

**HARTLAND CONSOLIDATED SCHOOLS
SPECIAL MEETING – BOARD OF EDUCATION
June 26, 2014**

AGENDA

- I. Call to order, 6:30 p.m., Boardroom, Educational Support Center
 - A. Pledge of Allegiance
 - B. Approval of agenda/items for discussion
 - C. Approval of minutes – June 9, 2014 regular meeting
 - D. Call to the public
 - E. Superintendent's Report
 - Budget Hearing – 2014/2015 Budget
 - F. Board reports & requests
- II. Action Items
 - A. New Hires
 - B. Budget Amendments
 - C. General Appropriations Act Resolution – 2014/2015 Budget
- III. Discussion Items
 - A. Parent/Student Handbooks
- IV. Information Items
 - A. July 21, 2014, organizational meeting, 7:30 a.m., Boardroom, Educational Support Center
 - B. Information Items
- 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 June 26, 2014 special meeting be approved and that public participation be allowed on all items. Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – JUNE 9, 2014 REGULAR MEETING (SEE ATTACHED)

(Recommended action): That the minutes of the June 9, 2014 regular meeting be approved. Motion by _____, supported by _____. _____

I.D. CALL TO THE PUBLIC

I.E. SUPERINTENDENT'S REPORT

- Budget Hearing – 2014/15 Budget

I.F. BOARD REPORTS & REQUESTS

II.A. NEW HIRES

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Rachel Bulszewicz for the 2014/15 school year, at the Step 1, MA salary tract (\$38,611), pending verification of credentials and public Acts 99, 83 & 189 requirements, if applicable.

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Lori Clay for the 2014/15 school year, at the Step 1, BA salary tract (\$42,602), pending verification of credentials and public Acts 99, 83 & 189 requirements, if applicable.

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Beth Maurin for the 2014/15 school year, at the Step 1, MA salary tract (\$42,602), pending verification of credentials and public Acts 99, 83 & 189 requirements, if applicable.

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Paul Butzier for the 2014/15 school year, at the Step 1, BA salary tract (\$38,611), pending verification of credentials and public Acts 99, 83 & 189 requirements, if applicable.

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Kara Gutteridge for the 2014/15 school year, at the Step 1, BA salary tract (\$38,611), pending verification of credentials and public Acts 99, 83 & 189 requirements, if applicable.

II.B. 2013/2014 BUDGET AMENDMENTS (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves budget amendments for the General Fund, Capital Projects Fund, Debt Retirement Fund, Athletic Fund and Food Service Fund as presented. Motion by _____, supported by _____. _____

II.C. GENERAL APPROPRIATIONS ACT RESOLUTION – 2014/2015 (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the General Appropriations Act Resolution (2014/2015) as presented. Motion by _____, supported by _____. _____

III.A. PARENT/STUDENT HANDBOOKS (SEE ATTACHED)

For discussion

IV.A. FUTURE MEETINGS

July 21, 2014, organizational meeting, 7:30 a.m., Boardroom, Educational Support Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

Hartland Consolidated Schools
Regular Meeting - Board of Education
June 9, 2014

Members present: T. Dumond, M. Hutchinson, C. Kenrick, C. Aberasturi, K. Kaszyca
Members absent: B. Gatewood, C. Sinelli
Admin. Present: J. Sifferman, S. Bacon, L. Mayes, S. VanEpps, C. Hughes, L. Smither, M. Otis, K. Evenson, D. Minsker, M. Cheney, A. Lashbrook, S. Livingway, L. Pumford, B. Cain,
Guests: M. Cannaert, B. Benford, B. Archer, C. Rutkowski, M. LaPointe, K. Lester, P. McCall, E. Dennis

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 Kaszyca, supported by Kenrick that the agenda for the June 9, 2014 regular meeting be approved, and that public participation be allowed on all items. Motion carried 5-0. 6/9/14 AGENDA APPROVED

Motion by Kenrick, supported by Aberasturi that the minutes of the May 27, 2014 special meeting and closed session be approved. Motion carried 5-0. 5/27 MINUTES APPROVED

During the Call to the Public, Brandy Archer, Barb Benford, Kathy Lester and Michele Dale-Cannaert spoke regarding library services at Round Elementary. CALL TO PUBLIC

Superintendent Sifferman noted that this would be the last Board meeting for retiring Assistant Superintendent of Curriculum and Instruction, Laurie Mayes. Laurie has worked in the district for 13 years and raised the bar for curriculum instruction. Ms. Mayes noted it has been a "fun ride" and she enjoyed coming to work every day; however she is looking forward to her next adventure. SUPT. REPORT

Ms. Sifferman noted that Jean Stoick, former Hartland teacher and now an author, has donated 1,000 copies of "Stranger in the Woods" in Spanish to Hartland Schools to distribute to all students who graduate and participated in the Spanish language program.

Ms. Sifferman then introduced Steve Livingway, Principal at Hartland Middle School, who brought forward teachers Rob Lauzon and Christine Rutkowski to talk about their pilot of assessment literacy training. Mr. Livingway noted that they both went way above and beyond – starting with one unit and turning it into a full-year project. He also noted they have received a lot of interest and buy-in from their fellow teachers. All want to be onboard. Mr. Hughes noted that through the consortium with Washtenaw Intermediate, teachers are receiving training and support. The key factor, however, is time. Both Mr. Lauzon and Ms. Rutkowski noted that this is a time-consuming process but worth it. Ms. Sifferman noted that programs like this are one of the factors involved with the new Early Release Friday schedule being implemented in 2014/15. Teachers will require consistent professional development to begin incorporating these new practices. One day every few months would not provide them with the support they need.

Ms. Kenrick thanked everyone involved and who attended the wonderful graduation ceremony last week. Ms. Hutchinson thanked Laurie Mayes for her dedicated service to the district. Mr. Kaszyca thanked everyone who participated in the Anderson Memorial BOARD REPORTS

Service. Mr. Dumond thanked the staff and administration for all that they do for our students, as well as the supportive parents we have in this district. He also congratulated Ms. Sifferman and Ms. Otis on a wonderful Respect For Law breakfast this morning.

