

**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING – BOARD OF EDUCATION  
April 22, 2013**

**AGENDA**

- I. Call to order, 6:30 p.m., Board Room, Educational Support Service Center
  - A. Pledge of Allegiance
  - B. Approval of agenda/items for discussion
  - C. Approval of minutes – March 25, 2013 special meeting
  - D. Call to the public
  - E. Superintendent's Report
    - o Happenings at Lakes Elementary
  - F. Board reports & requests
  
- II. Action Items
  - A. Payment of Invoices
  - B. LESA Election Representative
  - C. New Curriculum Offerings – Hartland High School
  
- III. Discussion Items
  - A. New and Updated Board Policies
  
- IV. Closed Session
  
- V. Information Items
  - A. Future meetings: May 13, 2013, regular, 6:30 p.m., Boardroom, Educational Support Service Center; May 28, 2013, (note date due to Memorial Day) special, 6:30 p.m., Boardroom, Educational Support Service Center
  - B. Information Items
  
- VI. 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 April 22, 2013 regular meeting be approved and that public participation be allowed on all items except Item IV – Closed Session. Motion by \_\_\_\_\_, supported by \_\_\_\_\_.  
\_\_\_\_\_
- I.C. APPROVAL OF MINUTES – MARCH 25, 2013 MEETING- SEE ATTACHED  
(Recommended action): That the minutes of the March 25, 2013 special meeting be approved. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- I.D. CALL TO THE PUBLIC
- I.E. SUPERINTENDENT’S REPORT
  - o Happenings at Lakes Elementary School
- I.F. BOARD REPORTS & REQUESTS
- II.A. PAYMENT OF INVOICES – SEE ATTACHED  
(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of March 31, 2013, and the payment of invoices totaling \$1,359,144.13 and payroll obligations totaling \$3,618,108.57. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- II.B. LESA ELECTION – REPRESENTATIVE & ALTERNATE  
(*Discussion prior to motion to determine interest in serving as delegate and alternate.*)  
(Recommended action): That the Board of Education appoints \_\_\_\_\_ as the delegate and \_\_\_\_\_ as the alternate to represent Hartland Schools for the 2013 LESA Board of Education election. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- II.C. NEW CURRICULUM OFFERINGS – HARTLAND HIGH SCHOOL - SEE ATTACHED  
(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Curriculum Committee, approves the new curriculum course offerings for Hartland High School as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- III.A. NEW AND REVISED BOARD POLICIES – SEE ATTACHED  
For discussion.
- IV. CLOSED SESSION  
(Recommended action): That the Board of Education enters into closed session to discuss privileged attorney/client documents. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_ (Roll call vote)
- V.A. FUTURE MEETINGS  
May 13, 2013, regular, 6:30 p.m., Boardroom, Educational Support Service Center; May 28, 2013, (note date due to Memorial Day) special, 6:30 p.m., Boardroom, Educational Support Service Center
- V.B. INFORMATION ITEMS
- VI. ADJOURNMENT

Hartland Consolidated Schools  
Special Meeting - Board of Education  
March 25, 2013

Members present: T. Dumond, K. Kaszyca, M. Hutchinson, C. Kenrick, B. Gatewood, C. Sinelli, C. Aberasturi  
Members absent: None  
Admin. Present: J. Sifferman, S. Bacon, S. VanEpps, L. Mayes, C. Hughes, G. Waldrup, M. Otis, D. Minsker, L. Smither, K. Evenson, B. Mainka, S. Livingway, M. Day, L. Pumford  
Guests: D. Madden, S. Gordinear, J. Tripoli, N. Root, J. Root, J. VanHouten, C. Costa, J. Freshour, K. Rex, D. Rex, M. Devitt, S. Lindemann, L. Kananen, J. Halonen, K. Bodziak, R. Naughton, K. Hoerauf, C. Drafta, J. Denzer, B. Gazda, M. Cannart, L. Romano, N. Spranger, S. Wissner, J. Muir, R. Hofsess, K. Schlueter

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

Motion by Kaszyca, supported by Aberasturi that the agenda for the March 25, 2013 special meeting be approved and that public participation be allowed on all items. Motion carried 7-0. 3/25/13 AGENDA APPROVED

