

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
February 10, 2014**

AGENDA

- I. Call to order, 6:30 p.m., Boardroom, Educational Support Service Center
 - A. Pledge of Allegiance
 - B. Approval of agenda/items for discussion
 - C. Approval of minutes – January 27, 2014 special meeting
 - D. Call to the public
 - E. Superintendent’s Report
 - Happenings at Hartland High School
 - Board Goals Update
 - G. Board reports & requests

- II. Action Items
 - A. Payment of Invoices

- III. Information Items
 - A. Future meetings: February 25, 2014, special, (Tuesday due to mid-winter break) 6:30 p.m., Board Room, Hartland Educational Support Service Center; March 10, 2014, regular, 6:30 p.m., Board Room, Hartland Educational Support Service Center
 - B. Information Items:

- IV. 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 February 10, 2014 regular meeting be approved, and that public participation be allowed on all items. Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – JANUARY 27, 2014 MEETING- SEE ATTACHED

(Recommended action): That the minutes of the January 27, 2014 special meeting be approved. Motion by _____, supported by _____. _____

I.D. CALL TO THE PUBLIC

I.E. SUPERINTENDENT’S REPORT

- Happenings at Hartland High School
- Board Goals Update

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 January 31, 2014 and the payment of invoices totaling \$1,613,515.08 and payroll obligations totaling \$3,386,240.36. Motion by _____, supported by _____. _____

III.A. FUTURE MEETINGS

February 25, 2014, special, (Tuesday due to mid-winter break) 6:30 p.m., Board Room, Hartland Educational Support Service Center; March 10, 2014, regular, 6:30 p.m., Board Room, Hartland Educational Support Service Center

III.B. INFORMATION ITEMS

IV. ADJOURNMENT

Hartland Consolidated Schools
Special Meeting - Board of Education
January 27, 2014

Members present: T. Dumond, B. Gatewood, M. Hutchinson, C. Kenrick
Members absent: K. Kaszyca, C. Aberasturi, C. Sinelli
Admin. Present: J. Sifferman, S. VanEpps, S. Bacon, A. Lashbrook, C. Hughes, K. Evenson, M. Cheney, L. Pumford, M. Otis, D. Minsker, L. Smither, B. Cain, S. Livingway, A. Howerton, K. Gregory, B. Mainka, M. Day, C. Chanavier, S. Pearson
Guests: K. Ross, J. Ross, K. Ladd, A. Delor, C. VanGieson, R. O'Rourke, H. Schultz, N. Dinsler, D. Farrell

President Dumond 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 Kenrick, supported by Gatewood that the agenda for the January 27, 2014 special meeting be approved, that policy be set aside allowing Items II.A and II.B to be treated as Action Items, and that public participation be allowed on all items. Motion carried 4-0. 1/27/14 AGENDA APPROVED

Motion by Gatewood, supported by Kenrick that the minutes of the January 13, 2014 regular meeting be approved. Motion carried 4-0. 1/13/14 MINUTES APPROVED

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

Superintendent Sifferman noted that January is Board Recognition month. She thanked the Board for their guidance, leadership and dedication and then introduced each building principal: SUPT. REPORT BOARD APPRECIATION

Farms Intermediate – Principal Cheney introduced students participating in Farms' Peer-to-Peer group – general education students are paired with special education students – and distributed handcrafted flowers and t-shirts.

Creekside Elementary – Creekside students talked about a blog they had created to talk about classwork and gave the Board "Game Day" gift bags with items from Heart of Michigan as the Board is the "Heart of Hartland".

Village Elementary – Mr. Cain thanked the Board for their service and Village students distributed gift bags and student-crafted gifts to the Board.

Lakes Elementary – Principal Smither thanked the Board and presented them with a calendar featuring Lakes students and a children's book.

Round Elementary – Principal Minsker presented the Board with gift bags conceived and put together by his 4th grade students.

LEGACY/Community Education – Principal Evenson presented the Board with a Legacy t-shirt designed by a Legacy student and a coffee mug. He thanked the Board for their continued support of the Alternative Education program, noting many districts had discontinued them. Michelle Otis provided each Board member with a prepared meal they could take home and share with their families in lieu of the many "meals they had missed" in service to the district.

Ore Creek – Principal Livingway and Assistant Principal Howerton presented a video put together by teacher Patty Roberts featuring students and staff expressing their gratitude for the work the Board does.

