

**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING – BOARD OF EDUCATION  
August 24, 2015**

**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 – August 11, 2015 special meeting
  - D. Call to the public
  - E. Superintendent’s Report
    - Opening Day Breakfast – September 2, 2015
  - F. Board reports & requests
  
- II. Action Items
  - A. Payment of Invoices
  - B. New Hires
  - C. Seat Time Waiver Resolution – 2015/16
  
- III. Discussion Items
  - A. Curriculum & Assessment Revisions – 2015/2016
  
- IV. Board Candidate Interviews
  
- V. Information Items
  - A. Future meetings: September 14, 2015, regular meeting, 6:30 p.m. Hartland Educational Support Service Center; October 26, 2015, regular meeting, 6:30 p.m., Hartland Educational Support Service Center
  - B. Information Items
  
- VI. Adjournment

***This meeting is a meeting of the Board of Education in public for the purpose of conducting the business of Hartland Consolidated Schools and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in Agenda Item I.D.***

**DETAILED AGENDA**

I. CALL TO ORDER

I.A. PLEDGE OF ALLEGIANCE

I.B. APPROVAL OF AGENDA/ITEMS FOR DISCUSSION

(Recommended action): That the agenda for the August 24, 2015 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 except Item IV. Motion by \_\_\_\_\_, supported by \_\_\_\_\_.

I.C. APPROVAL OF MINUTES – AUGUST 11, 2015 SPECIAL MEETING- SEE ATTACHED

(Recommended action): That the minutes of the August 11, 2015 special meeting be approved. Motion by \_\_\_\_\_, supported by \_\_\_\_\_.

I.D. CALL TO THE PUBLIC

I.E. SUPERINTENDENT'S REPORT

- Opening Day Breakfast – September 2, 2015

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, 2015, and the payment of invoices totaling \$1,793,774.54 and payroll obligations totaling \$3,164,921.65. 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 Amanda Raupp for the 2015/16 school year, at the Step 1, BA+10 salary tract (\$40,592), 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 Katherine Revenaugh for the 2015/16 school year, at the Step 1, BA salary tract (\$39,283), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion by \_\_\_\_\_, supported by \_\_\_\_\_.

- II.C. SEAT TIME WAIVER RESOLUTION 2015/2016 (SEE ATTACHED)  
(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Curriculum and Instruction, adopts a resolution approving the Seat Time Waiver Application for grades 6-12 for the 2015/16 school year as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
  
- III.A. CURRICULUM AND ASSESSMENT REVISIONS – 2015/16  
For discussion.
  
- IV. BOARD CANDIDATE INTERVIEWS
  
- V.A. FUTURE MEETINGS  
September 14, 2015, regular meeting, 6:30 p.m. Hartland Educational Support Service Center; October 26, 2015, regular meeting, 6:30 p.m., Hartland Educational Support Service Center
  
- V.B. INFORMATION ITEMS
  
- VI. ADJOURNMENT

Hartland Consolidated Schools  
Special meeting - Board of Education  
August 11, 2015

Members present: C. Aberasturi, B. Gatewood, C. Kenrick, M. Hutchinson  
Members absent: C. Costa, T. Dumond, K. Kaszyca  
Admin. Present: S. Bacon, S. VanEpps, C. Hughes, G. Waldrup, D. Minsker  
Guests: B. Gazda, M. Hemeyer

Treasurer Gatewood called the meeting to order at 7:30 a.m. in the Boardroom of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

Motion by Aberasturi, supported by Kenrick that the agenda for the August 11, 2015 special meeting be approved and that public participation be allowed on all items. Motion carried 4-0. 8/11/15 AGENDA APPROVED

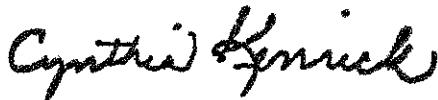
Motion by Kenrick, supported by Hutchinson that the minutes of the July 20, 2015 organization meeting be approved. Motion carried 4-0. 7/20/15 MINUTES APPROVED

