

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
August 25, 2014**

AGENDA

- I. Call to order, 7:30 a.m., Boardroom, Educational Support Service Center
 - A. Pledge of Allegiance
 - B. Approval of agenda/items for discussion
 - C. Approval of minutes – July 21, 2014 organizational meeting
 - D. Call to the public
 - E. Superintendent’s Report
 - Opening Day Breakfast – August 27, 2014
 - Curriculum Revisions/Common Assessments
 - F. Board reports & requests

- II. Action Items
 - A. Payment of Invoices
 - B. New Hires
 - C. Curriculum & Assessment Revisions – 2014/15

- III. Information Items
 - A. Future meetings: September 8, 2014, regular meeting, 6:30 p.m. Hartland Educational Support Service Center; October 20, 2014, regular meeting, 6:30 p.m., 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 August 25, 2014 regular meeting be approved, that policy be set aside allowing Item II.C. to be treated as an action item, and that public participation be allowed on all items. Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – JULY 21, 2014 ORGANIZATIONAL MEETING- SEE ATTACHED

(Recommended action): That the minutes of the July 21, 2014 organizational meeting be approved. Motion by _____, supported by _____. _____

I.D. CALL TO THE PUBLIC

I.E. SUPERINTENDENT’S REPORT

- Opening Day Breakfast – August 27, 2014
- Curriculum Revisions/Common Assessments

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 July 31, 2014, and the payment of invoices totaling \$2,028,522.82 and payroll obligations totaling \$2,256,648.68. Motion by _____, supported by _____. _____

II.B. NEW HIRES – SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Jenna Haller for the 2014/15 school year, at the Step 1, BA+10 salary tract (\$39,898), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion by _____, supported by _____. _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Michael Johnston 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. Motion by _____, supported by _____. _____

(continued)

II.C. CURRICULUM & ASSESSMENT REVISIONS – 2014/2015 (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Curriculum and Instruction, approves the curriculum and assessment revisions as presented. Motion by _____, supported by _____.

III.A. FUTURE MEETINGS

September 8, 2014, regular meeting, 6:30 p.m. Hartland Educational Support Service Center;
October 20, 2014, regular meeting, 6:30 p.m., Hartland Educational Support Service Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

Hartland Consolidated Schools
Organizational Meeting - Board of Education
July 21, 2014

Members present: T. Dumond, C. Kenrick, C. Sinelli, M. Hutchinson, C. Aberasturi
Members absent: B. Gatewood, K. Kaszyca
Admin. Present: S. Bacon, S. VanEpps, J. Sifferman, C. Hughes, B. Mainka, M. Otis, M. Day, G. Waldrup
Guests: K. Evans

President Dumond called the meeting to order at 7:30 a.m. in the Boardroom of the Educational Support Center. The Pledge of Allegiance was recited.

- Motion by Aberasturi, supported by Kenrick that the agenda for the July 21, 2014 organizational meeting be approved, and that public participation be allowed on all items. Motion carried 5-0. 7-21-14 AGENDA APPROVED
- Motion by Kenrick, supported by Hutchinson that the minutes of the June 26, 2014 special meeting be approved. Motion carried 5-0. 6-26-14 MINUTES APPROVED
- There was no response to Call to the Public. CALL TO PUBLIC
- Superintendent Sifferman introduced Scott Bacon, who updated the Board on the situation with the Farms/Lakes septic field. Boss Engineering has sent the project out for bids and they are due July 24. As this is considered an emergency situation due to the tight time schedule, it was not necessary to post the bid process in the newspaper. It is hoped that the project will be completed before the start of the school year. It is estimated that it will cost \$225-250,000 and has to be done as both fields have failed. Mr. Dumond asked the age of the fields. Mr. Bacon noted that one was built in 1977 and the other in 1987. Fortunately, the district did end 2013/14 slightly under budget with a surplus of approximately \$150,000, which will help with this expense. SUPT. REPORT FIS/LES SEPTIC FIELD
- Ms. Sifferman then asked Chuck Hughes to assist with the presentation of the Board goals update. Mr. Hughes updated the Board on the progress to date in the five goal categories: Finance, Building & Sites, District Culture, Public Relations, and Student Achievement. Ms. Sifferman noted she would like to schedule the goals workshop for 2014/15 in October. GOALS UPDATE
- Ms. Hutchinson noted that the Hartland Teen Center would be holding a golf outing on Sunday, August 3. Mr. Dumond noted that in return for the Hartland Rotary Club's support of the High School Color Run, the high school had agreed to participate in last Saturday's "Cardboard Regatta". Mr. Mainka and Mr. Butzier constructed the boat and it received an award for "Most Spectacular Sinking". Ms. Sinelli indicated that due to work commitments, she will not be running for another term in November. She noted she will miss serving on the Board. BOARD REPORTS
- Motion by Kenrick, supported by Sinelli that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of June 30, 2014, and the payment of invoices totaling \$1,189,401.63 and payroll obligations totaling \$3,381,326.45. Motion carried 5-0. PAYMENT OF INVOICES

