

**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING – BOARD OF EDUCATION  
December 15, 2014**

**AGENDA**

- I. Call to order, 6:30 p.m., Board Room, Educational Support Service Center
  - A. Pledge of Allegiance
  - B. Approval of agenda/items for discussion
  - C. Approval of minutes – November 10, 2014 regular meeting
  - D. Call to the public
  - E. Superintendent’s Report
    - Happenings at Village Elementary
  - F. Board reports & requests
  
- II. Action Items
  - A. Payment of Invoices
  - B. New and Updated Policies
  - C. Bus Purchase
  - D. Resignation – Special Education PAC Representative
  
- III. Discussion Items
  - A. 2015/2016 Hartland High School Curriculum Guide
  
- IV. Information Items
  - A. Future meetings: January 12, 2015, regular, CANCELED; January 26, 2015, regular, 6:30 p.m. Board Room, Hartland Educational Support Service 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 December 15, 2014 regular meeting be approved, that policy be set aside allowing Item II.D 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 – NOVEMBER 24, 2014 REGULAR MEETING (SEE ATTACHED)

(Recommended action): That the minutes of the November 10, 2014 regular meeting be approved. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

I.D. CALL TO THE PUBLIC

I.E. SUPERINTENDENT'S REPORT

- Happenings at Village Elementary School

I.F. BOARD REPORTS & REQUESTS

II.A. PAYMENT OF INVOICES (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of November 30, 2014, and the payment of invoices totaling \$1,806,374.46 and payroll obligations totaling \$2,571,059.49. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.B. NEW & REVISED BOARD POLICIES

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel & Student Services, adopts the new and revised Board policies as presented and discussed. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.C. MSBO/MAPT BUS PURCHASING RESOLUTION – SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Operations, adopts the participating resolution for the 2014/2015 MSBO/MAPT Bus Purchasing Program and authorizes the purchase of nine buses through said program for a total of \$811,335.51 as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.D. RESIGNATION OF SPECIAL EDUCATION PAC REPRESENTATIVE

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Director of Special Education, accepts the resignation of Eric Larsen from his position as Hartland's Special Education PAC Representative. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

III.A. 2015/2016 HARTLAND HIGH SCHOOL CURRICULUM GUIDE – SEE ATTACHED  
For discussion

IV.A FUTURE MEETINGS

January 12, 2015, regular, CANCELED; January 26, 2015, regular, 6:30 p.m. Board Room, Hartland Educational Support Service Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

Hartland Consolidated Schools  
Regular meeting - Board of Education  
November 10, 2014

Members present: K. Kaszyca, C. Aberasturi, T. Dumond, C. Kenrick, M. Hutchinson  
Members absent: C. Sinelli, B. Gatewood  
Admin. Present: J. Sifferman, C. Hughes, S. VanEpps, S. Bacon, S. Pearson, M. Otis, D. Minsker,  
M. Cheney, B. Cain, G. Waldrup, K. Evenson  
Guests: A. Heslip, B. Heslip, G. Gogoleski, J. Gogoleski, K. Raap, T. Chinn, D. Spencer, M.  
Vincent, B. Saunders, A. Adkins, B. Prokuda, K. Prokuda, S. Hoose, L. Hoose, N. Crain,  
S. Majors, D. Majors, J. Albring, M. Hemeyer, R. Anderson, M. Wencel, L. Halsted, A.  
Ehrhardt, T. Bowen, B. Wolf, C. Costa, S. Oldford, N. Nehring, K. Evans, D. Malcolm, G.  
Kirchmeier, T. Bosley, H. Sorg

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 Aberasturi, supported by Kenrick that the agenda for the November 10, 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 carried 5-0. 11/10/14 AGENDA APPROVED

Motion by Kenrick, supported by Kaszyca that the minutes of the October 20, 2014 regular meeting be approved. Motion carried 5-0. 10/20/14 MINUTES APPROVED

