



## ADRIAN PUBLIC SCHOOLS

*Tradition of Opportunities*  
Future of Possibilities

### **Agenda**

Regular Meeting

Monday, November 27, 2023

6:00 p.m.

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

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
  - a. Ella Andre, Silent Servant award
5. Communications
  - a. Lincoln Presentation

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

1. Consent Agenda
  - a. Approval of November 13, 2023, Regular Minutes
  - b. Treasurer's report ending October 31, 2023
  - c. New Hires-
    - i. Alicia Bates- Head Start

#### Business Requiring Board Action

- a. Approval of Family Medical Center lease agreement
- b. Budget Amendments
- c. Donations

#### Business Requiring Future Board Action

- a. First reading to review the purchase of a food service vehicle.

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

- a. Head Start Monthly Report

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

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

The Lesson Plan, 11-29, 5:30, B100

Michener Musical, November 30, 6:30, PAC

Parent Information Meeting, 11-30, 6:00, AHS Cafeteria

BOE Meeting, December 11, 2023, 6:00 p.m. B100

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

**F. Closed Session**

**G. Adjournment**

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

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF  
EDUCATION, NOVEMBER 13, 2023, ADRIAN HIGH SCHOOL, CAFETERIA

**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: Ballard, Baucher, Buku, Henagan, Marks, Solis-Gautz,  
and President Ferguson

ABSENT: None

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

**AGENDA APPROVED**

Motion carried.

Vice President Baucher recited the District's mission statement as a reminder  
of the purpose and direction of the District.

**MISSION  
STATEMENT**

The Adrian High School drumline paraded into the high school cafeteria and  
performed a selection of cadences and marches. The band performed at the  
MSBOA festival, received two A+ ratings and scored a superior rating of 1. Mr.  
Mykeloff thanked the Elizabeth Ruthruff Wilson Foundation for their support  
when they purchased some of the drums used tonight.

**GOOD NEWS  
REPORT**

President Ferguson recognized the Outstanding Citizens for November. The  
trait was Respect. They were Sophia Conklin from Alexander, Alicia Galeana  
Ramirez from Michener, Jayla Gonzalez from Lincoln, Braylon Brown from  
Prairie, Ethan Parker from Springbrook, and Sean Parker from the high school.

**COMMUNICATIONS**

The District recognized the resignations of Danielle Grisham, Janee Garza,  
DeeDrea McClain, Paige Cremeans, and Raelyn Pummel.

Moved by Baucher, 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 October 23, 2023, Regular Minutes
- b. Approval of October 23, 2023, Closed Session (hand out)
- c. New Hires-
  - i. Kayla Moore, Head Start
  - ii. Patricia Steuwe, Paraprofessional

Motion carried.

Moved by Ballard, supported by Buku, that the board approve the termination  
of Jennifer Burger.

**TERMINATION**

Motion carried.

Moved by Baucher, supported by Buku, that the board adopt the resolution for the summer tax collection. **SUMMER TAXES**

Motion carried.

Moved by Marks, supported by Baucher, that the board approve Rehmann Robson to perform the District's audit services for the June 30, 2024 audit and that the Business Manager be authorized to sign the engagement letter. **AUDIT SERVICES**

Motion carried.

Moved by Buku, supported by Solis-Gautz, that the board accepts donations from Douglas Nelson, Sally Dickson, and Can-AM RX. **DONATIONS**

Motion carried.

The board reviewed the Family Medical Center School-Based Health Center lease agreement. Travis Swieringa, from the Family Medical Center, shared that two services will be offered: behavioral health and primary care. **FAMILY MEDICAL CENTER**

Trustee Henagan asked, "What school board involvement and support are you seeking?" Mr. Swieringa responded, "We are asking you to support policies and the MOU with the District."

Trustee Buku inquired, "Is there a separate entry for individuals using these services? And will the Family Medical Center employees go to individual buildings, or will the students need to go to Springbrook?" Travis replied, "Yes, there will be a separate entrance. Individuals using our services will have to come to Springbrook."