<p>Motion by Aberasturi, supported by Kenrick that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, sets aside policy and authorizes the Superintendent to review all bids collected by Boss Engineering for the Farms/Lakes Septic Field Project and award the project to the lowest bidder meeting all of the required specifications. Mr. Aberasturi asked if the Board could be notified if the project ran over \$250,000? Mr. Bacon assured him they would be. Motion carried 5-0.</p>	<p>FIS/LES SEPTIC FIELD PROJECT</p>
<p>Motion by Hutchinson, supported by Sinelli that the Board of Education, upon the recommendation of the Superintendent and the Personnel Committee, approves the adjustment to the administrative longevity schedule. Motion carried 5-0. Mr. Dumond thanked the Personnel Committee for their work on this.</p>	<p>ADMIN. LONGEVITY SCHEDULE</p>
<p>Motion by Sinelli, supported by Hutchinson that the Board of Education, upon the recommendation of the Superintendent and the Personnel Committee, approves the adjustment to the Superintendent's contract. Motion carried 5-0. Ms. Sifferman thanked the Personnel Committee and the Board for their support on behalf of herself and the district's administrative team.</p>	<p>SUPT. CONTRACT ADJUSTMENT</p>
<p>Motion by Aberasturi, supported by Kenrick that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the State Aid Operating Loan Resolution as presented. Motion carried 5-0.</p>	<p>STATE AID NOTE</p>
<p>Motion by Kenrick, supported by Hutchinson that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the School Loan Revolving Fund Annual Loan Application as presented. Motion carried 5-0.</p>	<p>SCHOOL BOND LOAN FUND</p>
<p>Motion Sinelli, supported by Kenrick that the Board of Education, upon the recommendation of the Assistant Superintendent of Personnel and Student Services, approves the Secondary, Intermediate and Elementary Parent/Student Handbooks for 2014/2015 as presented. Motion carried 5-0.</p>	<p>14/15 PARENT/ STUDENT HANDBOOKS</p>
<p>Motion by Aberasturi, supported by Kenrick that the Board of Education, upon the recommendation of the Superintendent, approves the district's membership in the Michigan High School Athletic Association for the 2014/2015 school year. Motion carried 5-0.</p>	<p>MHSAA</p>
<p>Motion by Hutchinson, supported by Aberasturi that the Board of Education, in accordance with Board Policy 0150 – Organization, approves the proposed meeting dates for 2014/2015 as presented. Ms. Sifferman noted that she had conversations with President Dumond about reducing the meeting schedule as bond work has curtailed and several meetings were canceled last year. Motion carried 5-0.</p>	<p>14/15 MEETING DATES</p>
<p>Motion by Sinelli, supported by Aberasturi that any two officers of the Board of Education may sign notes or loans approved by the Board of Education at an official meeting. Motion carried 5-0.</p>	<p>NOTES OR LOANS</p>
<p>Motion by Aberasturi, supported by Kenrick that the Board of Education appoints the Superintendent of Schools as Compliance Officer for Section 504 of the Rehabilitation Act of 1973 for Title IX of the Educational Amendments of 1972, for Title VI of the Civil Rights Act of 1964, and for the Age Discrimination Act of 1975. Persons having questions</p>	<p>COMPLIANCE OFFICER</p>

or concerns regarding these statutory areas are to contact Janet Sifferman, Superintendent, Hartland Consolidated Schools, 9525 Highland Road, Howell, MI 48843, (810) 626-2100. Motion carried 5-0.

Motion by Kenrick, supported by Hutchinson that the Superintendent, or her designee, will designate an appropriate, available person in each location to post notices of public meetings. Motion carried 5-0.

POSTING NOTICES

President Dumond noted the next meeting would be held on August 25 at 7:30 a.m.

FUTURE MEETINGS

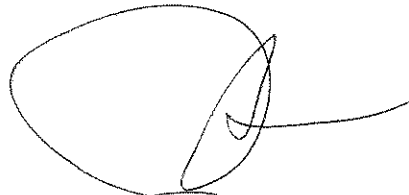
Meeting adjourned at 8:25 a.m.