BOARD REPORTS
(CONTINUED)

Motion by Kenrick, supported by Hutchinson that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of May 31, 2014, and the payment of invoices totaling \$2,586,502.66 and payroll obligations totaling \$2,170,812.48. Motion carried 5-0.

PAYMENT OF
INVOICES

Motion by Kaszyca, supported by Kenrick that the Board of Education adopts the proposed policy revisions and updates as presented and discussed. Motion carried 5-0.

POLICY UPDATES

Motion by Kaszyca, supported by Kenrick that the Board of Education discusses and determines a date, July 21, 2014, 7:30 a.m., pursuant to Board policy, for the July organizational meeting. Motion carried 5-0.

7/21/14-JULY
ORG. MEETING

Mr. Dumond noted that the June 23 special meeting has been rescheduled to Thursday, June 26 at 6:30 p.m.

MTG. UPDATE

The meeting adjourned at 7:45 p.m.

ADJOURNMENT

Respectfully submitted,



Michelle Hutchinson
Secretary



Paula Waters
Recording Secretary

New Hire
June 23, 2014

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Rachel Bulszewicz

ADDRESS: 750 Henderson Road
Howell, MI 48855

EDUCATION: B.A., Eastern Michigan University –2011

MAJOR: Spanish

MINOR: Writing

CERTIFICATION: Secondary Provisional Certificate with endorsements in English and Spanish.

EXPERIENCE: Rachel worked at Howell Public Schools teaching 6th, 7th and 8th grade introductory Spanish and 8th grade Communication Arts from 2011-2013. She also held a year-long sub position at Hartland High School teaching 9th – 12th Grade Spanish 1, Senior English and English 9 from 2013-2014.

SALARY STEP: BA, Step 1

ASSIGNMENT: Spanish @ Hartland High School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Rachel Bulszewicz for the 2014/15 school year, at the Step 1, BA salary tract, (\$38,611), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 23, 2014

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Lori Clay

ADDRESS: 2765 Pleasant Valley
Brighton, MI 48114

EDUCATION: B.S. – Education, Central Michigan University – 2000
M.A. – Wayne State University - 2005

MAJOR: Education Leadership / Administration

MINOR: Language Arts

CERTIFICATION: Elementary Professional Certificate with endorsements in Elementary Education and Early Childhood Education.

EXPERIENCE: Lori taught 1st grade at Thorne Primary in Dearborn from 2000-2003 and 3rd grade from 2003-2011. She worked for Daly Elementary School in Dearborn Heights teaching 3rd and 4th grades from 2011-2012. She also held a year-long sub position at Farms Intermediate School teaching 5th grade from 2013-2014

SALARY STEP: MA, Step 1

ASSIGNMENT: 1st Grade at Creekside Elementary School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Lori Clay for the 2014/15 school year, at the Step 1, MA salary tract, (\$42,602), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 23, 2014

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Beth Maurin

ADDRESS: 1329 Grayhaven
Brighton, MI 48114

EDUCATION: B.A. – English, Marygrove College – 1995
M.A. – Art of Teaching, Marygrove College - 2000

MAJOR: English

MINOR: Social Studies

CERTIFICATION: Elementary Provisional Certificate

EXPERIENCE: Beth worked for Redford Union Schools teaching 3rd grade from 1997-2001. She taught 1st grade at Redford Union from 2001-2005. She also held a year-long sub position at Lakes Elementary teaching kindergarten from 2013-2014

SALARY STEP: MA, Step 1

ASSIGNMENT: Kindergarten at Lakes Elementary School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Beth Maurin for the 2014/15 school year, at the Step 1, MA salary tract, (\$42,602), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 23, 2014

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Paul Butzier

ADDRESS: 408 N. Walnut
Fenton, MI 48430

EDUCATION: B.A. - Science, Eastern Michigan University –2011

MAJOR: Mathematics

MINOR: Psychology

CERTIFICATION: Secondary Provisional Certificate with endorsements in Mathematics and Psychology

EXPERIENCE: Paul worked at Academy of Southfield as a Title 1 mathematics teacher from 2012-2013. He also held a year-long sub position at Hartland High School teaching Algebra 1, Algebra 2 and honors Geometry during the 2013-2014 school year.

SALARY STEP: BA, Step 1

ASSIGNMENT: Math @ Hartland High School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Paul Butzier for the 2014/15 school year, at the Step 1, BA salary tract, (\$38,611), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 23, 2014

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Kara Gutteridge

ADDRESS: 10085 Walnut Shores
Fenton, MI 48430

EDUCATION: B.S. – Language Arts/Elem Ed, Northern Michigan University –2011

MAJOR: Language Arts

MINOR:

CERTIFICATION: Elementary Provisional Certificate with an endorsement Language Arts

EXPERIENCE: Kara worked at Madison Elementary in Adrian, MI teaching 1st grade from 2012-2013. She also held a year-long sub position at Farms Intermediate School teaching 6th grade social studies, reading and writing from 2013-2014.

SALARY STEP: BA, Step 1

ASSIGNMENT: 6th Grade at Farms Intermediate School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Kara Gutteridge for the 2014/15 school year, at the Step 1, BA salary tract, (\$38,611), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

2013/14 Budget Amendments
Prepared by: Scott Bacon
June 26, 2014

We are presenting budget amendments for the following school district funds:

General Fund	Debt Fund
Athletic Fund	Capital Projects Fund
Cafeteria Fund	

These are the first and only amendments to the budgets that were approved June 26, 2013. The attached document attempts to provide a narrative of the changes by budget category.

Adjustments have been made at this point based on every account being reviewed (general fund has approximately 110 revenue accounts and 1,645 expenditure accounts). Every employee's salary was calculated along with the associated fringe benefits. Adjustments have been included for administration's final expectations for volatile areas such as fuel and utility costs. While we did adopt the original 2013/14 budget based upon our overall projections, the projected increases and decreases were made to a few of the larger budget areas rather than to each of the 1,645 expenditure accounts. Thus during this amendment process some areas were "skewed" a bit.