Motion by Kenrick, supported by Hutchinson that the minutes of the March 11, 2013 regular meeting and closed session be approved. Motion carried 7-0. 3/11 MINUTES APPROVED

There was no response to Call to the Public. CALL TO PUBLIC

Superintendent Sifferman introduced Hartland High School student Jack Van Houten who described his experiences participating in the Jett Ride bike ride for Duchenne Muscular Dystrophy. The ride begins in Minnesota and moves on through Wisconsin, Michigan, Ohio, Pennsylvania and ends in Pt. Pleasant, New Jersey, with riders averaging 60-75 miles a day. Jack has participated in this event in 2011 and 2012 and has ridden over 3,000 miles and collected more than \$18,000 for Duchenne research. Ms. Sifferman noted that he was an amazing role model for fellow students, staff and the whole community. SUPT. REPORT

Mr. Gatewood noted he had attended Fun Fairs at Lakes & Village and commended the PTOs for the well-organized and well-attended events. Mr. Aberasturi noted that he now has a web site for his state representative campaign. Mr. Dumond noted that Hartland's Relay for Life event will take place May 18 & 19. Ms. Hutchinson commended Nicole Schingeck for the recent Parent Workshop, noting it was well-organized and a good resource for information. Ms. Kenrick echoed Ms. Hutchinson's comments and also wanted to thank Jack Van Houten on his excellent presentation. BOARD REPORTS

Motion by Kaszyca, supported by Kenrick that the Board of Education, upon the recommendation of the Superintendent, ratifies the tentative agreement for the Hartland Education Association as presented. Motion carried 7-0. HEA CONTRACT RATIFIED

Motion by Kenrick, supported by Sinelli that the Board of Education, upon the recommendation of the Superintendent, ratifies the tentative agreement for the Hartland Affiliates Association as presented. Motion carried 7-0. HAA CONTRACT RATIFIED

Motion by Hutchinson, supported by Gatewood that the Board of Education, upon the recommendation of the Superintendent, ratifies the tentative agreement for the Hartland Food Service employees as presented. Motion carried 7-0.

FOOD SERV.  
CONTRACT  
RATIFIED

Motion by Sinelli, supported by Kenrick that the Board of Education, upon the recommendation of the Superintendent, ratifies the tentative agreement for the Hartland Maintenance employees as presented. Motion carried 7-0.

MAINT. CONTRACT  
RATIFIED

Mr. Dumond thanked the administration, the Board and the staff for working so hard on settling these contracts. Ms. Sifferman noted that, once again, the employee groups agreed to concessionary contracts. She appreciates the relationship among the employee groups, the administration and the Board that makes successful negotiations possible, and she thanked everyone for their hard work.

Motion by Kaszyca, supported by Gatewood that the Board of Education, upon the recommendation of the Superintendent and the Project Manager, awards a contract to Precision Contracting Group in the amount of \$29,596.00 for division 08, Aluminum Entrances & Storefronts, as presented. Motion carried 7-0.

CONTRACT AWARD  
DIVISION 08

Motion by Aberasturi, supported by Gatewood that the Board of Education, upon the recommendation of the Superintendent and the Project Manager, awards a contract to Vertex Steel, Inc. in the amount of \$66,000.00 for division 05, Metal Fabrications, as presented. Motion carried 7-0.

CONTRACT AWARD  
DIVISION 05

Motion by Aberasturi, supported by Kaszyca that the Board of Education, upon the recommendation of the Personnel Committee, approves a 3-year contract effective July 1, 2013 for Janet Sifferman, Superintendent, and 2-year contracts effective July 1, 2013 for: Scott VanEpps, Michelle Otis, Chuck Hughes, Kirk Evenson, Ben Mainka, Steve Livingway, Mikki Cheney, Lawrence Pumford, Lindsay Smither, David Minsker, Bill Cain, Alice Lashbrook, Kate Gregory, Anthony Howerton, Mary Day, and Jason Reck, as presented. Motion carried 7-0. Ms. Sifferman thanked the Board for their support and noted that the administration likes working here.

ADMIN.  
CONTRACTS  
APPROVED

President Dumond noted the next meeting of the Board of Education is scheduled for April 8, 2013 and reminded the Board of the LCASB Annual Meeting on March 27<sup>th</sup>.


