# ADRIAN PUBLIC SCHOOLS AGENDA AND PROCEDURE FOR THE ANNUAL ORGANIZATIONAL MEETING January 2025

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Trustee	appointed Secretary for 2025	
	otion and support to name a Trustee to act a <u>Secretary</u> in the absence of the Secretary fession, Vote	
Temporary 2025. Discus The Business designee be District up to	<u>Secretary</u> in the absence of the Secretary f	or or ne d.
Temporary 2025. Discus The Business designee be District up to (Ask for a r Vote  The Business	Secretary in the absence of the Secretary fesion, Vote  Manager recommends that the Superintendent authorized to enter into contracts on behalf of the State of Michigan's competitive bid threshole	or or ne d. <b>n</b> ,

Education directs its Treasurer, also known as the "Investment Officer," to deposit all public monies as determined at the Annual Organizational Meeting or as modified at a subsequent meeting. (Ask for a motion and support after reading) Discussion, Vote

- 9. The Business Manager recommends that the Board of Education approve the attached listed accounts to be established for the 2025 calendar year, that those named be authorized to sign the checks for the accounts indicated, and that The Michigan Class Pool, Huntington Bank, Premier Bank, and Michigan Liquid Asset Fund Plus be named depositories for all district money. (Ask for a motion and support after reading) Discussion, Vote
- 10. The Administration recommends that the Assistant Superintendent of Curriculum and Instruction and/or the Superintendent be authorized to apply for grants on behalf of the District. (Ask for a motion and support after reading) Discussion, Vote
- 11. The Superintendent recommends and/or the Assistant Superintendent of Curriculum and Instruction be authorized to sign Federal Project Applications and reports. (Ask for a motion and support after reading) Discussion, Vote
- 12. The Administration recommends that the Thrun Law Firm of East Lansing, Michigan, be retained as legal counsel for the 2025 calendar year and that a retainer fee be paid. (Ask for a motion and support after reading) Discussion, Vote
- 13. It is the recommendation that the regular meetings of the Board of Education of Adrian Public Schools, Lenawee County, Michigan, be held on the second and fourth Monday of each month, with dates for 2025 as attached. No further formal notice of such meetings shall be required to be given to the members of said Board.

Regular meetings shall be held at 785 Riverside Avenue, Room B-100, Adrian, Michigan, at 6:00 p.m. or such time or place as designated by the President of the Board of Education. (Ask for a motion and support after reading) Discussion, Vote

14.	I, <b>President</b> appointments to Standing Board	make	the following
	appointments to Standing Board with Board Policy 2505:	I Committees	in accordance
	Finance Committee		
	Trustee		
	Curriculum Committee		
	Trustee Trustee		
	Personnel Committee		
	Trustee		
	The Board President recommends approve the Standing Boar recommended. (Ask for a motion Discussion, Vote	rd Committe	ees and as
15.	I, President make the to Lenawee County Association	ne following ap	pointments pards
	Trustee		
	Head Start Policy Council		
	Trustee or rota	ation	
	Treasurer		

The Board President recommends that the Board of Education approve the special committee appointments and Treasurer as recommended. (Ask for a motion and support after reading) Discussion, Vote

- 16. It is recommended that the Board of Education direct its Secretary to publish the resolution establishing the date, time, and place of regular monthly Board meetings and the Board of Education telephone number. (Ask for a motion and support after reading) Discussion, Vote
- 17. Public Comment
- 18. Adjournment (<u>Ask for a motion and support)</u> Discussion, Vote

Have board members fill out volunteer background checks. Have any new board members sign an acceptable use policy 3116.

# Michigan Class Pool

Withdrawals, Transfers (wire) Commercial Paper and Checks Nathan Parker, Dan Peña

# **Huntington Bank**

Withdrawals, Transfers (wire) Commercial Paper and Checks Nathan Parker, Dan Peña

# Premier

Withdrawals, Transfers (wire)
Commercial Paper and Checks

Nathan Parker, Dan Peña

Adrian Public Schools Funds Account- checking High School Activity Account- checking Nathan Parker, Dan Peña Nathan Parker, Dan Peña

# Michigan Liquid Asset Fund Plus

Withdrawals, Transfer (wire) Commercial Paper and Checks Nathan Parker, Dan Peña



# **2025 Board of Education Meeting Dates**

Meetings are proposed to be held in Room B100 at Adrian High School at 6:00 p.m. unless otherwise indicated. Meetings would be the second and fourth Mondays of the month. 517-264-6640