Chad O'Brien shared the fall season athletics recap, including individual honors and team highlights. Adrian Athletics won 2 SEC White Coach of the Year honors, 2 county championships, multiple All-SEC athletes, multiple All-State athletes, 3 Academic All-State teams, multiple Academic All-State athletes, and 3 teams finished in the top 10 in the state. **REPORTS FROM SUPERINTENDENT AND STAFF**

Vice President Baucher reported that the Finance Committee had met and discussed the budget amendments, the decline in enrollment, and eRate for technology upgrades. **FINANCE COMMITTEE**

Trustee Ballard reported that the Curriculum Committee had met and discussed early graduation criteria for Adrian Community High School, Illuminate, Honors Math at Springbrook, and ESL teacher shortages. **CURRICULUM COMMITTEE**

Trustee Ballard shared that he attended three elementary Veteran's Day programs. "They were all excellent programs. Thank you for remembering us. Families are the strength of any Veteran, and I consider the Maple Community family." **BOARD MEMBER COMMENT**

Moved by Baucher, supported by Marks, that the meeting be adjourned at 6:54 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  
OCTOBER 31, 2023  
STATEMENT OF REVENUES, EXPENDITURES AND  
CURRENT BUDGET POSITION**

		BUDGET ADOPTED 6/29/2023	Y.T.D. ACTUAL	CURRENT BUDGET POSITION
<b>REVENUES</b>				
100	Local Sources	\$ 5,195,004	\$ 2,660,114	\$ 5,195,004
300	State Sources	29,378,752	3,278,097	29,378,752
400	Federal Sources	10,895,504	7,167	10,895,504
500	Incoming Transfers	1,786,375	10,186	1,786,375
	<b>TOTAL</b>	<u>\$ 47,255,635</u>	<u>\$ 5,955,564</u>	<u>\$ 47,255,635</u>
<b>EXPENDITURES</b>				
INSTRUCTION				
110	Basic Program	\$ 18,215,453	\$ 3,507,922	\$ 18,215,453
120	Added Needs	6,267,391	1,118,223	6,267,391
130	Adult & Continuing Education	221,397	35,809	221,397
SUPPORT SERVICES				
210	Pupil	3,619,145	840,644	3,619,145
220	Instructional Staff	2,206,260	684,120	2,206,260
230	General Administration	685,875	284,856	685,875
240	School Administration	2,366,325	786,294	2,366,325
250	Business	1,278,424	381,420	1,278,424
260	Plant & Operations	3,994,244	1,372,131	3,994,244
270	Pupil Transportation	1,336,476	185,740	1,336,476
280	Central Services	842,511	378,102	842,511
290	Other	1,281,014	8,326	1,281,014
300	Community Services	335,939	122,644	335,939
450	Prior Year Adj/Facilities Improvements	4,159,163	155,051	4,159,163
510	Debt Services	14,883	15,402	14,883
600	Outgoing Transfers	400,000	0	400,000
	<b>TOTAL</b>	<u>\$ 47,224,500</u>	<u>\$ 9,876,684</u>	<u>\$ 47,224,500</u>
	Excess Revenues over Expenditures	<u>\$ 31,135</u>	-3,921,120	<u>\$ 31,135</u>
	Beginning Fund Balance		8,228,910	
	Ending Fund Balance		<u>\$ 4,307,790</u>	

## **EXECUTIVE SUMMARY**

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**DATE:** November 27, 2023

**CONTACT PERSON:** Nikki Culley

### **PURPOSE:**

To recommend hiring a Teacher's Assistant for Drager Early Education Center.

### **EXPLANATION:**

Mary Bruggenwirth and her interview team recommend Alisha Bates as a Head Start Teacher's Assistant. Alisha has over two (2) years of customer service experience.

### **RECOMMENDATION:**

The HR Director recommends hiring Alisha Bates as a Teacher's Assistant for Drager Early Education Center, effective November 20, 2023.