Please remember that the amendments (by law) are to change what we adopted to where we believe we are now. This paperwork process must be done that way. Ultimately we are showing an amended general fund expenditure budget for 2013/14 that is 2.39% (\$1,158,739) more than originally budgeted. The majority of this increase is related to a few items in particular; including the cost of six (6) new buses and a new senior center van and the additional expenditure of over \$733,000 in "retirement costs" required by the state to be recorded by local districts (but reimbursed in our revenues). There were a number of other "pluses" and "minuses" that ultimately played into our final 2013/14 budget numbers and are referenced in the following pages.

I am confident this amended budget has been reviewed appropriately and accurately represents how the 2013/14 fiscal year should play out.

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

AMENDMENT TO APPROPRIATIONS ACT
Resolution for Budget Amendment by the Board of
Education of Hartland Consolidated Schools

Resolved, that the appropriation for Hartland Consolidated Schools for the fiscal year 2013-14 General Fund is amended as follows:

<u>REVENUES</u>	<u>LAST APPROVED 6/26/2013</u>	<u>AS AMENDED 6/26/2014</u>	<u>RECOMMENDED AMENDMENTS</u>
Local	7,601,304	7,257,785	(343,519)
State	36,926,431	38,664,927	1,738,496
Federal	565,793	632,205	66,412
Transfers and Other	<u>1,164,987</u>	<u>1,595,088</u>	<u>430,101</u>
REVENUE AVAILABLE TO APPROPRIATE	46,258,515	48,150,005	1,891,490
Est. Fund balance 7/1/13	4,675,527	5,173,775	498,248
Less appropriated balance	<u>0</u>	<u>0</u>	<u>0</u>
Fund balance available to appropriate	<u>4,675,527</u>	<u>5,173,775</u>	<u>498,248</u>
TOTAL AVAILABLE TO APPROPRIATE	<u>50,934,042</u>	<u>53,323,780</u>	<u>2,389,738</u>

Revenue:

1) Decrease "Local Revenue" by \$343,519; many accounts involved but this is primarily because we did not sell buses as planned (\$279,051 in original budget; buses will be sold in July 2014) and because of fewer dollars within all Community Ed activities. In Community Ed, the revenue accounts had been budgeted too high in 2012/13 and those were the numbers that were moved forward. They were adjusted down in our amendment process to reflect expected numbers.

2) Increase "State Revenue" by \$1,738,496; primarily a gain of 139 pupils over the original projected number (+59 vs. -80). Also we received \$764,000 in additional "retirement" cost support although this was offset by expenditures. Finally we did win our appeal on the loss of 20 FTEs in student count from 2012/13. This gave us about \$110,000.

3) Increase "Federal Revenue" by \$66,412 to reflect a higher expected amount for the Workforce grant (+ \$88,000) run by Community Education. This is matched by increased expenses for that program. This was offset some by lower Title 2 and AAA Outreach dollars.

4) Increase "Transfers and Other" by \$430,101; This is to reflect dollars received from a loan for new buses of \$540,944 (offset by expenditure) and offset by less funds from State Medicaid funds and \$20,000 loss in the transfer from Food Service. This transfer was less because Food Service had to expense the additional cost of retirement referenced in "state revenue" yet our general fund received the offsetting revenue.

EXPENDITURES	LAST APPROVED 6/26/2013	AS AMENDED 6/26/2014	RECOMMENDED AMENDMENTS
Basic Programs	24,618,119	24,714,276	96,157
Added Needs	5,109,217	5,050,302	(58,915)
Pupil Services	886,657	860,063	(26,594)
Inst. Services	1,806,228	2,177,902	371,674
General Admin.	1,266,972	1,236,951	(30,021)
School Admin.	3,025,200	3,028,027	2,827
Business Services	1,014,924	828,699	(186,225)
Operations & Maint.	4,835,934	4,901,296	65,362
Pupil Transportation	2,232,824	2,182,655	(50,169)
Central Services	151,078	288,143	137,065
Other	124,121	128,321	4,200
Community Services	2,535,020	2,782,698	247,678
Capital Outlay	129,300	731,679	602,379
Transfers & Other Expenses	773,934	757,255	(16,679)
TOTAL APPROPRIATED	48,509,528	49,668,267	1,158,739
Fund balance 6/30/14	2,424,514	3,655,513	1,230,999

Expenditures:

1) Increase "Basic Programs" by \$96,157 to reflect expected expenses for basic classroom instruction, including elementary, middle school, high school, alternative education and summer school. This is by far the largest expenditure category totaling now \$24,714,276. The budget amendment represents a change of .4%. There are numerous adjustments in all account areas (salary, fringes, purchased services, supplies and other). Because this budget area includes the large majority of the district-wide teacher salaries (approximately 80%) and salary-driven fringe benefits, this budget area gets the majority of the 2013/14 district-wide step increases, education schedule changes, and the corresponding salary-driven benefit costs including an increase in the retirement rate paid as a percent of salary that were included in the original budget projection. Ultimately, many of those adjustments were spread to the other appropriate budget areas that had the effect of reducing this original budget area. We also did not spend about \$160,000 in curriculum change dollars. These reductions were almost entirely offset by approximately \$324,000 in increased retirement expenses (offset by state revenue).

2) Decrease "Added Needs" by \$58,915 to reflect expenses for Special Education, Title I and Vocational Education programs. As with the "Basic Programs" area, there are numerous adjustments made to reflect "steps", "degrees", "leaves", "retirements", and, potentially, new staff. This represents a 1.16% adjustment. Basically we spent less in Special Education this year with most of that offset by more in Title I and Reading Recovery (salaries higher and more Title I dollars were spent toward salaries), more in Voc Ed (Voc Ed allocations took more teacher FTE time) and some additional "retirement" dollars expensed (offset by state revenue).