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

Motion by Aberasturi, supported by Hutchinson that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the district's financial advisors, approves the authorizing resolution for refunding bonds as presented including the selection of Stifel Nicolaus as underwriter as presented. Motion carried 4-0. REFINANCING RESOLUTION

The meeting adjourned at 7:34 a.m. ADJOURNMENT

Respectfully submitted,



Cynthia Kenrick  
Secretary



Paula Waters  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS  
BOARD MEETING ON AUGUST 24, 2015  
EXPENDITURES FOR THE MONTH OF JULY 2015**

**Check registers and ACH payments:**

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	TOTAL
07/02/2015	A/P Check Run	\$ 460,187.98	\$ 40.00				\$ 460,227.98
07/09/2015	A/P Check Run	\$ 32,420.41	\$ 65.69	\$ 208.60	\$ 231,250.24		\$ 263,944.94
07/16/2015	A/P Check Run	\$ 175,946.80	\$ 2,570.00	\$ 750.00			\$ 179,266.80
07/21/2015	A/P Check Run	\$ 18,340.55	\$ 3,270.00		\$ 2,227.00		\$ 23,837.55
07/29/2015	A/P Check Run	\$ 795,030.99	\$ 8,697.55	\$ 300.00			\$ 804,028.54
07/31/2015	Prepaid Checks	\$ 550.00					\$ 550.00
07/31/2015	Void Checks	\$ (5,763.08)					\$ (5,763.08)
07/10/2015	Merchant Fees (Comm Ed)	\$ 7,807.40					\$ 7,807.40
07/14/2015	PESG - ACH	\$ 177.73					\$ 177.73
07/28/2015	PESG - ACH	\$ 2,123.28					\$ 2,123.28
07/02/2015	PCMI - ACH	\$ 22,187.76					\$ 22,187.76
07/16/2015	PCMI - ACH	\$ 17,796.00					\$ 17,796.00
07/30/2015	PCMI - ACH	\$ 17,589.64					\$ 17,589.64
<b>TOTAL</b>		<b>\$ 1,544,395.46</b>	<b>\$ 14,643.24</b>	<b>\$ 1,258.60</b>	<b>\$ 233,477.24</b>	<b>\$ -</b>	<b>\$ 1,793,774.54</b>

**Payroll and Benefit expenses:**

Date	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
7/3/2015	\$ 553,239.34	\$ 214,532.22	\$ 29,516.65	\$ 288,035.68			\$ 1,085,323.89
7/17/2015	\$ 548,648.24	\$ 211,317.64	\$ 29,154.85	\$ 283,872.51			\$ 1,072,993.24
7/31/2015	\$ 563,215.94	\$ 218,123.72	\$ 30,002.63				\$ 811,342.29
07/22/2015	JULY UAAL/ORS PMT			\$ 191,860.92			\$ 191,860.92
JULY HLTH EQ CLAIMS						\$ 3,401.31	\$ 3,401.31
<b>TOTAL</b>	<b>\$ 1,665,103.52</b>	<b>\$ 643,973.58</b>	<b>\$ 88,674.13</b>	<b>\$ 763,769.11</b>	<b>\$ -</b>	<b>\$ 3,401.31</b>	<b>\$ 3,164,921.65</b>

New Hire  
August 17, 2015

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Amanda Raupp

**ADDRESS:** 43146 Calais Court  
Canton, MI 48187

**EDUCATION:** B.S., University of Michigan-Dearborn –2012

**MAJOR:** Mathematics

**MINOR:** Psychology

**CERTIFICATION:** Secondary Provisional Certificate

**EXPERIENCE:** Amanda worked for Livonia Public Schools teaching Geometry and Algebra II at Churchill HS during the 14-15 school year and Geometry at Stevenson HS from February, 2013 through June, 2014.