## **EXECUTIVE SUMMARY**

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**DATE:** November 27, 2023

**CONTACT PERSON:** Dan Peña

### **PURPOSE:**

To approve the Family Medical Center School-Based Health Center Lease Agreement.

### **EXPLANATION:**

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

A CAHC's purpose is 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, has reviewed the lease agreement.

### **RECOMMENDATION:**

The Business Manager recommends that the Adrian Board of Education approve the Family Medical Center School-Based Health Center Lease Agreement.



## **EXECUTIVE SUMMARY**

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**DATE:** November 27, 2023

**CONTACT PERSON:** Dan Peña

**PURPOSE:** To approve the 2023 - 2024 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.

# EXECUTIVE SUMMARY

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**DATE:** November 27, 2023

**CONTACT PERSON:** Nate Parker

**PURPOSE:**

To accept donations from Community Members.

**EXPLANATION:**

The Maple Fans Club donated \$2,825 to the boy's baseball team for a radar gun.

The Eileen Vuillemin Foundation donated \$3,750 to the boy's baseball team.

Don Cappelletty donated electrical services with an approximate value of \$4,527

The following donated to the Turkey Drive

1. Sharronn and Danny Etter, \$200
2. Patricia Church, \$250
3. Lenco Credit Union, \$250
4. Adrian Steel, \$500
5. Kay and James Crone, \$200
6. Cooper & Bender, P.C., \$500
8. AvidXchange, \$250

**RECOMMENDATION:**

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

## **EXECUTIVE SUMMARY**

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**DATE:** Nov. 27, 2023

**CONTACT PERSON:** Dan Peña

### **PURPOSE:**

To review the request to purchase a food service delivery box truck. This will replace the current transit van used to transport food from Drager to schools throughout the District.

### **EXPLANATION:**

The District uses a transit van to transport food produced at the Drager kitchen throughout the District. Three quotes were solicited, with the District receiving only one as inventory is still very low in the market. This purchase will be funded through the District's Non-profit Food Service Account.

### **RECOMMENDATION:**

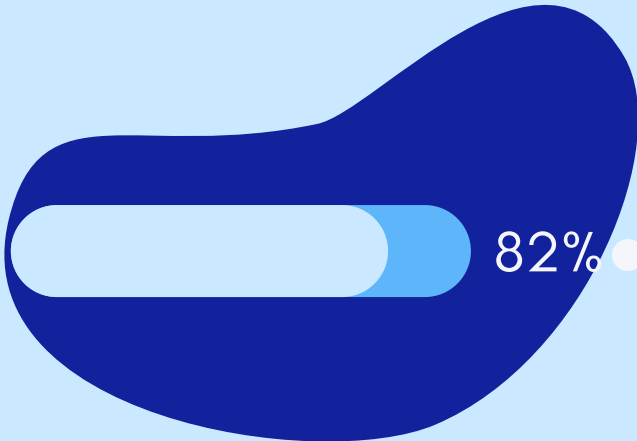
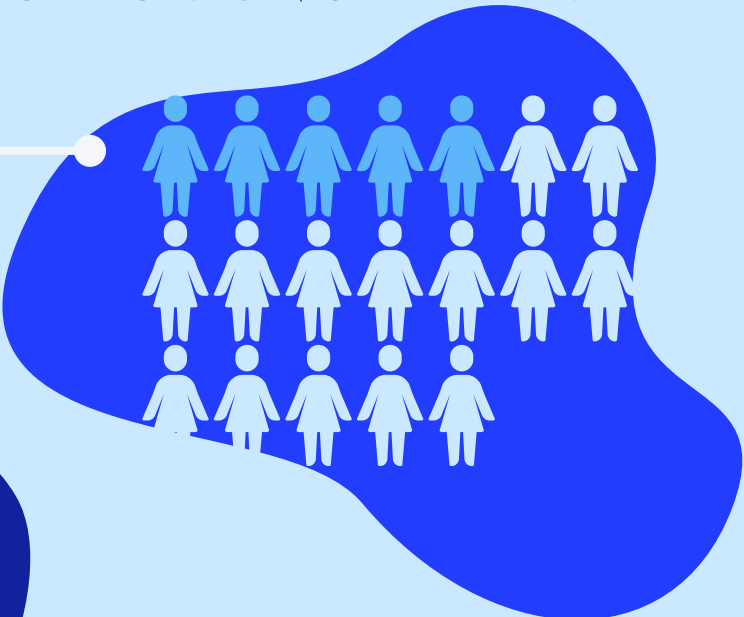
The Business Manager recommends that the Adrian Board of Education review the request to purchase a new food service delivery box truck for \$52,317 from the quote from Dave White Chevrolet. This will be paid out of the District's Non-profit Food Service Account.