- 3) Decrease "Pupil Services" by \$26,594 to reflect expected costs for counseling and health services that account for adjustments in all salary and benefit categories. This represents a -3.0% adjustment. This is primarily because the Day Treatment program no longer exists. A portion of that expense was here.
- 4) Increase "Instructional Services" by \$371,674 to reflect current expected budgets for media services, curriculum development and curriculum related grants and for technology salaries including our portion of salaries for LESA employees through a technology consortium arrangement. Media personnel and media services represent \$697,834 of the \$2,177,902 total budget. The media budget changed by only \$3,400. Basically the changes came in salaries and benefits primarily for special education teachers serving as "teacher consultants" and for technology staff increases that were made to improve tech support for our teachers. Salaries increased by \$237,600 over what was originally budgeted. Approximately \$142,572 of that total was an increase in teacher consultants' time. Much of that would have been budgeted in special education within "Added Needs" in the past. The remaining \$95,028 was primarily an increase in technology salaries; \$33,000 of which was previously paid to LESA as part of hiring their employees. A position was eliminated within the business office at the end of 2012/13 to help fund the difference within the tech salaries. Additional fringe benefits accounted for the remaining increase of approximately \$131,000 in this budget area. FICA & normal retirement costs on the increased salaries would make up approximately \$76,000 of this amount. Another \$36,000 was related to additional retirement costs that were reimbursed by the state. The remaining additional fringe benefit costs in this area were from health insurance related to the increased FTE portion of the special education teacher consultants and tech staff, less the portion employees now need to contribute.
- 5) Decrease "General Administration" by \$30,021 primarily to reflect lower cost in health insurance because of employee-required contributions.
- 6) Increase "School Administration" by \$2,827 to reflect current expenses of building administration (principals, secretarial and aide staff). This is a very minor net change from a category totaling \$3,028,027. This category was used at budget adoption to put in a "plug" number for much of the salary increase planned within the support services section. Thus the budget revision required a reduction in salaries. However there was a \$70,503 addition for retirement expenses (reimbursed by the state).
- 7) Decrease "Business Services" by \$186,225; primarily a \$175,000 reduction in "prior year tax chargebacks" from Livingston County. Pluses and minuses in the other areas of this category came close to offsetting each other.
- 8) Increase "Operation & Maintenance" by \$65,362. This is now the 3rd largest budget area totaling \$4,901,296; this adjustment represents a 1.36% change. This area was under budget in 2012/13 (\$200,000) and the higher number had been moved forward. All accounts have now been adjusted and would have typically resulted in a reduction except we had increased costs associated with the extreme winter (est. +\$150,000), some personnel adjustments (est. + \$50,000), additional "retirement" costs expensed but reimbursed by the state (+ \$31,000) and a return to a full staff (prior years frequently had long-term leaves that were not filled.)
- 9) Decrease "Pupil Transportation" by \$50,169. This area was under budget in 2012/13 (\$159,000) and the higher number had been moved forward. All accounts have now been adjusted and reflect the addition of two bus routes and the increased cost of fuel.

10) Increase "Central Services" by \$137,065 to reflect expected costs for expenditures for contracted data processing and central data processing supplies. The majority of this (\$110,000) is for expenditures related to a grant of the same dollar value. The equipment is to help students to take online testing as called for by the state. The additional amount is for Microsoft licensing for the district to run any Windows Operating System and any version of "Office". Older versions came with the purchase of the computers.

11) Increase "Other" by \$4,200 to reflect costs for "Schedule B" activities for students and other activities (class sponsors, chaperones, etc.) This is primarily to record "retirement" costs that are reimbursed by the state.

12) Increase "Community Services" by \$247,678, which is a net change from numerous adjustments from the many Community Education programs including the pool operations, the Senior Citizen program, and the accounts for the Hartland Foundation that are run through the school district accounts. This is a 9.78% change. Part of the increase (\$88,000) is to reflect additional dollars being spent with the WorkForce grant federal dollars and thus are offset by revenues. Another \$58,882 is to reflect the amount of additional "retirement" dollars required to be expensed but that are reimbursed by the state. The remaining increases reflect the expected increased costs to run programs. At the end of the fiscal year we will again analyze the costs versus the revenues of each program to assess the viability moving forward.

13) Increase "Capital Outlay" by \$602,379 to reflect the cost of six new buses (in recent years we had used bond money so no budget had been put in place last June) in the amount of \$541,000 (offset by loan proceeds) and the cost of a new Senior Center van in the amount of \$65,000 (offset by state grant proceeds.)

14) Decrease "Transfers and Other Expenses" by \$16,679 to reflect a decrease of approximately \$28,000 primarily because we no longer have a Durant loan payment (always offset by a payment from the state anyway) offset in part by an increase of approximately \$11,360 in our allocation for athletics to cover increased costs of "retirement" that were reimbursed by the state but that came directly to our

This resolution shall take immediate effect.

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

AMENDMENT TO APPROPRIATIONS ACT
Resolution for Budget Amendment by the Board of
Education of Hartland Consolidated Schools

Resolved, that the appropriation for Hartland Consolidated Schools for the fiscal year 2013-14 Athletic Fund amended as follows:

<u>REVENUES</u>	<u>LAST APPROVED 6/26/2013</u>	<u>AS AMENDED 6/26/2014</u>	<u>RECOMMENDED AMENDMENTS</u>
Local Sources (gate)	125,705	125,852	147
Other Local	<u>118,445</u>	<u>114,955</u>	<u>(3,490)</u>
Total Revenues	244,150	240,807	(3,343)
Incoming Transfers	<u>642,327</u>	<u>653,687</u>	<u>11,360</u>
TOTAL REVENUES & INCOMING TRANSFERS	886,477	894,494	8,017
Est. Fund balance 7/1/2013	51,570	60,040	8,470
Less appropriated balance	<u>0</u>	<u>0</u>	<u>0</u>
Fund balance available to appropriate	<u>51,570</u>	<u>60,040</u>	<u>8,470</u>
TOTAL AVAILABLE TO APPROPRIATE	<u>938,047</u>	<u>954,534</u>	<u>16,487</u>

Revenue:

- 1) Increase "Local Sources (gate)" by \$147 to reflect expected revenue from this source.
- 2) Decrease "Other Local" by \$3,490 to reflect expected revenue from this source. This area is primarily concession revenue and revenue for holding tournaments (offset by expenses).
- 3) Increase "Incoming Transfers" by \$11,360. This is to cover increased retirement costs that were reimbursed directly to the general fund by the state.

continued

EXPENDITURES	LAST APPROVED 6/26/2013	AS AMENDED 6/26/2014	RECOMMENDED AMENDMENTS
Other support services:			
Salaries	270,010	245,357	(24,653)
Employee benefits	83,904	100,459	16,555
Contracted Services/Supplies	442,229	463,378	21,149
Equipment	26,410	33,092	6,682
Officials Fees	33,288	29,876	(3,412)
Transportation	32,320	32,320	0
Total expenditures	888,161	904,482	16,321
Outgoing transfers	0	0	0
TOTAL APPROPRIATED	888,161	904,482	16,321
Projected 6/30/14 fund balance	49,886	50,052	166

Expenditures:

- 1) Decrease "Salaries" by \$24,653 to reflect expected expenditures from this source. Essentially salaries that are now covered by contracted coaches.
- 2) Increase "Employee Benefits" by \$16,555 to reflect expected expenditures from this source. Primarily \$11,360 of increased retirement costs (offset by revenue) plus health insurance.
- 3) Increase "Contracted Services/Supplies" by \$21,149 to reflect expected expenditures from this source. Primarily to cover contracted coaches salaries previously paid through salary accounts.
- 4) Increase "Equipment" by \$6,682 to reflect expected expenditures from this source. Primarily increased costs for football helmet reconditioning.
- 5) Decrease "Officials Fees" by \$3,412 to reflect expected expenditures from this source.
- 6) "Transportation" - no changes.

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

AMENDMENT TO APPROPRIATIONS ACT
Resolution for Budget Amendment by the Board of
Education of Hartland Consolidated Schools

Resolved, that the appropriation for Hartland Consolidated Schools for the fiscal year 2013-14 Cafeteria Fund amended as follows:

<u>REVENUES</u>	<u>LAST APPROVED</u> <u>6/26/2013</u>	<u>AS AMENDED</u> <u>6/26/2014</u>	<u>RECOMMENDED</u> <u>AMENDMENTS</u>
Local Sources	916,632	825,232	(91,400)
State Sources	53,785	47,000	(6,785)
Federal Sources	<u>470,780</u>	<u>477,727</u>	<u>6,947</u>
Total Revenues	1,441,197	1,349,959	(91,238)
Transfers & Other	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	1,441,197	1,349,959	(91,238)
Est. Fund balance 7/1/13	109,007	128,164	19,157
Less appropriated balance	<u>0</u>	<u>0</u>	<u>0</u>
Fund balance available to appropriate	<u>109,007</u>	<u>128,164</u>	<u>19,157</u>
TOTAL AVAILABLE TO APPROPRIATE	<u>1,550,204</u>	<u>1,478,123</u>	<u>(72,081)</u>

Revenue:

1) Decrease "Local Sources" by \$91,400 to reflect expected revenue in this area. Primarily significant loss of participation as a reflection of federal nutrition standards (many students do not like taste and portions) and increased pricing.

2) Decrease "State Sources" by \$6,785 to reflect expected revenue in this area. This was primarily a negative prior year adjustment.

3) Increase "Federal Sources" by \$6,947 to reflect expected revenue in this area; there was lower participation but reimbursement rates were up.

continued

EXPENDITURES	LAST APPROVED 6/26/2013	AS AMENDED 6/26/2014	RECOMMENDED AMENDMENTS
Other support services:			
Salaries	456,466	457,457	991
Food	631,306	574,791	(56,515)
Supplies & Other	92,615	109,035	16,420
Employee Benefits	177,149	200,645	23,496
Total expenditures	1,357,536	1,341,928	(15,608)
Outgoing transfers	83,235	62,191	(21,044)
TOTAL APPROPRIATED	1,440,771	1,404,119	(36,652)
Projected 6/30/14 fund balance	109,433	74,004	(35,429)

Expenditures:

- 1) Increase "Salaries" by \$991 to reflect expected costs in this area.
- 2) Decrease "Food" by \$56,515 primarily to reflect actual costs in this area; primarily a reflection of lower participation, thus less food used.
- 3) Increase "Supplies & Other" by \$16,420 to reflect expected costs in this area; primarily related to equipment repairs and memberships and inspection fees. Budget area simply budgeted too low.
- 4) Increase "Employee Benefits" by \$23,496 to reflect expected costs in this area; primarily higher retirement costs offset by revenue to general fund.
- 5) Decrease "Outgoing Transfers" by \$21,044 to reflect that general fund received money to cover the increased retirement costs noted above. Reducing the transfer to general fund offsets the food service expenditure in #4.

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

AMENDMENT TO APPROPRIATIONS ACT
Resolution for Budget Amendment by the Board of
Education of Hartland Consolidated Schools

Resolved, that the appropriation for Hartland Consolidated Schools for the fiscal year 2013-14 Debt Fund amended as follows:

<u>REVENUES</u>	<u>LAST APPROVED 6/26/2013</u>	<u>AS AMENDED 6/26/2014</u>	<u>RECOMMENDED AMENDMENTS</u>
Property Tax Levy	8,119,107	8,120,607	1,500
Other Rev. from Local Sources	4,200	4,200	0
Proceeds of Bonds Refunded	0	0	0
TOTAL REVENUE FROM LOCAL	8,123,307	8,124,807	1,500
TOTAL REVENUE FROM INTERMED.	0	0	0
TOTAL REVENUE FROM STATE	0	0	0
TOTAL REVENUE FROM FEDERAL	1,013,421	932,854	(80,567)
TOTAL REVENUE	9,136,728	9,057,661	(79,067)
INCOMING TRANSFERS & OTHER	5,226,972	5,666,287	439,315
REFUNDING PRODCCEEDS	0	0	0
TOTAL REVENUES, INCOMING TRANSFERS & OTHER	14,363,700	14,723,948	360,248
Est. Fund balance 7/1/13	530,104	540,065	9,961
Less appropriated balance	0	0	0
Fund balance available to appropriate	530,104	540,065	9,961
TOTAL AVAILABLE TO APPROPRIATE	14,893,804	15,264,013	370,209

Revenue:

- 1) Increase "Property Tax Levy" by \$1,500 to reflect expected revenue from this source.
- 2) "Other Revenue" - no change.
- 3) "Revenue from State"- no change.
- 4) Decrease "Revenue from Federal" by \$80,567 to reflect reduced federal subsidy because of budget reduction at the federal level.

continued

5) Increase "Incoming Transfers & Others" by \$439,315 to reflect actual amount of borrowing from the School Bond Loan fund.