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

Superintendent Sifferman introduced Jeff Dolowy and Kara Drainville from Plante Moran. They presented the audit report for the 2013/2014 school year. They noted that the district once again received a "clean" or "unqualified" opinion for both the Financial Statement and Federal Programs audits. This is the highest level of assurance that can be given. Mr. Dolowy noted that the books and records are in good condition and the audit started and ended on time with no adjustments. He also noted that the district's financial department is strong and this is particularly noteworthy since it has had significant turnover in the past year. Mr. Dumond thanked Mr. Bacon and his staff, as well as the Finance Committee, for their hard work over the past year. Ms. Sifferman introduced Rachel Bois, the new accounting supervisor. Mr. Bacon praised Ms. Bois for her excellent work, particularly coming into a difficult situation. SUPT. REPORT  
2013/14 AUDIT REPORT

Ms. Sifferman congratulated Mr. Gatewood, Ms. Hutchinson, and Mr. Aberasturi on their re-election to the Board and introduced Chris Costa who successfully ran for the fourth seat being vacated by Cynthia Sinelli. ELECTIONS

Ms. Sifferman introduced the Rising Eagles Robotics Lego League based out of Village Elementary School who made a presentation about the various projects they have completed and noted their upcoming competition December 6. Their coach, Steve Majors, noted that by involving students at the elementary level it creates great interest and a "feeder system" for the secondary FIRST Robotics team led by Matt Bednarski. ROBOTICS LEAGUE

Ms. Sifferman then introduced David Minsker, Principal at Round Elementary School, who noted that their presentation would center around Wrangler, Round's facility dog. He introduced Kristin Raap, Wrangler's "foster mom". Ms. Raap described the various situations with which Wrangler provides assistance from Reading Recovery to bus detail. Both Ms. Raap and Mr. Minsker, as well as other staff members from Round, noted that HAPPENINGS AT ROUND ELEM.

over the past five years, Wrangler has become part of the Round family. Mr. Minsker thanked Ms. Raap for all that she has done to facilitate Wrangler being in the school, and the Hartland Rotary Club, which has sponsored Wrangler and assisted in the various expenses involved.

Motion by Kaszyca, supported by Aberasturi that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of October 31, 2014, and the payment of invoices totaling \$1,828,792.64 and payroll obligations totaling \$2,760,130.81. Motion carried 5-0.

PAYMENT OF  
INVOICES

Motion by Hutchinson, supported by Kenrick that the Board of Education adopts the goals for the 2014/15 school year as presented and discussed. Motion carried 5-0.

BOARD GOALS  
2014/15

Motion by Kaszyca, supported by Aberasturi that the Board of Education, pursuant to the Revised School Code, hereby imposes a summer tax levy for July 1, 2015, as presented. Motion carried 5-0.

SUMMER TAX  
LEVY

Discussion began on the new and revised policies. Mr. Kaszyca noted he had some questions regarding the new policies for student nutrition and how those effect fundraising sales. Mr. VanEpps asked the Board to forward any questions or concerns they had regarding the policy changes and he would take them up with the appropriate department heads. Mr. Dumond asked where the district and state were at in the evaluation process. Ms. Sifferman noted that the state was currently still investigating and bidding out different tools. The district has a tool that she believes best incorporates the practices of the district that it will submit to the state for review, but she is not hopeful it will be accepted. She noted that Chuck Hughes has reviewed all of the tools being considered and the district will have to make a decision once the state has settled on a particular tool. For now, we are still waiting on the state. These will come before the Board for action at the December 15 meeting.