January 13, 2025 January 27, 2025, ACEC

February 10, 2025 February 24, 2025, Prairie

March 10, 2025

April 14, 2025 April 28, 2025, Michener

May 12, 2025, AHS

June 9, 2025, Head Start June 23, 2025

July 28, 2025

August 11, 2025 August 25, 2025

September 8, 2025, September 22, 2025, SMS

October 13, 2025 October 27, 2025, Alexander

November 10, 2025 November 24, 2025, Lincoln

December 8, 2025



# **Agenda**

Regular Meeting Monday, January 13, 2025 AHS, B-100, Immediately following Organizational Meeting

### A. Call to Order

- 1. Pledge of Allegiance
- 2. Approval of Agenda
- 3. Mission Statement
- 4. Good News Reports
  - a. Ceremonial swearing in of Trustee Buku
- 5. Communications
  - a. Resignation of Crystal Luellen, Head Start
  - b. Resignation of Elizabeth Stoddard, Head Start
  - c. Resignation of Jaleel Brown, Graduation Coach

### B. Recommended Action

- 1. Consent Agenda
  - a. Approval of December 9, 2024, Regular Minutes
  - b. Approval of November 25, 2024, Closed Session (handouts)
  - c. Treasurer's Report ending November 30, 2024
  - c. New Hire
    - 1. Renee Snyder, Accounting
    - 2. Shantelle Spencer, Head Start
    - 3. Tiffany Nortley, Media Paraprofessional
    - 4. Dan Scholz, Diploma Plus Project Manager
    - 5. Caysie Ringkvist, Head Start
    - 6. Elizabeth Pinter, Head Start

# 2. <u>Business Requiring Board Action</u>

- a. Acceptance of Donations
- b. Approval to purchase a van

# 3. Business Requiring Future Board Action

- a. First reading for indemnification resolution
- b. First reading to renew a lease with The Maple Health Center

# C. Reports from the Superintendent and Staff

- a. Diploma Plus
- b. Board Policy 5207, Anti-bullying, Annual report

# D. Future Meetings and Business

- 1. Board Committee Reports
- 2. Board Member Comments

3. Meeting Dates and Upcoming Events
January 21<sup>st</sup>, Lincoln Story Hour, 6 p.m., Lincoln Media Center
January 23<sup>rd</sup>, Michener STEAM night, 5:30 p.m., Michener Elementary
January 24<sup>th</sup>, True Black History Museum, PAC
January 27<sup>th</sup>, BOE Meeting, 6 p.m., Adrian Community Education Center

- **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
- 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.

**DATE:** January 13, 2025 **CONTACT PERSON:** Nate Parker

# **PURPOSE:**

The resignation of Crystal Luellen.

# **EXPLANATION:**

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

# **RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Crystal Luellen's resignation effective December 6, 2024.

**DATE:** January 13, 2025 **CONTACT PERSON:** Nate Parker

# **PURPOSE:**

The resignation of Elizabeth Stoddard.

# **EXPLANATION:**

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

# **RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Elizabeth Stoddard's resignation effective December 6, 2024.

**DATE:** January 13, 2025 **CONTACT PERSON:** Nate Parker

# **PURPOSE:**

The resignation of Jaleel Brown.

# **EXPLANATION:**

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

# **RECOMMENDATION:**

The Superintendent recommends that the Adrian Board of Education acknowledge Elizabeth Stoddard's resignation effective January 6, 2025.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF MEETING CALLED TO EDUCATION, DECEMBER 9, 2024, ADRIAN HIGH SCHOOL, B100

ORDER

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

The Pledge of Allegiance was recited.

PLEDGE RECITED

PRESENT: Trustees: Buku. Baucher. Dunn. Marks. Solis-Gautz. and President Ferguson

ABSENT: Trustee: Ballard

Moved by Solis-Gautz, supported by Buku, that the Adrian Board of Education approve the agenda.

**AGENDA APPROVED** 

Motion carried.

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

**MISSION STATEMENT** 

Superintendent Parker recognized the Outstanding Citizens for December. The trait was Integrity. They were Stella Rosales from Alexander, Haromine Quigley from Michener, Sage Skinner from Lincoln, Kade Davis from Prairie, Lilly Yatzek from Springbrook, and Renee Awad from the high school.