Adrian Public Schools  
Head Start

NOVEMBER 2023 BOARD OF  
EDUCATION & POLICY COUNCIL REPORT

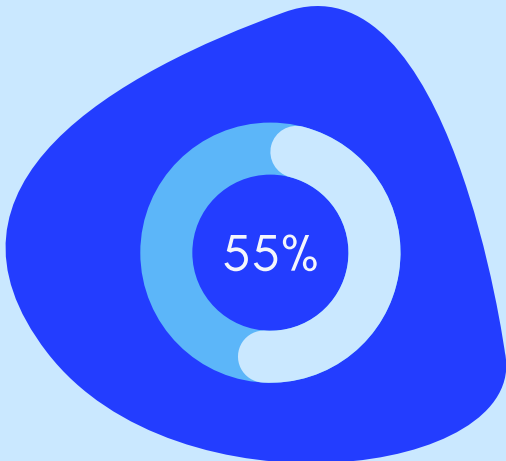
STAFF VACANCIES

1 Teacher  
4 Teacher Assistants  
1 Parent Educator

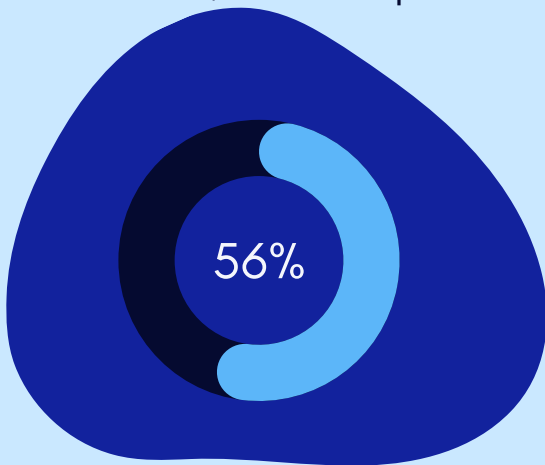


Average Attendance

Attendance trends: Doctor, dentist or WIC appointment, illness, parent chooses to keep child home, no transportation



EHS Enrollment  
44/80\* enrolled.



