



ADRIAN PUBLIC SCHOOLS

Tradition of Opportunities
Future of Possibilities

Agenda

Regular Meeting
Monday, March 10, 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. SVSU Math Competition
 - b. Outstanding Citizen
 - c. Service Dogs
5. Communications
 - a. Resignation of Sharonda Fitts, Head Start
 - b. Resignation of Ashley Stemkowski, Head Start

B. Recommended Action

1. Consent Agenda
 - a. Approval of February 24, 2025, Regular Minutes
 - b. New Hires- Spring Coaches
 - c. Treasurer's Report ending February 28, 2025
2. Business Requiring Board Action
 - a. Approval of Head Start Grant
 - b. Approval of 2025-26 Head Start eligibility criteria
 - c. Approval for dog training
 - d. Approval of 2024-25 Budget Amendments
 - e. Approval to name a District Building
 - f. Acceptance of donations
3. Business Requiring Future Board Action
 - a. First Reading Board Policy, 4113, ESTA
 - b. First Reading to purchase Elementary Social Studies materials
 - c. First reading to nominate a representative to the LISD annual budget meeting review on April 24, 2025

C. Reports from the Superintendent and Staff

- a. Update on District Initiatives

D. Future Meetings and Business

1. Board Committee Reports, Curriculum, Finance
2. Board Member Comments

3. Meeting Dates and Upcoming Events

March 12, 2025, 6th-grade band and orchestra concert

March 14-15, Lincoln Drama Club

March 17, Black and Brown Theater

March 19-20, 2025, PTC

March 21, 2025, Spring Break

April 24-27, The Mystery of Edwind Drood

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.

EXECUTIVE SUMMARY

DATE: March 10, 2025

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Sharonda Fitts.

EXPLANATION:

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

RECOMMENDATION:

The Superintendent recommends that the Adrian Board of Education acknowledge Sharonda Fitts' resignation effective March 4, 2025.

EXECUTIVE SUMMARY

DATE: March 10, 2025

CONTACT PERSON: Nate Parker

PURPOSE:

The resignation of Ashley Stemkowski.

EXPLANATION:

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

RECOMMENDATION:

The Superintendent recommends that the Adrian Board of Education acknowledge Ashley Stemkowski's resignation effective March 5, 2025.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, FEBRUARY 24, 2025, PRAIRIE ELEMENTARY, MEDIA CENTER

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

ABSENT: None

AGENDA APPROVED

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

Motion carried.

MISSION STATEMENT

Vice President Baucher recited the District's mission statement to remind everyone of the district's purpose and direction.

The District recognized the resignation of Kyra Tapp, Aaron Mykeloff, and Kallea Siemik.

Callie Yatzek, Dean of Students, gave a presentation at Prairie Elementary. The staff has been reading Help for Billy. Trauma is in every building, and at Prairie, they are taking steps to be trauma-informed. Positive Daily announcements, Kindness Club Fridays, Soft Starts, Mindful Mondays, Morning Meetings, Positive Office Referrals, Peace Path, Family culture, and Community Partnerships are all ways they are changing the culture at Prairie. This year, Prairie created a building value statement. "Prairie is a safe and supportive community that fosters kindness and integrity."

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

The consent agenda included the following items:

1.
 - a. Approval of February 10, 2025, Regular Minutes
 - b. Approval of February 10, 2025, Special Meeting Minutes
 - c. Treasurer's Report ending January 31, 2025, with a balance of \$1,144,369.46
 - d. New Hire, Dayna Reiser, Head Start TA

CONSENT AGENDA

Motion carried.

BOARD POLICIES

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

- 3115 Nondiscrimination, Anti-Harassment, Non-Retaliation
- 3118 Title IX Sexual Harassment
- 4101 Non-Discrimination
- 4102 Anti-Harassment
- 4104 Employment Complaint Procedure for Allegations Implicating Civil Rights
- 4105A Pregnancy Workplace Accommodations for Employees and Applicants
- 5202 Unlawful Discrimination Harassment and Retaliation Against Students
- 5206 Student Discipline

Motion carried.

ERATE BIDS

Moved by Marks, supported by Dunn, that the board approve the ERate bid and award the bid to Amerinet.

Motion carried.