**SALARY STEP:** BA+10, Step 1

**ASSIGNMENT:** Math and Social Studies at Hartland High School

**Recommended Action:**

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Amanda Raupp for the 2015/16 school year, at the Step 1, BA+10 salary tract, (\$40,592), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire  
August 17, 2015

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Katherine Revenaugh

**ADDRESS:** 3895 Audrey Rae Lane  
Howell, MI 48843

**EDUCATION:** B.S., Central Michigan University - 2011

**MAJOR:** Mathematics

**MINOR:** School Health Administration

**CERTIFICATION:** Secondary Provisional Certificate

**EXPERIENCE:** Katherine worked for Charyl Stockwell Preparatory Academy in Brighton teaching Integrated Math from 2013 through 2015. Prior to that she was a student teacher at Brighton HS.

**SALARY STEP:** BA, Step 1

**ASSIGNMENT:** Math at Hartland High School

**Recommended Action:**

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Katherine Revenaugh for the 2015/16 school year, at the Step 1, BA salary tract, (\$39,283), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.





7. Type of student population to be served (check all that apply):

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> General Education, 6-8    | <input checked="" type="checkbox"/> Dropout/Expelled 6-8        |
| <input checked="" type="checkbox"/> General Education, 9-12   | <input checked="" type="checkbox"/> Dropout/Expelled 9-12       |
| <input checked="" type="checkbox"/> Advanced/Gifted, 6-8      | <input checked="" type="checkbox"/> Previously Un-enrolled 6-8  |
| <input checked="" type="checkbox"/> Advanced/Gifted, 9-12     | <input checked="" type="checkbox"/> Previously Un-enrolled 9-12 |
| <input checked="" type="checkbox"/> Alternative/At-risk, 6-8  |   |
| <input checked="" type="checkbox"/> Alternative/At-risk, 9-12 |   |

8. Type of program offered (select all that apply):

100 percent Online Model of Delivery

For the purposes of seat time waivers, 100 percent online offering may include a drop-in lab component, but physical attendance is not a program requirement. This could also include a blended option that serves 25 percent or less of your students in grades 6-12. Checking this box will require that you submit an implementation plan. The State Superintendent will waive up to 50 percent of instructional seat time for 100 percent of an applicant district's Grades 6-12 population with an MDE-approved implementation plan.

Blended Model of Delivery – Only Check this box if you plan on serving **more than 25 percent of your students in the 50/50 blend option.** For the purposes of seat time waivers, blended instruction is the practice of combining frequent face-to-face interaction with online learning to deliver the pupil's instruction. Checking this box will require that you submit an implementation plan.

*Example: With an approved plan, an applicant district can provide 549/1,098 hours (50 percent) of instruction in the building and arrange the remaining 549/1,098 (50 percent) hours through online learning, experiential, work-based or other means.*

9. Please estimate the number of students you expect to serve in this program.

Total number of students in Grade 6-8 *enrolled* in district:   1,275  

Number of students Grades 6-8 *expected* to enroll in this program:   3  

Total number of students in Grades 9-12 *enrolled* in district:   1,908  

Number of students Grades 9-12 *expected* to enroll in this program:   50  

10. The applicant district's governing board has approved this application for operating a Seat Time Waiver Program.

Yes     No

## 5-O-B Guidance (Section A.1)

**A.1. Board Approval:** The online program used for a district's seat time waiver offering shall be approved by the intermediate school district's board of education, by the local school district's board of education, or by the public school academy's board of directors for the purpose of awarding credit that meets the requirements of Michigan Grade Level Content Expectations or the Michigan Merit Curriculum. Based upon satisfactory completion of courses or other credit-earning activities, the credits earned through the seat time waiver online courses and activities shall be comparable to credits earned for a high school diploma or grade progression in the district's traditional program setting. The board approval shall allow the program director to comply with this guidance.

11. The applicant district superintendent and program contact have read the 5-O-B Seat Time Waiver Guidance and agree to operate the program within the guidance provided, and they understand that failure to comply with 5-O-B guidance may result in termination of the applicant district's Seat Time Waiver and/or loss of Full-Time Equivalency (FTE).

X Yes     No

12. In accordance with 5-O-B Seat Time Waiver Guidance, Section A.5.C (Evaluation), the applicant district agrees to collect and release all relevant data, including state collected data, for research and evaluation purposes.