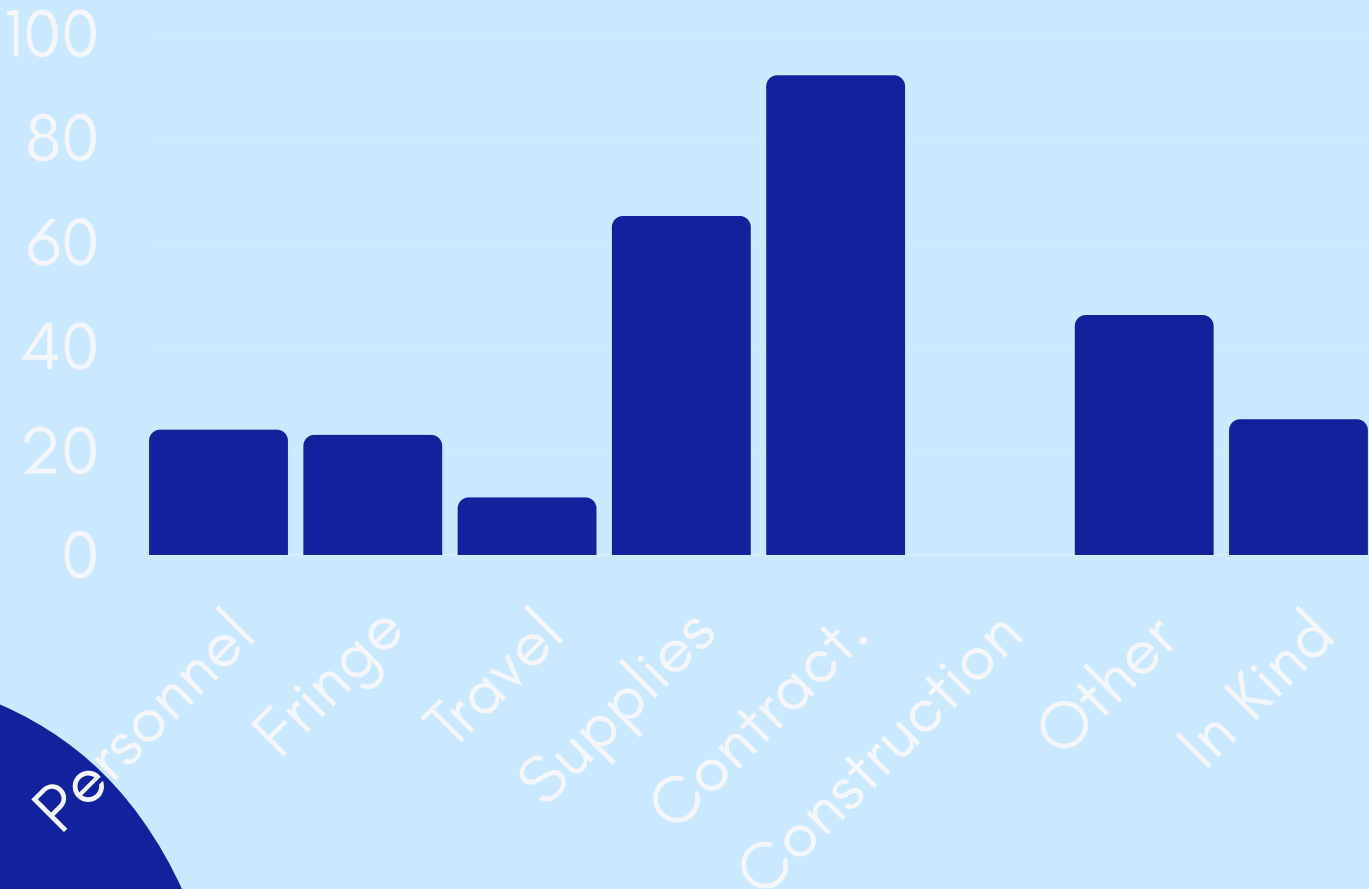
HS Enrollment  
138/246\* enrolled. Additional 11 accepted.

Enrollment Details

\*After Enrollment Reduction:  
EHS 44/64 (68%).  
HS 138/185 (74%)

BUDGET REPORTS

Early Head Start and Head Start Budget Report; supplies and contractual show more spent because of blanket POs for items such as lawn care, snow removal, diapers, etc.



# Head Start Report

## November 2023

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

- Facilities
  - No updates
- Human Resources:
  - Vacancies:
    - Teacher (or FT TA): 1 (Addison)
    - Teacher Assistant: 4 (Addison, Drager, Hudson, Prairie)
    - Parent Educator: 1
  - Hiring recommendation for:
    - None

### **Fiscal Monitoring**

- The October budget report is attached; no concerns at this time.
- CACFP September reimbursement = \$3,919.57. October will be reported next month.