DONATIONS

Moved by Baucher, supported by Marks, that the board accept donations from Love Family Dental, Kathleen and Sean Gessendorf, and Jim and Mary Kay Patmos.

Motion carried.

HEAD START AND EARLY HEAD START GRANT APPLICATION

The board reviewed the Early Head Start and Head Start grant application. Ms. Bruggenwirth reminded the board that this is the fifth year of the five-year grant cycle. Although it is one grant, the application separately breaks down the Head Start and Early Head Start budgets. Ms. Bruggenwirth also reviewed enrollment, locations, program structure, organizational chart, and goals.

The board reviewed the Early Head Start and Head Start eligibility criteria for the 2025-26 program year. Updates for this year included adding eligibility points if the child is a staff member's child, and foster children were added to the paper version but previously included in the online version. The word single was eliminated from the suspected disability list.

HEAD START AND EARLY HEAD START ELIGIBILITY CRITERIA

The board reviewed bids for dog training services. The District's 31aa per-pupil Mental Health Grant funds will pay the initial training costs. This will enable all four elementary schools, Springbrook Middle School and Adrian High School, to have a resource dog. The dogs will provide weapons/odor detection and emotional support.

DOG TRAINING SERVICES

Michelle Force gave a Fine Arts update. Mrs. Force provided a schedule for the MSBOA District Festival performances. A few statistics she offered were: 57 Springbrook Middle School students were in the cast and crew of Diary of a Wimpy Kid, 14 students participated in the show choir camp, 35 students participated in the student-driven one-act play, about 90 first through fifth-grade students participated in elementary dance. Eighth-grade students can now join the music production camp. Mrs. Force thanked Midwest Energy and Communication for the grant funds to buy keyboards.

REPORTS FROM SUPERINTENDENT AND STAFF

Trustee Marks reported that the Finance Committee had met and discussed the dog training costs, expenditures through January, and potential upcoming bond items.

**FINANCE
COMMITTEE**

Trustee Marks commented that 24 downtown light poles will display student artwork banners.

Vice President Baucher thanked Prairie staff for the presentation, which “reminded us that school is about more than reading, writing, and arithmetic. It was a heartwarming presentation, and it was wonderful to see how your staff has buy-in on the direction of the values being implemented at Prairie.”

**BOARD MEMBER
COMMENTS**

Trustee Buku gave Kuddos to the one-act plays performed on Sunday afternoon.

Amy Giroux reminded the board that March is Reading Month. She encouraged the board members to visit Alexander and read in a classroom.

Moved by Baucher, supported by Buku, that the meeting be adjourned at 7:02 p.m.

PUBLIC COMMENT

Motion carried.

ADJOURNMENT

Beth Ferguson, President

Mike Buku, Secretary



MAPLE PRIDE

Tradition of Opportunities
Future of Possibilities

2024-2025 Spring Coaching Recommendations

Adrian High School

Baseball Head Boys Coach	Kyle Johnson
Baseball Assistant Varsity Boys Coach	Phil Cappelletty
Baseball JV Coach	Andrew Mort
Baseball JV Coach	Brandon Wood
Baseball Freshman	N/A
Golf Boys Coach	Jordan Kelly
Golf Boys Coach	Joel Przygodski
Track Head Boys Coach	Tammy Francis
Track Assistant Boys Coach	Chad Perry
Track Assistant Boys Coach	Ralph Padilla
Track Head Girls Coach	Tammy Francis
Track Assistant Varsity Girls Coach	Jim Miller
Track Assistant Varsity Girls Coach	Erin Gilmore
Tennis Head Girls Coach - Interim	Tom McNaughton
Tennis JV Girls Coach	David Rausch
Softball Head Girls Coach	Toby Ernst
Softball Assistant Varsity Girls Coach	Tim Gunn
Softball JV Girls Coach	Susan Fronce
Soccer Head Girls Coach	Rangariro Mutatu
Soccer Asst. Girls	Valerie Gray
Soccer Asst. Girls	Phil Hammond
Soccer JV Girls Coach	Hayden Seegert

Springbrook Middle School

Track Boys Coach	Richelle Carson – Emmendorfer
Track Boys Coach	Eric Emmendorfer
Track Girls Coach	Sally Skeels
Track Girls Coach	Shown Koebel
Track 6 th Grade	Jay Roback
Softball 6 th /7 th	Alexcis Baughey
Softball 8 th	Adam Wilson
Baseball 8 th	Nick Evans
Baseball 7 th	Dennis Vore
Soccer	Scott Leake
Soccer	Terrel Tindal