**GOOD NEWS REPORT** 

The District recognized the resignations of Lindsey Luce, Amanda Stevens, and Kendall Reese.

**COMMUNICATIONS** 

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

**CONSENT AGENDA** 

The consent agenda included the following items:

- a. Approval of November 25, 2024, Regular Minutes
- b. Approval of November 25, 2024, Special Meeting Minutes
- c. Approval of November 25, 2024, Closed Session Minutes (handout)
- d. New Hire Teresa Tuttle

Motion carried.

Moved by Marks, supported by Baucher, that the board approve the request to bid District Category II expenditures through the Federal Communications Commission's E-Rate program.

**RFP** 

Motion carried.

Moved by Baucher, supported by Solis-Gautz, that the board accept donations from Sharon Gramling, Janet Ohrman, Sharronn and Danny Etter, Ernest and Patricia Church, Gary and Cynthia Gray, Lencon Credit Union, Cooper, Bender & Bender, PC, Douglas and Kathryn Greenlee, Kay and

**DONATIONS** 

James Crone, Adrian Steel, Adrian Breakfast Lions Club, Cadmus Presbyterian Church, The Mouli Family, Adrian Steel, and Creek Enterprise.

Motion carried.

The board reviewed a request to name a district building after the Mouli family. Dr. Konda Mouli and Dr. Padmaja Mouli served the Adrian community as medical doctors for over 30 years. The caring and excellent medical treatment provided to their patients was an asset to the Adrian Community. The Mouli family has donated the facility at 755 High Street to the Adrian Public School District. In addition to this tremendous gift, Dr. Padmaja Mouli has donated \$100,000 to the school district to create STEM and Career Labs in the district's four Elementary buildings. In recognition and gratitude for this incredible generosity, the Superintendent recommends that The Adrian Public Schools Board of Education name this facility "The Mouli Center." Per board policy, the board has to wait two months before action can be taken. Community input is welcome.

**FACILITY NAMING** 

Athletic Director O'Brien recapped the Fall Sports achievements. During the fall season, APS had 246 high school students, 130 middle school students, and 290 Rec. Department students playing fall sports. This fall, Adrian Athletics won 2 SEC White Championships, 1 County Championship, 1 District Championship, 1 Regional Championship, 1 State Championship, 38 All-SEC Athletes, 10 All-Region athletes, 8 All-State athletes, 7 Academic All-State Teams, and 27 Academic All-State Athletes. Two teams finished in the top ten in the state. President Ferguson commented, "Thank you for bringing the academic successes of our athletes to our attention. I have such Maple Pride for them. Our kids don't consistently get recognized for both sides of the coin: athletics and academics." O'Brien stated, Our kids keep stepping up to the plate. We are tightening eligibility to play high school sports, and the students/athletes are rising to the challenge."

REPORTS FROM SUPERINTENDENT AND STAFF

Superintendent Parker shared results from a survey with parents. It showed that learning spaces and additional athletic spaces are a top priority. Mr. Parker shared potential uses for an indoor facility. He provided examples of how the District might use the space and how the Community might use the space. Superintendent Parker showed renderings of what the inside of the facility might look like and where it might be located on school grounds. Mr. Parker stated that the District is still in the exploration phase. The next steps are to meet with the Athletic Advisory Committee, have a Community Steering Committee interest meeting, have community feedback forums, provide a survey to the community, and then, if support is determined, take it to the community for a vote. Vice President Baucher asked, "When would you anticipate taking this to the community for a vote?" Mr. Parker replied, "August or November of 2025." Vice President Baucher asked, "How long does it take to construct?" Superintendent Parker answered, "8-24 months."

Superintendent Parker recognized Trustee Marks for his six years of service to the Adrian Board of Education. "Jay is passionate, thoughtful, and has a vision for the District. He was one of the first people to reach out to me after I had to make a hard decision regarding the safety of our students. He

wanted to make sure that I was doing OK. I will never forget his concern. I wish you the best in your future endeavors, Trustee Marks," said Parker.	FINANCE	
Trustee Marks shared that the Finance Committee had met and discussed the RFP, future STEM Labs, and the property at 755 High Street.	COMMITTEE	
Vice President Baucher shared that the Personnel Committee had met and discussed recruiting efforts and succession planning.	PERSONNEL COMMITTEE	
Vice President Baucher said, "Jay, I am sorry to see you go. Thanks for your commitment."	BOARD MEMBER COMMENTS	
"I am going to miss you on the board. You are always intentional with your thoughts and questions. You have worked hard on the Finance Committee, and the District is set up great," shared Buku.		
President Ferguson commented, "I appreciate your service; you have served on a tough committee. I think you were underestimated in your ability to be a visionary for the District."	ADJOURNMENT	
Moved by Marks, supported by Baucher, that the meeting be adjourned at 7:05 p.m.		
Motion carried.		
Beth Ferguson, President Mike Buku, Secretary		