### **Education and School Readiness**

- Staff attended CPI training 10/24 & 10/25, additional staff scheduled to attend 12/5 & 12/6
- Starting Points for new staff 11/10
  - Teaching Strategies Gold
  - 4 new staff attended
- CLASS Observations started in October
- New Curriculum study guide add ons available for HS
- New Curriculum boxes available for EHS & HS
  - Balls
  - Clothes
  - Bags
  - Rocks
  - Containers
  - Seats
  - Shoes
  - Dentist
  - Doctor
  - Ice Cream Shop
  - Camping
  - Coffee Shop
- Coaching
  - EHS HB: 1
  - EHS CB: 2

- HS CB: 13
- 16 Total

## **Disability Services and Mental Health**

- Disability Enrollment:
  - Total: 14.8%
  - HS: 10.7%
  - EHS: 4.1%
- Mental Health:
  - Child Consultation: 18 events in 5 classrooms.
  - Staff Wellness Consultation: 9 events.
  - Fall Mental Health Classroom Observations took place.
  - Family Medical Center School-Based Clinics have been established at Drager and Hudson locations at this time. Behavioral Health Therapists are placed by Family Medical Center at these locations and provide services for Head Start and Early Head Start students if parents request.

## **Family Engagement**

- Parent Committee Meeting
  - October 16th via zoom
  - Next meeting December 18th at 5:00 via Zoom

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

- Back to having one Parent Educator
- Job vacancy has been posted

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

### Eligibility:

- No updates

### Recruitment:

- October 2 - Application Day at Lincoln
- October 4 - Application Day at Drager
- October 9 - Application Day at Drager
- October 10 - Application Day at Addison
- October 13 - Safety Town at Michener
- October 15 - Appleumpkin
- October 18 - Application Day at Drager
- October 24 - Application Day at Drager
- October 30 - Application Day at Drager

Selection:

- Placement meetings are held weekly

Enrollment:

October 2023

<b>EHS Home Base</b>	<b>Enrolled</b>	<b>Accepted</b>	<b>Vacancies</b>
<b>A (vacant)</b>	0	0	12
<b>D (12)</b>	12	0	0
<b>Total ( 24)</b>	12	0	12

- Parent Educator Vacancy

<b>EHS Center Base</b>	<b>Enrolled</b>	<b>Accepted</b>	<b>Vacancies</b>
<b>Drager 100 (8)</b>	8	0	0
<b>Drager 101 (8)</b>	8	0	0
<b>Drager 102 (8)</b>	8	0	0
<b>Drager 103 (8)</b>	7	0	1
<b>Total (32)</b>	31	0	1

- Vacancy above has been filled

<b>Head Start</b>	<b>Enrolled</b>	<b>Accepted</b>	<b>Vacancies</b>
<b>Addison (17)</b>	5	2	10
<b>Drager 200 (16)</b>	16	0	0
<b>Drager 201 (16)</b>	15	0	1
<b>Drager 202 (16)</b>	8	0	8
<b>Drager 203 (16)</b>	16	0	0
<b>Drager 204 (16)</b>	13	0	3

<b>Drager 206 (16)</b>	3	6	7
<b>Drager 210 (18)</b>	15	1	2
<b>Hudson (18)</b>	18	0	0
<b>Michener (18)</b>	15	2	1
<b>Prairie (18)</b>	14	0	4
<b>Total (185)</b>	138	11	36

- Addison is currently virtual due to staffing. Five children transitioned temporarily to Hudson.
- Last program year:
  - Head Start: 102
    - Increase of 36 children

Attendance:  
October 2023

	<b>Average Daily Attendance (ADA)</b>	<b>Absence Reasons</b>
<b>EHS Home Base</b>	80% - decrease of 3 %	Parent canceled, family not home, mom had baby, sick, at dad's house for the week
<b>EHS Center Base</b>	85% - same as previous month	WIC appointment, illness, parent chooses to keep child home, family issue, doctor appointment, required service
<b>Head Start</b>	80.5% - decrease of 5.5% from previous month	Unable to attend virtual services, parents choose to keep the child home, illness, doctor appointment, no transportation, family issue, death in the family, dentist appointment. No physical, WIC appointment
<b>Total ADA</b>	82%	Plan: FSW's will continue to contact families encourage and support families if needed, Remind families the importance of attendance, will be sending home information regarding the benefits of attendance