UPCOMING  
MEETINGS

The meeting adjourned at 6:55 p.m.

ADJOURNMENT

Respectfully submitted,

  
Michelle Hutchinson  
Secretary

  
Paula Waters  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS**  
Hartland, Michigan

Date of Board Meeting:

April 22, 2013

Financial Reports as of:

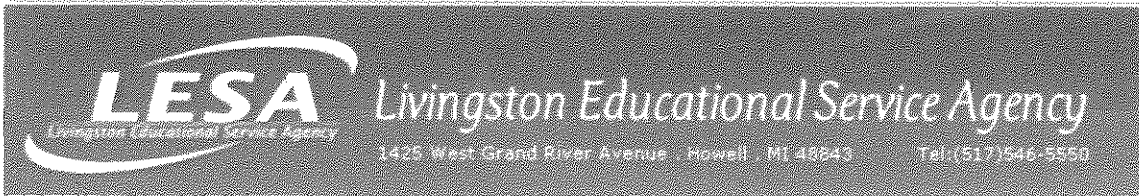
March 31, 2012

Check registers to be approved:

Date	Description	General Fund	Athletic	Cafeteria	Capital Proj	Debt	TOTAL
03/12/2013	A/P Check Run	1,467.85	0.00	18,896.44	0.00	0.00	20,364.29
03/15/2013	A/P Check Run	345,128.03	25,953.01	8,685.02	519,247.15	900.60	899,913.81
03/19/2013	A/P Check Run	66,581.48	1,283.09	9,408.21	0.00	0.00	77,272.78
03/26/2013	A/P Check Run	320.00	0.00	8,108.60	0.00	0.00	8,428.60
03/27/2013	A/P Check Run	262,944.97	10,840.45	5,097.06	66,492.00	0.00	345,374.48
03/28/2013	A/P Check Run	0.00	0.00	2,183.83	0.00	0.00	2,183.83
	A/P Check Run	0.00	0.00	0.00	0.00	0.00	0.00
	A/P Check Run	0.00	0.00	0.00	0.00	0.00	0.00
03/31/2013	Prepays, Voids	763.26	-	40.00	4,803.08	0.00	5,606.34
<b>TOTAL</b>		<b>677,205.59</b>	<b>38,076.55</b>	<b>52,419.16</b>	<b>590,542.23</b>	<b>900.60</b>	<b>1,359,144.13</b>

Payrolls to be approved:

Date	Dues	FlexCare Transfer	Net Paycks & Direct Deposit	Taxes St Of Mich	Taxes Federal	Retirement	TOTAL
03/01/2013	16,073.43	7,266.84	630,024.44	34,128.23	245,982.89	301,212.57	1,234,688.40
03/15/2013	16,758.86	7,266.84	591,126.16	31,834.87	227,934.05	298,551.02	1,173,471.80
03/29/2013	15,956.52	7,266.84	611,980.15	32,919.57	236,931.07	304,894.22	1,209,948.37
<b>TOTAL</b>	<b>48,788.81</b>	<b>21,800.52</b>	<b>1,833,130.75</b>	<b>98,882.67</b>	<b>710,848.01</b>	<b>904,657.81</b>	<b>3,618,108.57</b>



## **LESA BOARD OF EDUCATION 2013 ELECTIONS**

PA 419 of 2004 amended the election procedures for ISD Boards of Education. The following calendar outlines the steps and deadlines for the new procedures.

- |                            |  |
|----------------------------|--|
| February 1, 2013           | Nominating petitions available at the County Clerk's office.   |
| Between April 11 and May 6 | Local boards consider a representative and alternate to be appointed to the electoral body to elect LESA board members.  |
| May 6                      | Candidates file nominating petitions or \$100 fee for candidacy and Affidavits of Identity with County Clerk.  |
| Between May 13 and May 29  | Local boards adopt a resolution that:<br>-designates a representative and an alternate to the electoral body<br>-identifies the candidate(s) it supports<br>-directs its representative to vote for the candidate(s) for the first ballot.<br>-directs that a certified copy of the resolution be filed with the LESA Board Secretary. |
| Between May 13 and May 20  | LESA Board Secretary sends notice of the hours and place of the election by certified mail to the Board Secretary of each district.  |
| June 3                     | Election date. Electoral body to consist of one person designated by each constituent district Board of Education.   |

