

**HARTLAND CONSOLIDATED SCHOOLS
SPECIAL MEETING – BOARD OF EDUCATION
October 19, 2009**

AGENDA

- I. Call to order, 6:00 p.m., Boardroom, Educational Support Center
 - A. Pledge of Allegiance
 - B. Approval of agenda/items for discussion
 - C. Approval of minutes – October 12, 2009 regular meeting
 - D. Call to the public
 - E. Superintendent’s Report
 - F. Board reports & requests

- II. Roundtable Interviews
 - A. Interviews - Board Trustee Candidates

- III. Discussion Items
 - A. Discussion – Interview Feedback

- IV. Information Items
 - A. October 26, 2009, special, 6:30 p.m. Boardroom, Educational Support Center; November 9, 2009, regular, 6:30 p.m., Boardroom, Educational Support Center
 - B. Finance Committee Meeting – Auditors – November 9, 2009, 5:30 p.m., Central Office Conference Room; Board Goals Workshop – November 18, 4:00 p.m., Board Room, Educational Support Center

- V. Adjournment

This meeting is a meeting of the Board of Education in public for the purpose of conducting the business of Hartland Consolidated Schools and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in Agenda Item I.D.

DETAILED AGENDA

- I. CALL TO ORDER
- I.A. PLEDGE OF ALLEGIANCE
- I.B. APPROVAL OF AGENDA/ITEMS FOR DISCUSSION
(Recommended action): That the agenda for the October 19, 2009 special meeting be approved and that public participation be allowed on all items. Motion by _____, supported by _____.

- I.C. APPROVAL OF MINUTES - OCTOBER 12, 2009 REGULAR MEETING (SEE ATTACHED)
(Recommended action): That the minutes of the October 12, 2009 regular meeting be approved. Motion by _____, supported by _____. _____
- I.D. CALL TO THE PUBLIC
- I.E. SUPERINTENDENT'S REPORT
- I.F. BOARD REPORTS & REQUESTS
- II.A. INTERVIEWS - BOARD TRUSTEE CANDIDATES
The Board will conduct informal "roundtable" interviews with candidates Michelle Hutchinson and John Meo
- III.A. INTERVIEW FEEDBACK
For discussion
- IV.A. FUTURE MEETINGS
October 26, 2009, special, 6:30 p.m. Board Room, Educational Support Center; November 9, 2009, regular, 6:30 p.m. Board Room, Educational Support Center
- IV.B. INFORMATION ITEMS
Finance Committee Meeting - Auditors - November 9, 2009, 5:30 p.m., Central Office Conference Room; Board Goals Workshop - November 18, 4:00 p.m., Board Room, Educational Support Center
- V. ADJOURNMENT

Hartland Consolidated Schools
Regular meeting - Board of Education
October 12, 2009

Members present: C. Aberasturi, T. Dumond, C. Sinelli, N. Kessel, K. Kaszyca, E. McPherson-Brown
Members absent: None
Admin. Present: L. Mayes, J. Sifferman, S. VanEpps, M. Otis, D. Minsker, D. Petish, S. Livingway, L. Pumford
Guests: S. Callahan, J. Meo, M. Meo, B. Gazda, N. Spranger, A. Krolczyk, B. Krueger, D. Krueger

President Kaszyca called the meeting to order at 6:30 p.m. in the Board Room of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

Motion by Aberasturi, supported by McPherson-Brown that the agenda for the October 12, 2009 regular meeting be approved, and that public participation be allowed on all items. Motion carried 6-0. 10/12 AGENDA APPROVED

Motion by McPherson-Brown, supported by Aberasturi that the minutes of the September 28, 2009 special meeting be approved. Motion carried 6-0. 9/28 MINUTES APPROVED

Jamie Nicholson, representing the parent group "Dance Project", addressed the Board regarding concerns with the current school dance format. CALL TO PUBLIC

Superintendent Sifferman congratulated the Hartland High School administration on a very successful Homecoming Week, game and dance, noting that 1400 students attended this year's Homecoming Dance. Ms. Sifferman noted that she and Mr. Aberasturi attended the grand opening of the Meijer store in Hartland and that Meijer presented the district with a check for \$25,000, which will be used to fulfill grant requests from various programs in the district. She also noted that several district programs also received funds from Wal-Mart when they opened in August. Ms. Sifferman thanked both businesses for their support of Hartland Schools. SUPT. REPORT

Ms. Sifferman introduced Assistant Superintendent Laurie Mayes, who presented the annual report for the 2008/09 school year. Ms. Mayes also discussed recently implemented changes to the curriculum change process for 2009/10. Mr. Aberasturi noted that as the original documents came before the Board for approval, any changes should also come before the Board.

Motion by Kessel, supported by Aberasturi that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Curriculum and Instruction, approves the changes and updates to the curriculum change process documents as presented. Motion carried 6-0.