6) "Refunding Proceeds" - no change.

<u>EXPENDITURES</u>	<u>LAST APPROVED 6/26/2013</u>	<u>AS AMENDED 6/26/2014</u>	<u>RECOMMENDED AMENDMENTS</u>
Redemption of Principal	8,972,000	8,972,000	0
Redemption of Energy Note	0	0	0
Interest on Debt	5,482,973	5,482,973	0
Interest on Energy Note	0	0	0
Escrow for Refunded Bonds	0	0	0
Miscellaneous	134,645	135,645	1,000
TOTAL EXPENDITURES	14,589,618	14,590,618	1,000
OUTGOING TRANSFERS & OTHER	0	0	0
REFUNDING PRINCIPAL AND COSTS	0	0	0
TOTAL APPROPRIATED	14,589,618	14,590,618	1,000
Projected 6/30/14 fund balance	304,186	673,395	369,209

Expenditures:

1) "Redemption of Principal" - no change.

2) "Redemption of Energy Note" - no change

3) "Interest on Debt" - no change.

4) "Interest on Energy Note" - no change.

5) "Escrow on Refunded Bonds" - no change

6) Increase in "Miscellaneous" by \$1,000 to reflect expected cost of tax chargebacks.

7) "Outgoing Transfers & Other" - no change.

8) "Refunding Principal and Costs" - no change.

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

AMENDMENT TO APPROPRIATIONS ACT
Resolution for Budget Amendment by the Board of
Education of Hartland Consolidated Schools

Resolved, that the appropriation for Hartland Consolidated Schools for the fiscal year 2013-14 Capital Projects Fund amended as follows:

<u>REVENUES</u>	<u>LAST APPROVED</u> <u>6/26/2013</u>	<u>AS AMENDED</u> <u>6/26/2014</u>	<u>RECOMMENDED</u> <u>AMENDMENTS</u>
Sale of Bonds	0	0	0
Miscellaneous Receipts	0	123,023	123,023
Interest on Investments	10,000	0	(10,000)
Total Revenues	10,000	123,023	113,023
Incoming Transfers	0	15,669	15,669
TOTAL REVENUES	10,000	138,692	128,692
Est. Fund balance 7/1/13	4,054,844	4,526,372	471,528
Less appropriated balance	0	0	0
Fund balance available to appropriate	4,054,844	4,526,372	471,528
TOTAL AVAILABLE TO APPROPRIATE	4,064,844	4,665,064	600,220

Revenue:

1) "Sale of Bonds" - no change.

2) Increase "Miscellaneous Receipts" by \$123,023 to reflect Community Education gymnastics program contribution to pay for air conditioning in the auxiliary gym.

3) Decrease "Interest on Investments" by \$10,000 to reflect no net interest earnings due to accounting adjustments.

4) Increase "Incoming Transfers" by \$15,669 to reflect a transfer from the 2010 Bonds Capital Projects to the 2006 Bond Capital Projects to help pay for the cost of the new baseball field at Creekside Elementary.

continued

	<u>LAST APPROVED</u> <u>6/26/2013</u>	<u>AS AMENDED</u> <u>6/26/2014</u>	<u>RECOMMENDED</u> <u>AMENDMENTS</u>
EXPENDITURES			
Remodeling & Renovation	371,600	700,000	328,400
Equipment	200,000	60,000	(140,000)
Site Development	925,234	988,000	62,766
Misc. (architect, const. manager, other)	150,000	413,208	263,208
Arbitrage	<u>0</u>	<u>1,590</u>	<u>1,590</u>
Total Expenditures	1,646,834	2,162,798	515,964
Outgoing Transfers	<u>0</u>	<u>15,669</u>	<u>15,669</u>
TOTAL APPROPRIATED	1,646,834	2,178,467	531,633
Projected 6/30/14 fund balance	2,418,010	2,486,597	68,587

Expenditures:

1) Increase "Remodeling & Renovation" by \$328,400 to reflect the expected amount of "2010 Bond" dollars spent in this category. This is simply a function of which account numbers were used for the actual expenditures. For example, the technology infrastructure expenses were budgeted under "Equipment" even though they were expensed under "Remodeling and Renovations". The important point is that the first two budget categories reflect the total of expenses expected although budgets by category may be off. The net increase between these two categories is because additional funds available were used for the security entrance at Farms.

2) Decrease "Equipment" by \$140,000 - see #1 above.

3) Increase "Site Development" by \$62,766. This category was primarily to use remaining "2006 Bond" funds for parking lot replacement work at the high school and for the varisty level baseball field at Creekside Elementary.

4) Increase "Miscellaneous" by \$263,208. This was an area covering the estimated cost of a construction manager and architect fees. At the time of the budget adoption last June I was not sure how many of the 2013/14 projects, particularly those using bid savings, would require a design or construction manager fee.

5) Increase "Arbitrage and Bond Cost Fees" by \$1,590 to reflect the actual cost for the remaining portion of the "2006 Bond" arbitrage payment. We should have no more arbitrage fees.

6) Increase "Outgoing Transfers" by \$15,669 to reflect the transfer from the "2010 Bonds" capital projects to the "2006 Bonds" capital projects to help pay for the cost of the new baseball field at Creekside Elementary.