DISCUSSION:  
NEW & UPDATED  
POLICIES

George Waldrup talked with the Board regarding the proposed bus purchase. He noted the bus replacement schedule dictates the number of buses that will be required each year. The district had decreased its fleet over the past four years, but this year will hold steady with a proposed purchase of nine buses. Mr. Waldrup noted the district would again participate in the MSBO bid process and the buses would cost approximately \$90,000 apiece. Mr. Kaszyca asked about "green buses". Mr. Waldrup noted that there are options including a hybrid bus and buses that run on alternative fuels however these are not cost-efficient options as they are still considerably more expensive, even with the tax breaks associated with them, and fuel and maintenance are also concerns. This will also come before the Board for action on December 15.

BUS PURCHASE

Mr. Dumond noted that the November 24 special meeting has been canceled. The next meeting is December 15 at 6:30 p.m.

UPCOMING MTGS.

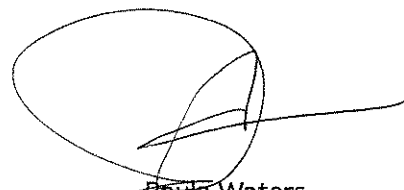
The meeting adjourned at 7:35 p.m.

ADJOURNMENT

Respectfully submitted,



Michelle Hutchinson  
Secretary



Paula Waters  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS  
BOARD MEETING ON DECEMBER 15, 2014  
EXPENDITURES FOR THE MONTH OF NOVEMBER 2014**

**Check registers and ACH payments:**

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	TOTAL
11/10/2014	A/P Check Run	\$ 735,731.00	\$ 5,059.20	\$ 19,968.67	\$ 6,406.90		\$ 767,165.77
11/11/2014	A/P Check Run	\$ 13,967.87			\$ 506,870.88		\$ 520,838.75
11/21/2014	A/P Check Run	\$ 238,737.27	\$ 9,608.24	\$ 15,009.92			\$ 263,355.43
11/30/2014	Prepaid Checks	\$ 965.19	\$ 1,562.40	\$ 23,587.36			\$ 26,114.95
11/30/2014	Void Checks	\$ (889.15)	\$ (280.40)				\$ (1,169.55)
11/10/2014	Merchant Fees (Comm Ed)	\$ 5,349.82					\$ 5,349.82
11/04/2014	PESG - ACH	\$ 50,036.67					\$ 50,036.67
11/18/2014	PESG - ACH	\$ 44,222.19					\$ 44,222.19
11/06/2014	PCMI - ACH	\$ 26,669.31					\$ 26,669.31
11/20/2014	PCMI - ACH	\$ 101,442.12					\$ 101,442.12
11/10/2014	GoPay (Soccer Officials)	\$ 2,349.00					\$ 2,349.00
<b>TOTAL</b>		<b>\$ 1,218,581.29</b>	<b>\$ 15,949.44</b>	<b>\$ 58,565.95</b>	<b>\$ 513,277.78</b>	<b>\$ -</b>	<b>\$ 1,806,374.46</b>

**Payroll and Benefit expenses:**

Date	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
11/7/2014	\$ 653,762.54	\$ 250,200.56	\$ 34,347.35	\$ 325,890.43	\$ 73.43	\$ 14,480.97	\$ 1,278,755.28
11/21/2014	\$ 640,935.73	\$ 245,522.47	\$ 33,570.76			\$ 14,480.97	\$ 934,509.93
11/25/2014	NOVEMBER UAAL/ORS			\$ 388,040.62			\$ 388,040.62
NOV HLTH EQ CLAIMS						\$ (30,246.34)	\$ (30,246.34)
<b>TOTAL</b>	<b>\$ 1,294,698.27</b>	<b>\$ 495,723.03</b>	<b>\$ 67,918.11</b>	<b>\$ 713,931.05</b>	<b>\$ 73.43</b>	<b>\$ (1,284.40)</b>	<b>\$ 2,571,059.49</b>

December 15, 2014

Mr. Scott Bacon  
Assistant Superintendent for Finance & Operations

Scott,

As directed, I have specified and competitively bid the purchase of 9 conventional school buses. The bid was done through the Michigan School Business Officials school bus purchase program. This purchase was planned for on our bus purchase schedule. I am requesting the buses be purchased from Capital City Bus Sales in Lansing.