Superintendent Sifferman then introduced Deputy Shawn Callahan who presented the 2008/09 Student Resource Officer report. Deputy Callahan noted a marked decrease in the number of fighting incidents, as well as assault and bullying complaints. Deputy Callahan attributed some of the decline to the programs the district has in place as well as his continued interaction and increased familiarity with the students. Superintendent Sifferman thanked him for his work, noting he is an important part of the district's administrative team.

Mr. Aberasturi noted that he attended the Meijer grand opening and spoke with their manager and they indicated that they were always accepting grant proposals from educators as Meijer is a strong supporter of education. Ms. Kessel noted that the Senior Center's annual show is October 20, 21 & 22 and is always entertaining. Mr. Kaszyca thanked the cheer squad and the high school band for their participation in the Meijer grand opening.

BOARD REPORTS

Motion by Kessel, supported by McPherson-Brown that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of September 30, 2009, and the payment of invoices totaling \$3,725,216.46 and payroll obligations totaling \$1,807,260.87. Motion carried 6-0.

PAYMENT OF INVOICES

Motion by Kessel, supported by Sinelli that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel & Student Services, approves the Community Education Childcare Parent/Student Handbook as presented and discussed. Motion carried 6-0.

CHILDCARE P/S HANDBOOK

President Kaszyca explained the procedure going forward for the remainder of the Board candidate selection process. The Board will hold a second round of interviews, more informal without specific predetermined questions for those candidates the Board chooses to invite. He opened up the floor for nominations.

BOARD INTERVIEWS

Motion by McPherson-Brown, supported by Kessel to invite Michelle Hutchinson for a second interview. Motion carried.

HUTCHINSON-2ND INTERVIEW

Motion by Sinelli to invite Natalie Smith for a second interview. Motion died for lack of support.

MOTION DIED

Motion by Dumond, supported by Aberasturi to invite John Meo for a second interview. Motion carried.

MEO - 2ND INTERVIEW

There were no other nominations.

The Board discussed when to conduct the second round of interviews.

Motion by Kessel, supported by Aberasturi that the Board of Education convenes a special meeting on October 19, 2009 at 6:00 p.m. to conduct second interviews for the vacant Board seat. Motion carried 6-0.


SPECIAL MTG
10/19 - 6:00 P.M.

The meeting adjourned at 7:45 p.m.

ADJOURNMENT

Respectfully submitted,


Elsie McPherson-Brown
Secretary


Paula Waters
Recording Secretary

Rec'd
9/21/09
2:45

Date: September 21, 2009

Attn: Kevin Kaszyca

Fax #: 810-626-2101

From: Michelle Hutchinson

RE: Open vacancy on the board of education.

Pages: 3 including this page

Dear Mr. Kaszyca,

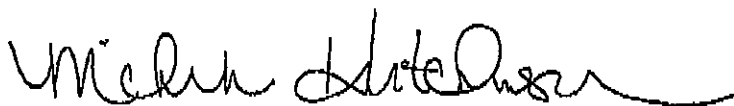
I would like to be considered for the vacant position on the board of education. I was nominated and voted into the position of PTO President at the Hartland Round Elementary school in the 2008-2009 school year and became very active in decisions that were being made around the school. I am returning as PTO President for the 2009-2010 school year. Although being a PTO board member is rewarding I feel I would like to take this a step further and become more involved in decisions that are being made for the entire school district.

I have a son who graduated from Hartland schools in 2008 and my daughter is currently at Round elementary in the 3rd grade. So I have been through your school system once and I'm on my second time through.

I feel one of my strengths is looking at a particular issue from all angles. I have always been open to the opinions of others. I feel they may have a take on the issue that I have not previously thought of and have been known to change my opinion on an issue if a logical point has been presented. I try to understand their point of view but also feel I can respect their opinion even if I do not agree with it.

To follow this page you will find my resume. Thank you for your time and consideration. I can be reached via email at hutchelle@gmail.com or by phone at 248-660-4109.

Regards,



Michelle Hutchinson

MICHELLE HUTCHINSON

1560 Helena Avenue, Hartland, Michigan 48353
hutchelle@gmail.com

248-660-4109

SUMMARY:

- 13 years experience conducting software training on site and in classroom environment
- 13 years experience writing training and technical documentation.
- Expertise in the Microsoft Office Suite of programs
- Develop and compose training materials, user processes, and help documentation
- 8+ solid years developing Lotus Notes applications for an automotive supplier
- Evaluate and combine department procedures to simplify their processes
- Developed MSDS application that has received mention in numerous safety publications
- Certified auditor to the QS9000 and ISO9000 industry standards. Auditor for TS16949 and ISO14001 standards
- President, Round Elementary PTO for the school years 08/09 and 09/10.