## **Health Services**

- SOW coming to Drager on: Thursday, November 16th from 8:30am-12pm

### **EHS**

- Hearing: Center based-88%; Home Based-100%
- Vision: Center based-94%; Home Based-100%
- WBC/Physicals: Center based-72%; Home Based-55%
- Dental Exams: Center based- 43% Home Based- 71% (>1 year of age and/or 1st tooth eruption). Pending 11/27/23-90 day cut off time frame
- Medical Home: Center based-100%; Home Based-100%
- Dental Home: Center based-72%; Home Based-64%
- Growth Assessment: Center based-100%; Home Based-100% (those children that are >2 years old).
- Lead Screening: Center based-100%; Home Based-100% (mix of results: readings from physicals and the questionnaire completed). Lead screening questionnaire completed at IHV. Children that are at risk are monitored by the HNM/HA and under the care of their PCP.
- Hgb/Hct Screening: Center based-100%; Home Based-100% (mix of results: from readings, WBC and the questionnaire completed)
- Immunizations: Center based--Drager-96% (combo of EHS/HS); Home Based-80%

### **HS**

- Hearing:-77%
- Vision:-78%
- Physicals:-65 %
- Dental Exams:-29% (pending 11/27/23- 90 day cut off time frame)
- Medical Home:-97%
- Dental Home:-71%
- Growth Assessment:-91%
- Lead Screening:-100%
- Hgb/Hct Screening:-100%
- Immunizations: Addison-92%, Drager-96%, Hudson-92%, Michener-92%, and Prairie-100%

## **Nutrition Services**

- Vegetable exploration for the month of November will be: rainbow carrots. Will send home and provide in December's newsletter nutrition/information sheet on carrots

## **Program Management**

- Change in Scope request submitted to the Office of Head Start.
- Transportation Waiver submitted to the Office of Head Start.
- The Self-Assessment Report for 2022-2023 is being reviewed at the November Policy Council meeting.
- Incident Report made to licensing and Office of Head Start.
  - Incident related to active supervision policies
  - No findings
- National Head Start Association (NHSA) recently released results from a workforce survey:
  - Survey respondents indicated 15% of staff positions are vacant, and 14% of classrooms are closed; 65% indicated that vacancies remain higher than usual
  - 55% indicated they have undergone or are in the process of a change-in-scope

# **HEAD START and EARLY HEAD START BUDGET REPORT AS OF 10/31/2023**

Approved Budget Category	Basic Grant	Training	Total	Expenditures	% Expended	% of Year	Difference
1 - Personnel	\$ 2,280,524.00	\$ -	\$ 2,280,524.00	\$ 554,454.91	24%	33%	-9%
2 - Fringe Benefits	\$ 1,609,991.00	\$ -	\$ 1,609,991.00	\$ 375,133.53	23%	33%	-10%
3 - Travel	\$ -	\$ 17,800.00	\$ 17,800.00	\$ 2,041.04	11%	33%	-22%
4 - Equipment	\$ -	\$ -	\$ -	\$ -			
5 - Supplies	\$ 139,566.00	\$ -	\$ 139,566.00	\$ 90,556.54	65%	33%	32%
6 - Contractual	\$ 152,137.00	\$ -	\$ 152,137.00	\$ 139,534.10	92%	33%	58%
7 - Construction	\$ -		\$ -	\$ -			
8 - Other	\$ 248,669.00	\$ 36,977.00	\$ 285,646.00	\$ 131,310.32	46%	33%	13%
Indirect Cost	\$ 11,767.00	\$ -	\$ 11,767.00	\$ -			
Total	\$ 4,442,654.00	\$ 54,777.00	\$ 4,497,431.00	\$ 1,293,030.44	29%	33%	-5%
Inkind	\$ 1,040,990.00		\$ 1,040,990.00	\$ 268,808.53	26%	33%	-8%
Max. Allowable Admin. Cost	\$ 822,547.00	\$ 8,217.00	\$ 830,764.00	\$ 164,348.07	20%		