Hartland High School – Principal Mainka introduced members of FCCLA who presented the Board with handcrafted "Conquer Cancer" pillow cases they crafted for children cancer patients at U of M Hospital. ASL teacher Judy Parlette and an ASL II student performed a demonstration using American Sign Language. Ms. Parlette thanked the Board for their continued support of the ASL programs at the middle

school and high school. Mr. Mainka also provided gift bags with t-shirts and the book "Better Learning".

Ms. Hutchinson thanked everyone for their presentations tonight and noted that she receives thanks all year long from administrators, staff and students. Ms. Kenrick thanked everyone for making the Board feel so special and noted she was blessed to be here. Mr. Dumond noted that Hartland Schools is really a "Dream Team" comprised of great Board members, administrators, teachers, support staff and facilities, and he is grateful to be a part of this team. Mr. Gatewood seconded everyone else's comments and noted that he was humbled by the display. He also noted that everyone – administration, staff, etc. – deserve recognition.

BOARD REPORTS

Motion by Hutchinson, supported by Kenrick that the Board of Education, upon the recommendation of the Superintendent, approves the 2014/2015 Curriculum Guide for Hartland High School as presented. Motion carried 4-0.

2014/15 HHS CURR. GUIDE

Motion by Kenrick, supported by Gatewood that the Board of Education, upon the recommendation of the Superintendent, adopts the special school election resolution for the May 6, 2014 school election as presented. Motion carried 4-0.

SCHOOL ELECTION MAY 6, 2014

Motion by Hutchinson, supported by Kenrick that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the extension of the current GRBS contract for five years (through 2019) with no increase to the current pricing. Mr. Gatewood noted that it is remarkable that the district has been able to contract with GRBS for a 13-year period without any price increase. He also noted the district's cost per square foot is considerably below the going rate, which is indicative of the collaborative relationship the district has established with GRBS. Motion carried 4-0.

GRBS CONTRACT EXTENSION

Motion by Kenrick, supported by Hutchinson that the Board of Education, upon the recommendation of the Superintendent, approves the proposed slate of Senior Center Advisory Council members as presented. Motion carried 4-0.

SENIOR CENTER ADVISORY BD.

Motion by Hutchinson, supported by Kenrick that the Board of Education, upon the recommendation of the Superintendent and the Personnel Committee, approves the promotion of Charles Hughes from Director of Curriculum and Instruction to Assistant Superintendent of Curriculum and Instruction. Motion carried 4-0. Ms. Sifferman noted that she is very excited to promote Mr. Hughes to Assistant Superintendent as he has been a superb addition to Central Office. She anticipates a smooth transition when Laurie Mayes retires in June.

HUGHES – ASST. SUPT., CURR & INSTRUCTION

President Dumond noted the next meeting is scheduled for February 10 at 6:30 p.m.

FUTURE MEETINGS

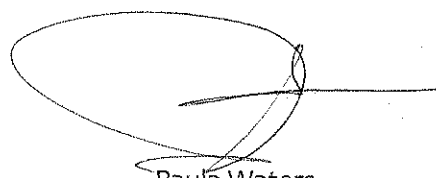
The meeting adjourned at 7:20 p.m.

ADJOURNMENT

Respectfully submitted,



Michelle Hutchinson
Secretary



Paula Waters
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON FEBRUARY 10, 2014
EXPENDITURES FOR THE MONTH OF JANUARY 2014**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	TOTAL
01/07/2014	A/P Check Run	\$ 62,357.98	\$ 500.00				\$ 62,857.98
01/09/2014	A/P Check Run	\$ 10,284.35	\$ 1,585.00				\$ 11,869.35
01/16/2014	A/P Check Run	\$ 818,193.93	\$ 15,452.71	\$ 14,540.02	\$ 237,137.04		\$ 1,085,323.70
01/20/2014	A/P Check Run	\$ 30,745.97	\$ 340.00	\$ 5,442.77			\$ 36,528.74
01/30/2014	A/P Check Run	\$ 341,522.00	\$ 14,234.49	\$ 9,495.94	\$ 1,452.79		\$ 366,705.22
	A/P Check Run						\$ -
	A/P Check Run						\$ -
01/31/2014	Prepaid Checks	\$ 2,822.43	\$ 975.00	\$ 16,160.75			\$ 19,958.18
01/31/2014	Void Checks	\$ (6,678.39)	\$ (971.00)				\$ (7,649.39)
01/15/2014	PESG - ACH	\$ 15.00					\$ 15.00
01/29/2014	PESG - ACH	\$ 37,906.30					\$ 37,906.30
TOTAL		\$ 1,297,169.57	\$ 32,116.20	\$ 45,639.48	\$ 238,589.83	\$ -	\$ 1,613,515.08

Payroll and Benefit expenses:

Date	Net Pay	Federal Taxes	State Taxes	Retirement	Dues/Other	Health Equity	TOTAL
01/03/2014	\$ 637,411.87	\$ 244,384.76	\$ 33,874.24	\$ 312,187.13		\$ 50,606.00	\$ 1,278,464.00
01/09/2014				\$ 109,655.50			\$ 109,655.50
01/17/2014	\$ 574,927.79	\$ 219,408.46	\$ 30,421.80	\$ 300,545.10	\$ 63.76	\$ 13,305.47	\$ 1,138,672.38
1/31/2014	\$ 625,367.80	\$ 236,996.78	\$ 32,922.04				\$ 895,286.62
JAN FSA CLAIMS						\$ (35,838.14)	\$ (35,838.14)
TOTAL	1,837,707.46	700,790.00	97,218.08	722,387.73	63.76	28,073.33	3,386,240.36

Hartland Consolidated Schools

District Goals Plan 2013-14

"FINANCE"

Goal: To remain financially solvent.

Rationale: In today's educational setting parents are well informed about school district finances and use this information to determine where they will send their children. At the same time, the success of our students in the competitive marketplace depends on our ability to provide students an optimum learning environment.

Assessment/Accountability: Year to year budget adoptions, amendments, and projections that maintain a fund balance of no less than 5%.

Strategies

- A. Regular reviews within the Finance Committee structure.
- B. Budget presentations to the Board of Education.
- C. Continue to explore opportunities to increase revenue.

Plan: The Hartland Consolidated School District Board of Education, Administration, Staff, and Community will work together to ensure that the annual budget is reflective of its educational priorities. Stakeholder input will be solicited and valued in this process. The annual budget will be adopted and amended when necessary and result in a fiscally solvent school district. Throughout the 2013-14 school year support documentation that reflects efforts to meet this goal will be gathered and shared in a final summary prior to setting a goal for the 2014-15 school year.

Hartland Consolidated Schools

District Goals Plan 2013-14

“STUDENT ACHIEVEMENT”

Goal: To ensure programming promotes continuous growth and improvement for the highest level of student achievement.

Rationale: In today’s educational setting parents are well informed about student achievement in public schools. Parents use this information to determine where they will send their children to school and into which school districts they will move. At the same time, the success of our students in the competitive marketplace depends on our ability to provide students with an optimum learning environment focused on student achievement.

Assessment/Accountability: Student achievement scores will be analyzed by staff and shared with the Board of Education and community when available. A log of professional development opportunities that supports a collaborative effort to ensure that students are meeting intended learning expectations will be kept by the building principals and curriculum department.

Strategies:

1. Curriculum documents will be maintained and upgraded, if necessary, to best reflect the intended learning expectations for our students. This includes work on incorporating the recently adopted State of Michigan Common Core Standards on which students will be assessed through the Balanced Assessment program starting in the spring of 2015. Note: we will continue to monitor Common Core funding at the State level.
2. Common Assessments for all core content areas will be used (re-aligned or created if necessary) to assess progress toward meeting the intended learning expectations.
3. Standardized assessment scores (MEAP, MME, EXPLORE, PLAN, ACT) will be analyzed annually by school staff. These reports will compare HCS scores with past performance (longitudinal) and state and county performances. The intent will be to identify the strengths and weaknesses of our students’ ability to demonstrate intended learning expectations.
4. Collaborative professional development opportunities will be developed based on the results of annual assessment scores and to support any local, state, or federal learning expectations.
5. A committee of district stakeholders will review the HCS Technology Plan annually for opportunities to integrate technology into the curriculum.
6. Continue to maintain and enhance programming.

“STUDENT ACHIEVEMENT” (continued)

Plan: The Hartland Consolidated School District administrative team will work with staff to analyze the 2012-13 standardized assessment scores of our students. These scores will be compared with the common assessment data gathered throughout the process in an attempt to verify that the work being done in our classrooms supports what the students are being asked to demonstrate on the standardized assessments. The Curriculum Department will continue work on upgrading the English Language Arts curriculum to match intended learning expectations of the Common Core Standards while beginning work on upgrading the Math curriculum for this same purpose. Sequencing the common assessments used throughout the school year will be vital to ensure that our students are learning what we want them to learn and demonstrate on the standard assessments. Staff will be asked to continue collaborative efforts to address student learning through the Professional Learning Communities model as well as through additional professional development opportunities. Staff will also be invited to provide feedback to the Director of Technology on technology needs necessary for delivering instruction.