The cost of the vehicles as recommended is as follows;

9	77 Passenger conventional buses	\$90,048.39 each	\$810,435.51
	MSBO Bus purchase program fee	\$100/bus	\$900.00
		Grand Total	\$811,335.51

I will need the signed Board resolution to proceed with this order.

Thank you,

George Waldrup  
Director of Operations

Attachments;

- Board resolution
- Bus replacement schedule
- Bus specification & bid tally

**BOARD OF EDUCATION RESOLUTION**

**2014-15 MSBO/MAPT Bus Purchasing Program**

Hartland Consolidated Schools

Hartland, Michigan

At a regular meeting of the Board of Education of Hartland Consolidated Schools, Livingston County, Michigan, held at the Board of Education Offices at 9525 E. Highland Road, Howell, Michigan 48843, on the 15th day of December, 2014, at 6:30 p.m., Local Time.

PRESENT: MEMBERS: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: MEMBERS: \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

WHEREAS, the School District desires to participate in the 2014-2015 Michigan School Business Officials ("MSBO") and the Michigan Association for Pupil Transportation ("MAPT") Bus Purchasing Program ("Bus Purchasing Program"); and

WHEREAS, the Board of Education has reviewed the Bus Purchasing Program Vendor Invitation To Bid, the Vendors' Responses to the Invitation To Bid, the Base Bus Specifications, the Bus Specification Options, the School District's Purchase Order and the School District's Bid Comparison Spreadsheet (collectively "Bid Documents"); and

WHEREAS, the School District understands that it is subject to all of the terms and conditions contained in the Bid Documents and any Bus Purchasing Program procedures currently in place, or as may be implemented in the future by the MSBO/MAPT; and

WHEREAS, the Board of Education understands that the sole responsibility of MSBO/MAPT in the Bus Purchasing Program is to solicit bids from Vendors, inform the Districts of the bid results and coordinate the aggregate purchase of buses; and

WHEREAS, the Board of Education understands that the School District must have at least one (1) fully paid membership in either the MSBO and/or MAPT in order to participate in the Bus Purchasing Program; and



WHEREAS, the Board of Education understands that any contracts for the purchase of school buses under the Bus Purchasing Program will be between the School District and the Bus Vendor directly; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to participate in the Bus Purchasing Program.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1. The School District is hereby authorized to participate in the 2014-2015 MSBO/MAPT School Bus Purchasing Program and agrees to be bound by all of the terms and conditions contained in the Bid Documents, which Bid Documents are incorporated herein by reference.
- 2. The President and Secretary of the Board are hereby authorized and directed to execute any and all documents which are necessary for the School District to participate in the Bus Purchasing Program upon the terms and conditions contained in the Bid Documents and any of the Bus Purchasing Program procedures.

YEAS: MEMBERS: \_\_\_\_\_  
\_\_\_\_\_

NAYS: MEMBERS: \_\_\_\_\_

ABSTAIN: MEMBERS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing constitutes a true and complete copy of a resolution duly adopted by the Board of Education of Hartland Consolidated Schools, County of Livingston, Michigan, at a Regular meeting held on the 15th day of December, 2014, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Secretary, Board of Education

**Cooperative Purchasing  
Price Comparison Report - Spec #5381  
Nov 03, 2014 10:44 AM**

**Buying Organization**

Hartland Consolidated Schools  
9525 E Highland Rd  
Howell MI 48843-9098

Notes  
Product Category  
Product  
Quantity

Hartland Cummins LED Overhead  
Conventional (2014-2015 Phase 1)  
77 Passenger  
9

