT PERSON:** Dan Peña

### **PURPOSE:**

To review the HPS Purchasing Consortium milk pricing for Food Service.

### **EXPLANATION:**

Per [Board Policy 3301](#) Purchasing and Procurement, the District can use cooperative purchasing as a bidding procedure. The District belongs to HPS, a purchasing consortium that competitively bids for products on behalf of school districts. Our current vendor, Toft Dairy, is one of the vendors in the HPS Purchasing Consortium.

### **RECOMMENDATION:**

The Business Manager recommends that the Adrian Board of Education review the milk vendor for the 2025-26 school year. Toft Dairy will continue as the District's supplier through the HPS Purchasing Consortium.