**ADRIAN PUBLIC SCHOOLS
FINANCIAL REPORT
FOR THE YEAR TO DATE PERIOD
FEBRUARY 28, 2025
STATEMENT OF REVENUES, EXPENDITURES AND
CURRENT BUDGET POSITION**

REVENUES	BUDGET ADOPTED 11/25/2024	Y.T.D. ACTUAL	CURRENT BUDGET POSITION
100 Local Sources	\$ 5,923,757	\$ 4,460,352	\$ 5,923,757
300 State Sources	31,358,562	15,712,228	31,358,562
400 Federal Sources	5,771,429	2,532,641	5,771,429
500 Incoming Transfers	<u>1,986,333</u>	<u>1,641,064</u>	<u>1,986,333</u>
TOTAL	\$ <u>45,040,081</u>	\$ <u>24,346,285</u>	\$ <u>45,040,081</u>
 EXPENDITURES			
INSTRUCTION			
110 Basic Program	\$ 18,054,366	\$ 9,364,584	\$ 18,054,366
120 Added Needs	7,708,691	3,442,227	7,708,691
130 Adult & Continuing Education	180,684	78,559	180,684
 SUPPORT SERVICES			
210 Pupil	3,462,824	1,945,501	3,462,824
220 Instructional Staff	2,625,881	1,450,127	2,625,881
230 General Administration	529,598	344,103	529,598
240 School Administration	2,406,832	1,570,530	2,406,832
250 Business	1,081,221	643,157	1,081,221
260 Plant & Operations	4,028,666	2,922,656	4,028,666
270 Pupil Transportation	1,831,013	951,771	1,831,013
280 Central Services	1,080,319	777,057	1,080,319
290 Other	1,369,584	15,172	1,369,584
300 Community Services	334,089	205,989	334,089
450 Prior Year Adj/Facilities Improvements	3,669	106,502	3,669
510 Debt Services	49,113	53,225	49,113
600 Outgoing Transfers	<u>400,000</u>	<u>0</u>	<u>400,000</u>
TOTAL	\$ <u>45,146,550</u>	\$ <u>23,871,160</u>	\$ <u>45,146,550</u>
Excess Revenues over Expenditures	<u>\$ (106,469)</u>	475,124	<u>\$ (106,469)</u>
Beginning Fund Balance		8,762,965	
Ending Fund Balance		<u>\$ <u>9,238,089</u></u>	

EXECUTIVE SUMMARY

DATE: March 10, 2025 **CONTACT PERSON:** Nate Parker
Mary Bruggenwirth

PURPOSE:

Approval of the Early Head Start and Head Start grant application for the 2025-2026 program year.

EXPLANATION:

Every year, the program must apply for the funds to operate our Head Start Early Childhood program. The Early Head Start and Head Start funds application is due by April 1st. The total amount of funds available is \$4,601,833 to provide services for Adrian Public Schools and Lenawee County for the 2025-2026 program year. The breakdown of funds is:

Funding Type	Head Start	Early Head Start
Program Operations	\$3,081,838	\$1,465,218
Training and Technical Assistance	\$33,744	\$21,033
Total Funding	\$ 4,601,833	
Program	Head Start	Early Head Start
Federal Funded Enrollment	185	64

Relevant program information and community data were used to develop a program design that serves the needs of Adrian Public Schools and Lenawee County. Funding for this application will provide services for 185 Head Start preschool children and 64 Early Head Start infants, toddlers, and pregnant women.

At their February 17, 2025 meeting, the Head Start Policy Council reviewed and approved our grant application for the 2025-2026 program year.

RECOMMENDATION:

The Superintendent and Head Start Director recommend that the Adrian Board of Education approve the Early Head Start and Head Start grant applications for the 2025-2026 program year.

EXECUTIVE SUMMARY

DATE: March 10, 2025 **CONTACT PERSON:** Nate Parker
Mary Bruggenwirth

PURPOSE:

Approval of the Early Head Start and Head Start eligibility criteria.

EXPLANATION:

The eligibility criteria document verifies eligibility for all incoming students in the Early Head Start and Head Start programs. It has been updated for the 2025-2026 school year.