ADJOURNMENT

Respectfully submitted,



Michelle Hutchinson
Secretary



Paula Waters
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON AUGUST 25, 2014
EXPENDITURES FOR THE MONTH OF JULY 2014**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	TOTAL
07/03/2014	A/P Check Run	\$ 424,838.81					\$ 424,838.81
07/09/2014	A/P Check Run	\$ 40,941.74					\$ 40,941.74
07/15/2014	A/P Check Run	\$ 37,694.56		\$ 145.00			\$ 37,839.56
07/17/2014	A/P Check Run	\$ 257,457.98	\$ 523.38	\$ 851.34	\$ 125,663.64	\$ 225.00	\$ 384,721.34
07/22/2014	A/P Check Run	\$ 245,319.73	\$ 12,444.50				\$ 257,764.23
07/28/2014	A/P Check Run	\$ 235,960.94			\$ 7,665.02	\$ 7,635.00	\$ 251,260.96
07/31/2014	A/P Check Run	\$ 511,457.34	\$ 7,212.30	\$ 1,519.00			\$ 520,188.64
07/31/2014	Prepaid Checks	\$ 480.23			\$ 20,170.00		\$ 20,650.23
07/31/2014	Void Checks			\$ (20.75)			\$ (20.75)
07/10/2014	Merchant Fees (Comm Ed)	\$ 6,720.18					\$ 6,720.18
07/01/2014	PESG - ACH	\$ 16,987.77					\$ 16,987.77
07/03/2014	PCMI - ACH	\$ 23,301.92					\$ 23,301.92
07/17/2014	PCMI - ACH	\$ 22,778.27					\$ 22,778.27
07/31/2014	PCMI - ACH	\$ 20,549.92					\$ 20,549.92
TOTAL		\$ 1,844,489.39	\$ 20,180.18	\$ 2,494.59	\$ 153,498.66	\$ 7,860.00	\$ 2,028,522.82

Payroll and Benefit expenses:

Date	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
7/3/2014	\$ 573,085.09	\$ 219,175.63	\$ 30,521.67	\$ 279,814.06	\$ 45.79		\$ 1,102,642.24
7/18/2014	\$ 546,732.43	\$ 207,820.97	\$ 29,062.16	\$ 267,256.57			\$ 1,050,872.13
07/29/2014	JULY UAAL/ORS PMT			\$ 110,043.18			\$ 110,043.18
JULY HLTH EQ CLAIMS						\$ (6,908.87)	\$ (6,908.87)
TOTAL	\$ 1,119,817.52	\$ 426,996.60	\$ 59,583.83	\$ 657,113.81	\$ 45.79	\$ (6,908.87)	\$ 2,256,648.68

New Hire
August 19, 2014

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Jenna Haller

ADDRESS: 21031 Pendleton, Apt 354
New Hudson, MI 48165

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

MAJOR: Language Arts

MINOR:

CERTIFICATION: Elementary Provisional Certificate

EXPERIENCE: Jenna worked as an intern teacher at Dublin Elementary School in White Lake from 2011-2012. She also held a year-long sub position at Lakes Elementary School teaching 2nd grade during the 2013-2014 school year.

SALARY STEP: BA + 10, Step 1

ASSIGNMENT: 2nd Grade at Lakes Elementary School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Jenna Haller for the 2014/15 school year, at the Step 1, BA + 10 salary tract, (\$39,898), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
August 19, 2014

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Michael Johnston

ADDRESS: 314 Tickner Street
Linden, MI 48451

EDUCATION: B.A. , University of Michigan, Flint –2009

MAJOR: History and Social Studies

MINOR: English

CERTIFICATION: Secondary Provisional Certificate

EXPERIENCE: Michael worked at Coloma Community Schools as a World History teacher from 2010 -2013. He also held a long term sub position at Hartland Middle School teaching 8th grade English during the 2013-2014 school year.

SALARY STEP: BA, Step 1

ASSIGNMENT: Social Studies, High School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Michael Johnston 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.

HCS Curriculum Documents and Assessment Changes Summary for 2014-15

SOCIAL STUDIES:

Economics: The common assessments were revised during 2013-14 with no changes to the curriculum document. The teaching staff felt that the former assessments did not meet the rigorous expectations of the Michigan Merit Curriculum and the Business Department (where students can earn their Economics credit outside of the Social Studies Department).

Evidence: Economic common assessments reflect these changes. They can be found in the curriculum department or in Data Director: ID #'s 18003, 18004, 18005, and 18006.

American Government: The common assessments were revised with no changes to the curriculum document. The teaching staff felt that the former assessments did not meet the rigorous expectation of the Michigan Merit Curriculum and did not reflect the work being done with performance assessment components.

Evidence: American Government common assessments reflect these changes. They can be found in the curriculum department or in Data Director: ID #'s 18013, 18014, 18015, 18016, 18017, 18018.

U.S. History: The high school staff is working to adjust the common assessments for U.S. History to ensure that they are more rigorous in nature. Staff are also adding higher levels of Depth of Knowledge (DOK) through the use of performance assessments. The current curriculum document will need to be adjusted during the 2014-15 school year to align with the new assessments.

Evidence: The first semester assessments will be loaded into Data Director prior to the start of classes in the fall of 2015 with the second semester assessments being added as they are finished.