GENERAL APPROPRIATIONS ACT RESOLUTION

Hartland Consolidated Schools Livingston County, Michigan

A special meeting of the Board of Education of the Hartland Consolidated Schools was held in the board room of the Hartland Educational Support Service Center on the 26th day of June 2014 at 6:30 p.m.

The meeting was called to order at 6:30 p.m., by

Present:

Absent:

The following preamble and resolution were offered by Member
and supported by Member

WHEREAS,

1. This Board previously resolved to conduct a hearing regarding the proposed budget for the fiscal year 2014-2015 on June 26, 2014; and
2. This Board caused notice of such hearing to be published, which notice included the statement that the "property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing;" and
3. Such a hearing was conducted on June 26, 2014 at which time this Board heard public comment and considered the proposed 2014-2015 budget and proposed property tax millage rate to be levied to support the proposed budget.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board hereby adopts as its 2014-2015 budget the proposed budget document, incorporated by reference, which includes the property tax millage rate to be levied to support the 2014-2015 budget.
2. This Board certifies that, for 2014, 18 mills shall be levied for operating purposes upon non-homestead and non-qualified agricultural property, and 0 mills for operating purposes shall be levied upon homestead and qualified agricultural property. Further, this Board certifies that, for 2014, 8.29 mills shall be levied upon all property for debt retirement purposes, as required by PA 437 of 2012.

continued

BE IT FURTHER RESOLVED, that this resolution shall be the general appropriations act of the Hartland Consolidated School District for the fiscal year ending June 30, 2015; A RESOLUTION to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of all income received by the Hartland Consolidated School District.

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the general fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2015, is as follows:

REVENUE

Local	\$ 7,873,940
County	-0-
State	39,360,528
Federal	632,205
Incoming Transfers & Other Transactions	<u>1,595,088</u>
TOTAL REVENUE	\$ 49,461,761
Est. Fund Balance, July 1, 2014	\$3,655,513
Less Appropriated Fund Balance	<u>-0-</u>
Fund Balance Available to Appropriate	<u>\$3,655,513</u>
AVAILABLE TO APPROPRIATE TO GENERAL FUND	\$ 53,117,274

BE IT FURTHER RESOLVED, that \$50,467,967 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Instruction:	
Basic Programs	\$25,027,273
Added Needs	5,096,069
Support Services:	
Pupil	\$ 860,063
Instructional Staff	2,177,902
General Administration	1,236,951
School Administration	3,148,080
Business	828,699
Maintenance/Operations	4,990,874
Transportation	2,182,655
Central	388,143
Other	128,321

continued

Community Services	2,782,698
Capital Outlay	749,679
Outgoing Transfers & Other Transactions	<u>870,560</u>
TOTAL APPROPRIATED GENERAL FUND	\$ 50,467,967

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the athletic fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2015, is as follows:

REVENUE

Local (gate)	\$ 132,500
Other	114,500
Federal	-0-
Incoming Transfers & Other Transactions	<u>672,596</u>
TOTAL REVENUE	\$ 919,596

Est. Fund Balance, July 1, 2014	\$ 50,002
Less Appropriated Fund Balance	<u>-0-</u>

Fund Balance Available to Appropriate	<u>50,002</u>
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TOTAL AVAILABLE TO APPROPRIATE ATHLETIC FUND	\$ 969,598
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BE IT FURTHER RESOLVED, that \$947,862 of the total available to appropriate in the athletic fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Other Support Services:	
Salaries	\$ 247,918
Employee Benefits	107,423
Contracted Services	494,466
Equipment	30,500
Officials' Fees	35,555
Transportation	<u>32,000</u>
TOTAL APPROPRIATED ATHLETIC FUND	\$ 947,862

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the cafeteria fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2015, is as follows:

REVENUE

Local	\$	750,232
State		50,000
Federal		495,727
Incoming Transfers & Other Transactions		<u>-0-</u>
TOTAL REVENUE	\$	1,295,959
Est. Fund Balance, July 1, 2014	\$	74,004
Less Appropriated Fund Balance		<u>-0-</u>
Fund Balance Available to Appropriate	\$	<u>74,004</u>
TOTAL AVAILABLE TO APPROPRIATE CAFETERIA FUND	\$	1,369,963

BE IT FURTHER RESOLVED, that \$1,365,599 of the total available to appropriate to the cafeteria fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Other Support Services:		
Salaries	\$	422,457
Food		592,035
Supplies & Other		103,035
Employee Benefits		185,881
Outgoing Transfers		<u>62,191</u>
TOTAL APPROPRIATED TO CAFETERIA FUND	\$	1,365,599

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the debt retirement fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2015, is as follows:

REVENUE

Local Source:		
Property Tax	\$	9,066,666
Other Local Source		4,200
State Sources		<u>-0-</u>
Federal Sources		1,008,314
Incoming Transfers & Other		<u>1,940,340</u>
TOTAL REVENUE	\$	12,019,520

continued

Est. Fund Balance, July 1, 2014	\$ 673,395
Less Appropriated Fund Balance	<u>-0-</u>
Fund Balance Available to appropriate	\$ <u>673,395</u>
TOTAL AVAILABLE TO APPROP. DEBT RETIREMENT FUND	\$12,692,915

BE IT FURTHER RESOLVED, that \$12,259,501 of the total available to appropriate in the debt retirement fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Redemption of Principal	\$ 7,071,923
Redemption of Energy Note	-0-
Interest on Debt	5,170,128
Interest on Energy Note	-0-
Miscellaneous	<u>17,450</u>
TOTAL APPROPRIATED DEBT RETIREMENT FUND	\$12,259,501

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the capital projects fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2015, is as follows:

REVENUE

Sale of Bonds	\$ -0-
Misc. Receipts	-0-
Interest on Investments	2,500
Incoming Transfers & Other Transactions	<u>-0-</u>
TOTAL REVENUE	\$ 2,500
Est. Fund Balance, July 1, 2014	\$ 2,486,597
Less Appropriated Fund Balance	<u>-0-</u>
Fund Balance Available to appropriate	\$ 2,486,597
TOTAL AVAILABLE TO APPROPRIATE CAPITAL PROJECTS FUND	\$ 2,489,097

continued

BE IT FURTHER RESOLVED, that \$1,449,613 of the total available to appropriate to the capital projects fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Remodeling/Renovation/Construction	\$ 624,806
Equipment	809,807
Site Development	-0-
Misc. (architect, construction manager, other)	15,000
Arbitrage	-0-
Outgoing Transfers	<u>-0-</u>
 TOTAL APPROPRIATED TO CAPITAL PROJECTS	 \$ 1,449,613

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect July 1, 2014.