EXPERIENCE:***Internal Trainer / Lotus Notes Developer / Technical Writer***

Keykert USA, Inc. Wixom, MI

9/97-Present

- Initiated entire internal training program to include courses in:
 - Standard operating procedures
 - MS Excel/Word/PowerPoint/FrontPage/Visio
 - Lotus Notes
 - Mail Maintenance
 - Basic computer skills
- Compose all technical and training materials, user processes, and help documentation;
- Designed classroom, curriculum, and course schedules;
- Meet with departments to discuss current processes to simplify and decrease workload. Sometimes combining multiple department processes into one process;
- Developed and implemented a lease tracking system that stopped the overpayment of numerous lease contracts, consequently saving the company money;
- Developed and implemented an engineering specification tracking system that stopped the purchase of specifications that were no longer needed. As a result saving the company money;
- Responsible for developing and documenting applications in Lotus Notes for use within our German, Mexico, China, and US locations;
- Perform training on new applications prior to release;
- Maintain and recreate existing and 3rd party applications as well as troubleshooting errors;
- Created development standards to be used within the organization;
- Developed department intranet pages using MS FrontPage;
- Responsible for security systems and entry access cards;
- Software and hardware support to 300+ employees including a facility in Mexico;
- Audit team member.

MICHELLE HUTCHINSON

248-660-4109

1560 Helena Avenue, Hartland, Michigan 48353
hutchelle@gmail.com

President, Round Elementary PTO

Hartland, MI

2008 - Present

- Responsible for organizing board members and leading monthly board meetings;
- Review and approve budget;
- Recruit chair people for events and delegate responsibility to them;
- Work with and communicate regularly with other officers and chairpersons;
- Follow up during events to ensure that the event and volunteers are running smoothly;
- Research new fundraising ideas and grants for school;
- Initiate community involvement with local businesses;
- Sometimes used as an issue mediator;
- Maintain the PTO and president emails;
- Compose and distribute monthly newsletter email;
- Designed and maintain PTO Website.

Guest Writer for www.techrepublic.com

- Contributed 4 articles on training.
- Articles were cross referenced in related articles.

4/95 to 1/98

Conducted Independent training courses

- Instructed 6-week computer courses for a continuing education program. Courses included basic computer skills and Windows 3.1
- Created own training materials for course.
- Trained courses on site and in specified classrooms. Courses included MS Excel/Word/PowerPoint/Access, Lotus 123, Windows 3.1/95

EDUCATION:

Oakland Community College

- Associates degree in Liberal Arts, graduated 2004 Magna Cum Laude
- Associates degree in General Studies, graduated 2004 Magna Cum Laude

Troy State University

- Currently attending to complete Bachelor of Science in Business Administration

Langevin Learning Services

- 5 day course on writing skills for trainers

LANGUAGES:

- Basic German

GROUPS

- Member of Phi Theta Kappa and International Honor Society

JOHN P. MEO

1767 Andover Blvd. Howell, MI 48843 • (810) 632-9965 • jmeo747@sbcglobal.net

Dec'd
9/22/09
3:45

Currently, I am hard working father of five students in Hartland Schools. My wife and I get involved in our kids education and spend a considerable time making sure they have all the tools to be successful in life. After learning that there was a position opening up on the Board, we thought it will be a great opportunity to help with their education even more.

I realize you will need to know a bit more about me in order to consider me as suitable candidate; for this reason, I have enclosed my resumé for your review. It is a business oriented resumé I think will add to the Board. I trust you will find my experience to be a strong indicator of what I would contribute as an active member of the Board of Education.

In my current position as a General Manager, I am dealing with over 130 employees daily, 6900 students and their parents and the Board of Education of Southfield Schools, these are my customers. I manage schedules, routes, interviews, training, follow-up and overall good business practices. Durham School Services is a student transportation company that manages students in over 30 States. I can help the Board of Education with their customers using common sense, integrity and foresight.

Thank you in advance for your time and consideration. I hope to speak with you soon.

Sincerely,

John P. Meo

John P. Meo

1767 Andover Blvd.
Howell, Mi 48843
(810) 632-9965

OBJECTIVE: To utilize my management experiences in helping the Hartland Board of Education reach its goals.

SUMMARY:

- Management since 1989
- Career oriented steady growth in responsibilities.

EDUCATION: **Bachelor of Arts; Madonna University 1988**

Courses taken included:

Corporate Public Relations	Probability and Statistics
Crisis Management	Sociology and Reason

EXPERIENCE: **General Manager, Durham School Services July 2008 - present**
Southfield, Michigan

- Responsible for the transportation of 6900 students
- Increased proficiency 10% on time and route selection
- Special projects included GPS, Customer Care, Maintenance, White fleet
- Received Safety Award for 7 months of no incidents
(133 Employees-salaried, hourly)

General Manager, Avis Budget Group
Detroit Metro Airport January 2006 to July 2008

- Responsible for all aspects of operation
- Developed weekly reports, scheduling, corrective actions, interviews and customer care without missing a single deadline.
(90+ Employees)

General Manager, Dollar Thrifty Automotive Group
Houston Hobby Airport May 2001 to July 2008

- Responsible for all aspects of a profitable operation
- Developed weekly reports, scheduling, administration
(70+ Employees)

ACTIVITIES:

- Durham School Services Community Help Program
- Religious Education Teacher since 1992
- Theta Chi Fraternity President 1984