SCIENCE

9-12 Physics: The physics staff felt that the first common assessment was too cumbersome for students. This common assessment was divided into Physics 1A and 1B. There was no change to the curriculum document.

Evidence: Common assessments loaded in Data Director ID #'s 18031 and 18032.

9-12 GeoPhysical Science: The GeoPhysical staff felt that units 5 and 6 combined as one unit assessment was too cumbersome for students. This common assessment was divided into two assessments with no need to change the curriculum document.

Evidence: Common assessments loaded in Data Director ID #'s 17961 and 19962.

8th Grade Science: Assessments for units 1A, 1B, 2-5, 6, 8, 9, 19 and 20 were adjusted (usually takes about 3 years to ensure that the assessments are assessing what we expect students to learn) to better match the science curriculum expectations and more accurately reflect our students ability to demonstrate understanding.

Evidence: Modified assessments (no changes in the scope and sequence document) can be found in the curriculum office, on the shared drive or in Data Director: ID #'s 17769, 17770, 17771, 17772, 17773, 17774, 17775, and 17776.

MATH:

K-4 Math Resources for Common Core Math Project Teachers: Pilot
Math Expressions Textbook Series Grade 5: Pilot
Big Ideas Textbook Series Grades 6-8: Pilot

During the 2013-14 school year, our math staff has been realigning our K-Algebra II math curriculum and common assessments to reflect the Common Core State Standards (CCSS) and Math Practices. This work has had staff engaged in the work of creating crosswalk documents between the Grade Level and High School Content Expectations and the CCSS for math, as well as progression of learning charts used to better understand the requisite skills necessary as students move grade to grade. As this work has progressed, some staff has been piloting the new curriculum and assessments to provide insight into the work we have completed to date. During the 2014-15 school year, many more teachers will be piloting the new curriculum and assessments with support from the curriculum office. While it will be necessary to purchase math resources for all teachers, as we move toward full implementation of the new math curriculum in the fall of 2015, the pilot work in 2014-15 will help us create a list of resources that will be valuable to teachers. This step will help us to not spend money on resources that prove to be ineffective.

Note: Our Algebra I, Geometry, and Algebra II resources are fairly new. The staff will be working with these current resources as we move forward.

Evidence: Common assessments loaded in Data Director labeled as CC CA's to differentiate from the common assessments aligned to the Grade Level and High School Content Expectations.

ENGLISH LANGUAGE ARTS (ELA):

7th grade ELA: The English Language Arts (ELA) staff will be adding additional reading and writing units in order to meet the rigorous requirements of the Common Core State Standards (CCSS) as well as to ensure instructional alignment with K-6 ELA Curriculum. The 7th grade will alternate units of study (writing, reading, writing, reading etc.).

During the 2014-2015 school year teachers will teach three writing units: Memoir, Literary Essay, and Argument (Editorial). All three units have a post on demand writing assessment which will be scored with grade level rubrics and recorded in Data Director. In addition, teachers will have an opportunity to pilot an Inform/Explain unit called Investigative Journalism. The Investigative Journalism unit will be required in the 2015-2016 school year after pilot revisions are made this year.

The 7th grade ELA teachers will implement two reading units: Independent Reading and Nonfiction Reading. These units will increase independent reading volume through student choice and built in time for at school reading. In addition, these units focus on comprehension skills, critical thinking, and analysis of text which are key components of the CCSS. The new curriculum provides teachers with two teacher choice units, based on student needs, from their current curriculum documents.

Evidence: Common assessments loaded into Data Director labeled 14-15 7th Grade Language Arts. ID # 17639.

8th grade ELA: The ELA staff is adding reading and writing units also. The 8th grade will alternate reading and writing units as well.

During the 2014-2015 school year, teachers will teach three writing units: Poetry, Literary Essay and Argument (Editorial). Literary Essay and Argument have an on demand writing assessment which will be scored and recorded in Data Director. In addition, teachers will have the opportunity to pilot the Investigative Journalism unit. The Investigative Journalism unit will be required in the 2015-2016 school year after pilot revisions are made this year.

The 8th grade teachers will also implement the Independent Reading unit and the Nonfiction Reading unit. The new curriculum provides 8th grade teachers with two teacher choice units, based on student needs, from their current curriculum documents.

Evidence: Common assessments loaded into Data Director labeled 14-15 8th Grade Language Arts. ID # 17641.

Note: All of the new units and assessments will be reviewed and revised based on teacher input and student needs.

Proficiency Bands: All common assessment proficiency bands will be adjusted to reflect a more rigorous expectation of 80% for proficiency (some bands reflected 60% for proficiency). This proficiency band expectation was determined a couple of years ago but not all assessments were adjusted to reflect this during the 2013-14 school year.