**Product Base Price**

**\$79,942.00**

**\$81,071.00**

**\$80,507.00**

**Chassis Options**

Option	Option SKU	Buyer Comments	Capital City	Hoekstra	Holland
<b>Air Dryer</b>					
Beardic AD-3P dryer w/spin-on filter	CI01		\$61.00	\$94.00	(\$184.00)
<b>Alternator</b>					
240-amp, Leece-Newton	CI23		\$152.00	\$207.00	S/E
<b>Axle, Rear: minimum load</b>					
21,000 lbs.	CI52		S/E	S/E	N/A
<b>Batteries</b>					
3 12-volt, 950-CCA each	CI63		\$121.00	\$19.00	S/E
<b>Brake Dust Shield</b>					
Brake dust shield on all wheels	CI70		S/E	S/E	S/E
<b>Engine</b>					
Cummins ISB 250 hp w/PTS2500 trans	CI03		\$574.00	\$1,216.00	\$2,137.00
<b>Fuel Tank</b>					
Increase to 100-gallon	CI51		\$155.00	\$388.00	\$271.00
<b>Full Instrumentation Package (Engine)</b>					
Low coolant indicator with audible alarm	CI60		S/E	S/E	S/E
<b>Idle Management Control</b>					
Programmable	CI80		S/E	S/E	N/C
<b>Paint, Wheels</b>					
Wheels finish coated black inside and out	CI00		(\$52.00)	S/E	N/C
<b>Switches, Ignition</b>					
Keyed alike	CI50		N/C	N/C	\$7.00
<b>Tires</b>					
11R22.5 steel fit, mud/snow rear, Goodyear	CI73		\$50.00	(\$318.00)	(\$415.00)
<b>Transmission, Warranty</b>					

5 year; PTS2500 trans	C411	S/E	S/E	S/E
<b>Warranty, Towing</b>				
5 years/100,000 miles	C470	\$560.00	\$800.00	\$650.00
<b>Wheels</b>				
Iron hub	C480	S/E	S/E	S/E

### Body Options

<b>Antenna</b>				
Flexible rubber radio antenna	B170	\$50.00	N/A	S/E
<b>Back Up Alarm and Sticker</b>				
Delete base spec	B180	(\$50.00)	(\$45.00)	(\$86.00)
<b>Color, Interior</b>				
Walls white	B234	S/E	N/A	S/E
<b>Door, Entrance, Dryer</b>				
Ambient air dryer for air door	B270	N/C	N/A	N/A
<b>Exit, Emergency Window</b>				
Increase from 2 to 4	B290	S/E	S/E	\$150.00
<b>Exit, Evacuation Step</b>				
Step & handle at rear door	B310	\$83.00	\$75.00	\$35.00
<b>Fenderettes</b>				
Rubber fenderettes	B351	\$68.00	\$74.00	\$97.00
<b>Floor Covering</b>				
1 piece, gray	B373	\$550.00	N/A	N/A
<b>Fuel Filler Door</b>				
Latching	B392	S/E	S/E	S/E
<b>Heater, Auxiliary</b>				
Webasto D5LC, 45,000 BTU, quartz timer	B411	\$2,500.00	\$2,678.00	\$1,948.00
<b>Heater, Mid-body Rear</b>				
80,000 BTU	B431	\$317.00	\$232.00	\$339.00
<b>Light, Exterior</b>				
Light check system	B460	S/E	S/E	S/E
<b>Light, Landing</b>				
Delete landing light	B470	(\$18.00)	(\$9.00)	(\$16.00)
<b>Lights, Overhead Warning</b>				
LED strobe lights	B482	\$524.00	\$766.00	\$555.00
<b>Lights, LED</b>				
Sound Of brand for LED package	B500	S/E	N/A	S/E
<b>Mirror, Timer</b>				
Timer for heated mirror	B525	\$32.00	\$21.00	\$112.00
<b>Mirrors, Crossview</b>				
Mirror-Like High Definition, heated	B531	\$75.00	N/A	N/A
<b>Mirrors, Crossview, Arms</b>				