# ADRIAN PUBLIC SCHOOLS FINANCIAL REPORT FOR THE YEAR TO DATE PERIOD NOVEMBER 30, 2024 STATEMENT OF REVENUES, EXPENDITURES AND CURRENT BUDGET POSITION

	REVENUES		BUDGET ADOPTED 11/25/2024	_	Y.T.D. ACTUAL		CURRENT BUDGET POSITION
100 300 400 500	Local Sources State Sources Federal Sources Incoming Transfers	\$	5,923,757 31,358,562 5,771,429 1,986,333	\$	2,721,541 7,319,205 1,361,437 10,102	\$	5,923,757 31,358,562 5,771,429 1,986,333
	TOTAL	\$_	45,040,081	\$_	11,412,285	\$_	45,040,081
	EXPENDITURES						
	INSTRUCTION						
110 120 130	Basic Program Added Needs Adult & Continuing Education SUPPORT SERVICES	\$	18,054,366 7,708,691 180,684	\$	4,469,950 1,492,316 43,910	\$	18,054,366 7,708,691 180,684
210 220 230 240 250 260 270 280 290 300 450 510 600	Pupil Instructional Staff General Administration School Administration Business Plant & Operations Pupil Transportation Central Services Other Community Services Prior Year Adj/Facilities Improvements Debt Services Outgoing Transfers TOTAL	\$_	3,462,824 2,625,881 529,598 2,406,832 1,081,221 4,028,666 1,831,013 1,080,319 1,369,584 334,089 3,669 49,113 400,000 45,146,550	\$_	1,079,138 897,325 223,960 935,324 461,977 1,843,972 464,609 545,715 8,325 118,319 32,282 34,346 0	\$_	3,462,824 2,625,881 529,598 2,406,832 1,081,221 4,028,666 1,831,013 1,080,319 1,369,584 334,089 3,669 49,113 400,000 45,146,550
	Excess Revenues over Expenditures Beginning Fund Balance Ending Fund Balance	\$=	(106,469)	\$_	-1,239,183 8,762,965 7,523,782	\$=	(106,469)

**DATE:** January 13, 2025 **CONTACT PERSON:** Nikki Culley

# **PURPOSE:**

To recommend the hiring of a part-time accountant for Adrian Public Schools

# **EXPLANATION:**

Dan Pena and his interview team are pleased to recommend Renee Snyder for the part-time accountant position at Adrian Public Schools. Renee is a retired APS accountant with extensive experience and a strong history of dedication to our district. Her familiarity with our systems and years of expertise make her an excellent fit for this role.

# **RECOMMENDATION:**

The HR Director recommends hiring Renee Snyder as a part-time accountant for the 2024-2025 school year.

**DATE:** January 13, 2025 **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 Shantelle Spencer as a Head Start Teacher. Shantelle has twelve (12) years of experience working in a preschool setting.

# **RECOMMENDATION:**

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

**DATE:** January 13, 2024 **CONTACT PERSON:** Nikki Culley

# **PURPOSE:**

To recommend hiring a Media Paraprofessional for Michener Elementary School.

# **EXPLANATION:**

Ann Lacasse and her interview team are pleased to recommend Tiffany Nortley for the position of Media Paraprofessional at Michener Elementary. Tiffany has been an avid volunteer at Michener Elementary, consistently demonstrating her dedication for supporting both students and staff.

# **RECOMMENDATION:**

The HR Director recommends that Tiffany Nortley be hired as the Media Paraprofessional at Michener Elementary, effective for the 2024-2025 school year.

**DATE:** January 13, 2025 **CONTACT PERSON:** Nikki Culley

# **PURPOSE:**

To recommend the hiring of a K-12 Diploma Plus Project Manager for Adrian Public Schools.

# **EXPLANATION:**

Nate Parker and his interview team recommend Daniel Scholz as a K-12 Diploma Plus Project Manager for Adrian Public Schools. Dan is a retired teacher with many years of experience as a guidance counselor and a Bachelor's of Education from Loras College.