III.A. Parent/Student Handbooks
Prepared by: Scott VanEpps
June 26, 2014

Included in your Board packet for the June 26, 2014 special meeting are the drafts of the Secondary, Intermediate and Elementary Parent/Student Handbooks. Following is a listing of the significant changes from 2013/2014.

There are no significant changes to the Elementary or Intermediate Handbooks other than updating Board information and dates and a slight revision to the “Lunch Program” copy. (Copies for Secondary, Intermediate and Elementary are attached.)

Secondary Handbook Changes: (See attached for specifics)

- Updates to HHS Discipline Rubric
- Revisions – Attendance Guidelines
- Removal – Tardy Policy; Audio/Video; Standards for Written Work
- Revisions – Driving & Parking Regulations
- Revisions – Teacher/Student Expectations
- Revisions – Incomplete Grade Policy
- Addition – Work Completion/Expectation of Participation
- Revision – Middle School Attendance Policy

STUDENT NUTRITION PROGRAM

Each School participates in the National School Lunch Program. Breakfast is offered at High School. Milk and ala carte items can be purchased separately. Restrictions can be put on your Child's account by the Student Nutrition Office at 810-626-2867 or 2868. You may view the current monthly menu by going on the district web page (www.hartlandschools.us), to Quick Links and click Student Nutrition Program.

Parents may pay for student meals online via Parent Connect. Email pc@hartlandschools.us to obtain a pin and password. In the subject line type: pin and password. Include your full name, student's full name with grade and building. Your Child's purchases may also be viewed online. Students may pay by check (made out to "Student Nutrition"). An envelope with your Child's name, teacher's name and account number labeled Lunch money may be deposited in the large blue box located in the Ore Creek office or given to a High School cashier. Envelopes are picked up and deposited into your Child's account daily.

Student Nutrition has an automated phone system to notify parents twice per week, if your Child's balance is below \$10.00 or has a negative balance. Our program does not allow students to charge (go negative) more than one meal until May, after May then no credit. No ala carte, except milk, can be purchased if child has a negative balance. A replacement meal will be offered if a student exceeds the credit limit.

Our program receives federal and state funds which enable us to provide free and reduced priced meals to eligible students. A new free/reduced application needs to be filled out each year and can be submitted throughout the school year. Applications are at each school and on the HCS web page.

2014-15

For ^ Secondary

Parent - Student

Handbook

STUDENT NUTRITION PROGRAM

Farms Intermediate School participates in the National School Breakfast and Lunch Programs. Milk and ala carte items can be purchased separately. Restrictions can be put on your Child's account by the Student Nutrition Office at 810-626-2867 or 2868. You may view the current monthly menu by going on the district web page (www.hartlandschools.us), to Quick Links and click Student Nutrition Program.

Each school is on a computerized debit card system for purchasing meals, milk and ala carte. Students are assigned an ID card with their name, picture and student number. These cards kept in the Student Nutrition Dept. Money must be on the Student's account in order to use the card.

Parents may pay for student meals online via Parent Connect. Email pc@hartlandschools.us to obtain a pin and password. In the subject line type: pin and password. Include your full name, student's full name with grade and building. Your Child's purchases may also be viewed online. Students may pay by check (made out to "Student Nutrition"). An envelope with your Child's name, teacher's name and account number labeled Lunch money may be deposited in the large blue box located near the office. Envelopes are picked up and deposited into your Child's account daily.

Student Nutrition has an automated phone system to notify parents twice per week, if your Child's balance is below \$10.00 or has a negative balance. Our program does not allow students to charge (go negative) more than \$7.50. No ala carte, except milk, can be purchased if child has a negative balance. A replacement meal will be offered if a student exceeds the credit limit.

Our program receives federal and state funds which enable us to provide free and reduced priced meals to eligible students. A new free/reduced application needs to be filled out each year and can be submitted throughout the school year. Applications are at each school and on the HCS web page.

For 2014-15 Intermediate

Parent - Student

Handbook.

STUDENT NUTRITION PROGRAM

Each School participates in the National School Lunch Program. Breakfast is offered at Round Elementary School. Milk and ala carte items can be purchased separately. Restrictions can be put on your Child's account by the Student Nutrition Office at 810-626-2867 or 2868. You may view the current monthly menu by going on the district web page (www.hartlandschools.us), to Quick Links and click Student Nutrition Program.

Each school is on a computerized debit card system for purchasing meals, milk and ala carte. Students are assigned an ID card with their name, picture and student number. These cards kept in the Student Nutrition Dept. Money must be on the Student's account in order to use the card.

Parents may pay for student meals online via Parent Connect. Email pc@hartlandschools.us to obtain a pin and password. In the subject line type: pin and password. Include your full name, student's full name with grade and building. Your Child's purchases may also be viewed online. Students may pay by check (made out to "Student Nutrition"). An envelope with your Child's name, teacher's name and account number labeled Lunch money may be deposited in the large blue box located near the office. Envelopes are picked up and deposited into your Child's account daily.

Student Nutrition has an automated phone system to notify parents twice per week, if your Child's balance is below \$10.00 or has a negative balance. Our program does not allow students to charge (go negative) more than \$7.50. No ala carte, except milk, can be purchased if child has a negative balance. A replacement meal will be offered if a student exceeds the credit limit.

Our program receives federal and state funds which enable us to provide free and reduced priced meals to eligible students. A new free/reduced application needs to be filled out each year and can be submitted throughout the school year. Applications are at each school and on the HCS web page.

For 2014-15 Elementary

Parent - Student

Handbook,