At its February 17, 2025 meeting, the Head Start Policy Council reviewed and approved the updated eligibility criteria for the 2025-2026 program year.

RECOMMENDATION:

The Superintendent and the Head Start Director recommend that the Adrian Board of Education approve the Early Head Start and Head Start eligibility criteria for the 2025-2026 program year.

EXECUTIVE SUMMARY

DATE: March 10, 2025

CONTACT PERSON: Dan Peña

PURPOSE: To basic obedience and weapons detection training for five additional School Resource Dogs at Adrian Public Schools.

EXPLANATION:

The District will bring five additional School Resource Dogs into the buildings to serve students. These additional dogs will enable a School Resource Dog to be present at all four elementary schools, Springbrook Middle School and Adrian High School.

Each dog will require extensive training in basic obedience and weapons/odor detection. The District requested written quotes from 4 known and practical vendors of dog obedience and weapons detection training services. Two written quotes were received, as listed below.

Robin Ford Dog Training

- ***\$41,250 Total Initial Training Costs***
 - \$36,000 for initial training for five dogs
 - \$5,250 initial training for five dog handlers

- ***\$14,300 annual ongoing training cost for dogs and handlers***

Perry's Dog Training Services

- ***\$40,005 Total Initial Training Costs***
 - \$34,290 for initial training for five dogs
 - \$5,715 for initial training for five dog handlers

- ***\$9,906 annual ongoing training costs for dogs and handlers***

RECOMMENDATION:

The Business Manager recommends that the Adrian Board of Education approve the Dog Training Services bid and award the bid to Perry's Dog Training Services. The district will pay the initial training costs from its 31aa Per-Pupil Mental Health Grant Funds.

EXECUTIVE SUMMARY

DATE: March 10, 2025

CONTACT PERSON: Dan Peña

PURPOSE: To approve the 2024 - 2025 General Fund Budget amendments.

EXPLANATION:

Public Act 621, the Uniform Budgeting and Accounting Act, requires that when the Administration becomes aware of revenue or expenditure changes that would significantly increase the total approved budget or any of the line items within the approved budget, a resolution for amendment reflecting those increases and decreases must be taken to its Board for adoption.

RECOMMENDATION:

The Business Manager recommends that the Adrian Board of Education approve the amended budget as presented and adopt the attached resolution.

**RESOLUTION FOR BUDGET AMENDMENT
BY THE BOARD OF EDUCATION
OF ADRIAN PUBLIC SCHOOLS**

RESOLVED, that the total revenues for Adrian Public Schools for the Fiscal Year 2024-2025 General Fund is amended as follows:

	<u>Last Approved</u>	<u>Recommended Amendments</u>	<u>As Amended</u>
REVENUES:			
Local	\$ 5,923,757	\$ 133,990	\$ 6,057,747
State	31,358,562	\$ 700,752	32,059,314
Federal	5,771,429	\$ 587,453	6,358,882
All Other	<u>1,986,333</u>	\$ 76,659	<u>2,062,992</u>
TOTAL	<u>\$ 45,040,081</u>	<u>\$ 1,498,854</u>	<u>\$ 46,538,935</u>
FUND BALANCE JULY 1		\$ 8,762,964	
TOTAL REVENUES & FUND BALANCE AVAILABLE TO APPROPRIATE			<u>\$ 55,301,899</u>

BE IT FURTHER RESOLVED, that the general appropriation of Adrian Public Schools for the Fiscal Year 2024-2025 General Fund is amended as follows:

	<u>Last Approved</u>	<u>Recommended Amendments</u>	<u>As Amended</u>
EXPENDITURES			
Instruction			
110 Basic Programs	\$ 18,054,366	\$ 203,182	\$ 18,257,548
120 Added Needs	7,708,691	\$ 393,766	8,102,457
130 Adult & Continuing Education	180,684	\$ 4,087	184,771
Support Services			
210 Pupil	3,462,824	\$ 281,470	3,744,294
220 Instructional Staff	2,625,881	\$ 118,208	2,744,089
230 General Administration	529,598	\$ 61	529,659
240 School Administration	2,406,832	\$ (24,896)	2,381,936
250 Business	1,081,221	\$ 67,009	1,148,230
260 Operation & Maintenance	4,028,666	\$ 213,134	4,241,800
270 Pupil Transportation	1,831,013	\$ (5,191)	1,825,822
280 Central Services	1,080,319	\$ (20,118)	1,060,201
290 Other	1,369,584	\$ 19,999	1,389,583
Community Services	334,089	\$ 51,103	385,192
Prior Period Adjustments/Facility Improvement	3,669	\$ 113,210	116,879
Transfers/Prior Period Adjustments	400,000	\$ -	400,000
510 Debt Service	49,113	\$ 36,246	85,359
TOTAL APPROPRIATED	<u>\$ 45,146,550</u>	<u>\$ 1,451,270</u>	<u>\$ 46,597,820</u>