Hartland Consolidated Schools

District Goals Plan 2013-14

“DISTRICT PUBLIC RELATIONS”

Goal: Market and promote Hartland Consolidated Schools as a premier school district.

Rationale: In the current competitive educational marketplace, Hartland Consolidated Schools must continue to be viewed as an outstanding educational choice in southeastern Michigan. Our desire is for all stakeholders to participate in creating a positive school district climate and reputation and to promote HCS as a premier school district.

Assessment/Accountability: The ability to show a growth in student enrollment or at least a better than average decline in the number of students leaving the school district will be data indicative of how well we market our school district. Data collected from district performance surveys, new student surveys, parent/teacher conference surveys, staff surveys, and miscellaneous feedback will be compiled throughout the 2013-14 school year. This data will be summarized and shared with the Board of Education.

Strategies:

1. The district will implement a comprehensive marketing plan for schools of choice students.
2. Community Life will continue to serve as a cornerstone of our marketing effort.
3. Communication networks such as District and building web sites, Facebook, Twitter, Tele-Parent, building and district listservs, local media, etc.... will continue to be developed and used for communicating information and promoting people and events.

Plan: The Hartland Consolidated School district will continue working with local media to highlight the positive events and environments within our schools. An emphasis on marketing for “school of choice” students will continue. Whenever possible, technology will be incorporated in our effort to gather data on our performance, and to share pertinent information with stakeholders. These expectations will be reviewed with central office and building staff to ensure that we all help to sustain the effort to create the positive relationships necessary for running an effective school district.

Hartland Consolidated Schools

District Goals Plan 2013-14

“DISTRICT CULTURE”

Goal: Promote a positive educational experience that involves all stakeholders (community, parents, students, and staff) and encompasses the district's guiding principles.

Rationale: Positive experiences lead to positive relationships between our stakeholders and the district. This has been a guiding principle for our district and must be nurtured now and in the future. Building positive relationships with our stakeholders through our guiding principles and reason, respect and responsibility is the foundation for who we are as a community centered school district.

Assessment/Accountability: The new student surveys, parent/teacher conference surveys, departing family surveys, staff satisfaction surveys, and individual building and departmental surveys can all be analyzed and summarized for the Board of Education in an effort to support the work in this goal area. Contract negotiations and settlements can also be key indicators of the experiences and relationships that stakeholders have within the district.

Strategies:

1. Stakeholder surveys will be made available on the district web site, by mail, and at school events to best assess how well we are meeting the needs of our community.
2. Regular monitoring meetings will be held with bargaining units.
3. The Superintendent will continue to forward “Did You Know,” “Person of the Month,” and other communications, such as Community Life articles, that provide pertinent information to all stakeholders.
4. Communication networks such as the district and building web sites, Facebook, Twitter, Tele-Parent, building and district listservs, etc. will be used to provide important information in a timely manner.
5. Building Principals will report Parent/Teacher Conference survey results to central office.
6. Board of Education members will increase participation and visibility at district events.
7. Role model the 3R's.

Plan: The Hartland Consolidated School District will continue to operate within its Guiding Principles and work diligently to ensure that our stakeholders feel valued and respected. Future challenges will present opportunities for which we will strive to educate and prepare our students.

Hartland Consolidated Schools

District Goals Plan 2013-14

"BUILDINGS AND SITES"

Goal: Maintain and improve our capital assets.

Rationale: In the current competitive educational marketplace, Hartland Consolidated Schools must continue to maintain and improve capital assets. When our stakeholders talk about and visit district buildings, they should feel proud of the experience. When families from outside the district visit or speak with current stakeholders about the district, we want them to be impressed with us. It is common knowledge that well maintained facilities and infrastructure are key factors in providing a positive educational experience. Word of mouth and first impressions go a long way toward garnering interest in our school district.

Assessment/Accountability: Building project reports to the Board of Education and building visits (seeing is believing) should be used to assess the progress of this goal. Building project reports and the annual Technology Plan will include budget summaries and recommendations for any additional work needed to address capital improvements.

Strategies:

1. The maintenance department will regularly update and share a preventative maintenance schedule.
2. Facility reports will be shared with the Board of Education as needed, this will include meetings with the Building and Site Committee.
3. A district-wide capital asset needs assessment will be monitored.
4. The district Technology Plan will be updated and shared annually.

Plan: The Hartland Consolidated School District will continue working to complete all scheduled capital improvements and technology improvements. The maintenance department will continue to prioritize and complete preventative maintenance projects that have been identified as long-term fiscally responsible approaches. At the end of the 2013-14 school year a summary of this work will be provided to the Board of Education and used to determine the 2014-15 schedules.