# **RECOMMENDATION:**

The HR Director recommends hiring Daniel Scholz as the K-12 Diploma Plus Project Manager, effective for the 2024-2025 school year.

**DATE:** January 13, 2025 **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 Caysie Ringkvist as a Head Start Teacher. Caysie has a Bachelor of Social Work from Siena Heights University.

# **RECOMMENDATION:**

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

**DATE:** January 13, 2025 **CONTACT PERSON:** Nikki Culley

# **PURPOSE**

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

# **EXPLANATION:**

Mary Bruggenwirth and her interview team recommend Elizabeth Pinter as a Head Start Teacher Assistant. Elizabeth has a Bachelor's in Elementary Education from the University of Phoenix.

# **RECOMMENDATION:**

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

**DATE:** January 13, 2025 **CONTACT PERSON:** Nate Parker

**PURPOSE:** To accept donations.

### **EXPLANATION:**

The Lynn Stubberfield Foundation donated \$7,350 to the baseball record board and the Michener STEAM Storywalk Project.

The Women's Guild of Holy Family Parish adopted students for Christmas. The estimated value of gifts was \$1,000.

Adrian High School received a \$10,000 donation from the Robert B. Westfall Foundation to help with academic programs for students.

The McDaid's donated \$250 to the John "Ralphie" McDaid scholarship.

The Maple Fans Club donated \$2,599 for a pitching machine.

Primetime Chiropractic donated \$250 to Alexander Elementary.

Brazeway donated \$1,000 to the elementary STEM and Career Lab project.

### **RECOMMENDATION:**

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

**DATE:** January 13, 2025 **CONTACT PERSON:** Dan Peña

### PURPOSE:

To approve the request to purchase a facilities department van.

### **EXPLANATION:**

At the June 24, 2024, Board of Education meeting, the board approved a transfer to the Capital Projects and Technology Fund. These transferred funds were approved for future District facility repairs and the purchase of a facilities department vehicle.

The District has obtained three quotes for a needed facilities vehicle as follows:

Monroe Dodge Chrysler Jeep RAM Superstore-\$43,885

Genthe Automotive – Saline, LLC-\$46,334

NewGen-\$47,364

### RECOMMENDATION:

The Business Manager recommends that the Adrian Board of Education approve the request to purchase a new facilities department vehicle from Monroe Dodge Chrysler Jeep RAM Superstore, for \$43,885. This purchase will be paid out of the Capital Projects and Technology Fund.

**DATE:** January 13, 2025 **CONTACT PERSON:** Dan Peña

**PURPOSE:** To review a resolution to indemnify the Superintendent and Director of Operations for asbestos-related services as allowed by MCL 380.1256.

**EXPLANATION:** In accordance with 40 CFR Part 763.84 of the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) regulation, the District is required to list an employee as the Asbestos Designated Person. The Asbestos Designated Person is responsible for ensuring that maintenance employees are properly trained and follow the procedures for asbestos safety.

This resolution indemnifies the Superintendent and Director of Operations against civil liability about claims or actions arising out of their negligence or alleged negligence in performing the duties of inspecting, monitoring, removing, and treating asbestos or material containing asbestos or supervising those activities, while in the course of their employment and while acting within the scope of their authority with Adrian Public Schools.

This indemnification resolution is an allowable exception under the Michigan School Code. Thrun Law, the District's legal counsel, has been consulted regarding it.

**RECOMMENDATION:** The Business Manager recommends that the Adrian Board of Education review the attached indemnification resolution for approval at the next board meeting.

**DATE:** January 13, 2025 **CONTACT PERSON:** Dan Peña

### PURPOSE:

To review the renewal of the Maple Health Center School Based Health Center Lease Agreement.

### **EXPLANATION:**

Superintendent Parker presented at the May 22, 2023, Board of Education meeting on a proposed Child and Adolescent Health Center (CAHC) at Springbrook Middle School.

A CAHC aims to provide primary care, preventative care, health and needs assessments, screenings, medication, immunizations, health education, mental health care, and individual/group/family therapy.

The District's legal counsel, Thrun Law Firm, reviewed the original lease agreement and the draft of the renewal agreement.

### **RECOMMENDATION:**

The Business Manager recommends that the Adrian Board of Education review the Maple Health Center School-Based Health Center Lease Agreement renewal for approval at the next board meeting.