## 2013-14 HHS New Course Offerings

**Course Title:** Medical Careers and Terminology

**Course Length:** Semester

This one-semester course gives students an introduction to the vast world of medical careers as well as the language of medicine and healthcare. Students will learn about and develop an understanding of the preparation and training necessary to pursue careers in Occupational Therapy, Surgical Technology, Nursing, Medical Records Technician, Emergency Medical Technician (EMT), Physical Therapy, Physicians, Radiologists, and many more. Emphasis will also be placed upon learning word roots, suffixes, prefixes, abbreviations, symbols, anatomical terms, and terms associated with movements of the human body. Practicing medical professionals will visit the class to share practical knowledge of their fields and introduce students to a variety of careers.

**Course Title:** Law and Criminal Justice

**Course Length:** Semester

This course gives a general overview of law and criminal justice systems. It covers the nature and sources of law, court systems, and the substantive areas of constitutional law, contracts, torts, criminal law, contracts, agency, and property. This course is geared towards providing students with the basic knowledge of the law, critical legal thinking, and a comparative approach to the civil and common law systems. In addition, this course will explore the world of criminal justice and introduce operational practices at the major criminal justice decision stages. Students will also look at critical issues in society such as the dilemmas of change in policing, diversion, court administration, sentencing, and community correctional programs.

**Course Title:** Introduction to Computer Science and Programming

**Course Length:** Semester

In this course students will learn key concepts in computer science and learn how to begin writing their own computer programs and code. An exploration of IT careers including video game development, network engineering, programming specialists, and many more will occur in this class. At the end of this course, students will have learned key concepts in computer science and explore various programming languages. This course will prepare students to move on to more intermediate and advanced courses in computer science.

**Course Title:** Digital Media Literacy

**Course Length:** Semester

People today are swamped with images—thousands of advertisements each day, music videos, games, websites and more. Media Literacy encourages students to examine these images with many of the same literacy skills they use when reading a word-based text. In this class, students will learn how to create blogs, websites, and use social media in creative and helpful ways. Students will have the opportunity to explore media relevant to their daily lives in critical ways. Common Core technology standards and skills will be used in this course.

**Course Title:** Test Taking Skills and Strategies

**Course Length:** Semester

Even students who work very hard to prepare for an exam often leave the test feeling that they have studied the wrong things or that their performance has not truly reflected the level at which they have learned. This course is designed to address various areas of student test-taking skills. Strategies designed to help improve performance on any type of test as well as the PLAN, EXPLORE, or ACT tests will be explored. Several of the topics covered include task analysis, memory strategies, organization, effective reviewing, Bloom's taxonomy, mock tests, test analysis, essay test terminology, and much more.

**Course Title:** Chamber Choir

**Course Length:** Semester

Hartland High School Chamber Choir is the most advanced vocal ensemble offering. Chamber Singers produce and perform a variety of concerts annually including occasional community events. Singers are vocally challenged through advanced level of singing and complex harmonies from choral music.

**Course Title:** Math and Science Seminar

**Course Length:** Semester

This course is designed to provide an opportunity for students to receive enrichment and enhanced learning opportunities in conjunction with challenging math and/or science courses. This seminar course is taught by a certified math or science teacher who will provide additional exercises and explanation of concepts being taught in students' concurrent math and/or science classes. Specific instruction will be given to solving challenging equations within complex math and science scenarios.

**Course Title:** English and Social Studies Seminar

**Course Length:** Semester

This course is designed to provide an opportunity for students to receive enrichment and enhanced learning opportunities in conjunction with challenging English and/or social studies courses. This seminar course is taught by a certified English or social studies teacher who will provide additional exercises and explanation of concepts being taught in students' concurrent English and/or social studies courses. Specific instruction will be given to writing and conducting research.

**Course Title:** AP Science Lab

**Course Length:** Semester

Students who are currently taking an AP Science course (Chemistry or Biology) must meet a lab requirement in addition to their regularly scheduled class time. This course will be taught by the students' current AP science teacher and will include additional lab contact hours which mirrors current college course offering of a separate lab course assigned to the students in science.