REVENUES OVER EXPENDITURES \$ (58,885)

TOTAL REVENUES PLUS JULY 1 FUND BALANCE MINUS TOTAL APPROPRIATED EXPENDITURES **\$ 8,704,079**

PROJECTED ENDING FUND BALANCE JUNE 30, 2025 **\$ 8,704,079**

EXECUTIVE SUMMARY

DATE: March 10, 2025

CONTACT PERSON: Nate Parker

PURPOSE:

To approve a recommendation to name the facility at 755 High Street “The Mouli Center.”

EXPLANATION:

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”.

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 local community's feedback.

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 facility at 755 High Street, The Mouli Center, in honor of their tremendous generosity to Adrian Public Schools.

EXECUTIVE SUMMARY

DATE: March 10, 2025

CONTACT PERSON: Nate Parker

PURPOSE: To accept donations.

EXPLANATION:

Lincoln PTO donated \$278 to Lincoln's Literacy Night.

Michigan Building Specialties donated \$250 to the Ralphie McDaid Scholarship.

Marry Funeral Homes donated \$400 to the Raphie McDaid Scholarship.

Wesco donated \$511.59 to the Adrian High School student activity account.

Adrian Steel donated \$13,900 to the Michener playground project.

RECOMMENDATION:

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

EXECUTIVE SUMMARY

DATE: March 10, 2025

CONTACT PERSON: Nikki Culley

PURPOSE: To review the updated 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 “11th” 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 review and approve the updated ESTA board policy, 4113, ESTA, at the next board meeting.

When Thrun Policy Services updates policies, it usually highlights or strikes through the changes being made to the policy. We did not receive an updated policy that way this time. Nikki has summarized the changes below. These revisions are required due to a change in the law after we approved the policy at the board meeting on February 10, 2024.

ESTA Revised Changes

Conflicting Agreements: The **New Policy** has more specific rules about when ESTA doesn't apply due to existing union contracts or individual agreements, including deadlines for signing contracts and District notification

Eligibility: The **New Policy** explicitly excludes employees who can set their own schedules with Superintendent approval

Waiting Period: New hires in the **New Policy** must wait **120 days** to use sick time, longer than the **90 days** in the Old Policy

Rehire for Reinstatement: The window to be rehired and have sick time reinstated is much shorter in the **New Policy** **2 months** compared to **6 months** in the Old Policy. **Frontloading** **does not carry over....** The Old Policy was less specific

Frontloading: The **New Policy** details how sick time can be given upfront (frontloaded), especially

Minimum Usage: The **New Policy** indicates a shift towards using sick time in "**hourly**" increments (or the District's smallest increment), whereas the Old Policy specified **15-minute** increments

Notice Deadline: The deadline for the initial ESTA notice is later in the **New Policy: March 23, 2025**, compared to **February 21, 2025** in the Old Policy

Family Member Definition: The **New Policy** slightly rephrases the inclusion of blood-related individuals in the definition of "Family member"

Compliance: The **New Policy** adds how the District can be presumed to follow the rules, like offering enough paid time off for ESTA reasons or being part of certain union plans.

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)

EXECUTIVE SUMMARY

DATE: March 10, 2025

CONTACT PERSON: Derrick Richards
Nate Parker

PURPOSE: To review the proposal to 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 Director of Curriculum and Instruction recommend that the Adrian Board of Education approve the purchase of social studies materials from Savvas Learning Company at the next board meeting.

EXECUTIVE SUMMARY

DATE: March 10, 2025

CONTACT PERSON: Nate Parker

PURPOSE:

To review the appointment of 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 discuss a representative and an alternate to the LISD Budget review meeting.