Stainless steel arms	B555	\$30.00	\$62.00	\$29.00
<b>Mirrors, Rearview, Arms</b>				
Stainless steel arms	B590	\$60.00	\$55.00	\$24.00
<b>Noise Reduction System</b>				
Perforated ceiling, full bus	B595	N/C	S/E	\$544.00
<b>Paint, Roof</b>				
White, polyurethane	B605	\$388.00	\$355.00	\$182.00
<b>Power Source</b>				
12-volt power source in driver's area	B615	N/C	\$31.00	S/E
<b>Radio &amp; Public Address System</b>				
AM/FM radio, CD, clock, PA system inside	B625	\$195.00	\$275.00	\$424.00
<b>Rust Proofing</b>				
All interior doors	B645	S/E	S/E	S/E
<b>Rust Proofing, Stepwell</b>				
Anti-corrosion spray coating, inside & outside	B647	N/C	\$244.00	\$348.00
<b>Seat, Driver's Belt</b>				
Driver's belt, blaze orange	B676	S/E	\$44.00	N/C
<b>Seats, Fire Block</b>				
Delete fire block	B703	(\$760.00)	(\$632.00)	(\$632.00)
<b>Seats, Passenger, Replaceable Back</b>				
For child restraint; 3-point belts, 39" (per seat) (Qty: 26)	B707	S/E	N/A	\$7,670.00
<b>Seats, Passenger: Color</b>				
Blue/light blue	B712	N/C	N/C	N/C
<b>Severe Service Package</b>				
Must meet Colorado Racking Test	B740	\$225.00	S/E	S/E
<b>Step Tread</b>				
Pebble tread w/non-metal backing	B752	S/E	\$276.00	\$221.00
<b>Stepwell</b>				
Stainless steel	B755	\$869.00	N/A	\$425.00
<b>Storage Compartment Driver's Area</b>				
Over drivers sash window	B781	\$157.00	S/E	\$88.00
<b>Storage Pouch</b>				
Mounted on barrier behind driver	B782	\$50.00	\$21.00	\$12.00
<b>Window, Frost-free, Driver</b>				
Add frost-free driver's window	B860	\$83.00	\$47.00	\$81.00
<b>Window, Frost-free, Upper Entrance</b>				
Add frost-free upper entrance door window	B861	\$85.00	\$287.00	\$64.00
<b>Window, Rear</b>				
Laminated, 28% tinted	B871	N/C	N/A	\$60.00
<b>Windows</b>				
Laminated, 28% tinted	B876	N/C	N/A	\$443.00

### Dealer Options

Motorola 2 Way Radio		\$571.67		
Motorola 2 Way Radio			\$571.67	
Motorola 2 Way radio				\$571.67
Seon Design 4 Camera System		\$2,390.72		
Seon Design 4 Camera System			\$2,390.72	
Seon design 4 Camera System				\$2,390.72
1 Piece Gray Floor			\$704.00	
1 Piece Gray Floor				\$560.00
Stainless Steel Stepwell			\$425.00	
Laminated Dark Tint Windows			\$443.00	
Unit Price		\$90,048.39	\$92,868.39	\$99,612.39
Total Price		\$810,435.51	\$835,815.51	\$896,511.51
<b>Grand Total</b>		<b>\$810,435.51</b>	<b>\$835,815.51</b>	<b>\$896,511.51</b>



December 1, 2014

Ms. Janet Sifferman  
Hartland Consolidated Schools  
9525 Highland Road  
Howell, MI 48843

Dear Ms. Sifferman:

Eric Larsen has resigned his position on the Parent Advisory Committee. This leaves one vacant member position in your district. If you have a parent who could represent Hartland on the PAC, please send us a letter of nomination. In particular, the PAC is in need of parents of students who are eligible for special education for a Specific Learning Disability or a Speech and Language Impairment.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Dawn G. Bentley".

Dawn G. Bentley, Ed.S.  
Executive Director of Special Education

DGB:cb

cc: Sue Pearson