X Yes     No

13. The applicant district agrees to provide all teachers and on-site mentors assigned to the program with proper training and professional development on effective online instruction and mentoring.

X Yes     No

## 5-O-B Guidance (Section B.5)

**B.5.** For Seat Time Waiver purposes, an on-site mentor must be assigned to the pupil and serve as the Teacher of Record. The on-site mentor shall be available for assistance and to monitor the pupil's progress. The on-site mentor shall be a certified Michigan teacher employed by the district. The mentor shall meet with or have weekly two-way interaction with the pupil.

X Yes     No

Please send all materials to [STWapp@michigan.gov](mailto:STWapp@michigan.gov) as attachments by September 11, 2015.

Specific directions regarding what should be provided in implementation plans (required) can be found under the heading of "Seat Time Waiver Implementation Plan" at <http://www.techplan.org/seat-time-waivers/>.

## **Grade 6-12 Seat Time Waiver Implementation/Continuation Plan**

Hartland Consolidated School District 47060, August 30, 2015

### **Section 1: Ensuring Success:**

Students wishing to pursue their education through the use of a "seat-time waiver" will be required to begin conversations with their assigned counselor in regard to reasons for the request. The counselor will gather the seat-time waiver information from the student and contact the student's parent or guardian to ensure that they are in agreement with the request. Once the information is gathered, the building principal or designee and Hartland Virtual Academy (HVA) administrator will be briefed on the request to garner support for the request.

If support is garnered by the building administration, the student and counselor will request an in-take interview with the HVA administrator. The in-take interview is designed to determine if the student is serious and capable of pursuing this educational opportunity. The in-take interview will consist of the student and parent or guardian and HVA administrator. All facets of what is required to be successful with online learning will be covered. The consequences of failing to pass online courses, placement back into the regular school setting, will also be discussed.

Each student enrolled in the seat-time waiver program, through HVA, will be required to maintain weekly communication with the assigned online mentor either by visiting open lab time or through an agreed upon means. The online mentor will check student progress weekly and intervene with any student not signing-in and completing course assignments on a weekly basis. First line intervention may be mandatory attendance at open online lab so that the mentor can best address any concerns with the student.

### **Section 2: Program Implementation and Training:**

The district has used the same online mentor in the HVA seat-time waiver program for the past three years. The mentor is evaluated using the current teacher evaluation instrument and provided any and all training deemed necessary to be effective. The online mentor will be annually updated on pupil accounting procedures, and online provider changes. During the past three years the district has averaged roughly 30 students in our HVA program where all seat-time approved students are enrolled either directly or as dual-enrolled with Hartland High School or LEGACY Alternative Education.

All seat-time waiver courses must be selected through Michigan Virtual University (MVU) if taking a course for the first time or through APEX learning if the student is in need of course remediation due to not being successful in the past. The Hartland Consolidated School District feels that MVU courses are much more rigorous in nature and more appropriate for meeting all state standards and benchmarks for first time course work. APEX learning is used for remediation as this online platform covers the focus standards and benchmarks for a student retaking a course.

### **Section 3: Data Collection and Evaluation:**

The Hartland Consolidated School District monitors student success data (courses being passed) each semester. Students who fail to demonstrate an ability to be successful in online courses (after intervention) are assigned back to their campus of origin per Section 2. The mentor teacher is evaluated based on student /mentor relationships, effectiveness on two-way-communication, meeting pupil accounting expectations, and student success (percentage passing seat-time waiver online courses). Recently the MVU staff shared that the Hartland Consolidated School District is out performing the state average for online coursework success. This information supports our internal evaluation that the seat-time waiver program is valuable for the students who pursue learning in an alternative setting.

## Curriculum Changes for 2015-16

The following curriculum changes will be initiated starting with the 2015-16 school year. All work leading to these changes was facilitated by Dotty Selix and Chuck Hughes with teacher and principal input.

### **District-wide ELA Updates for 2015-2016:**

**Kindergarten:** The kindergarten teachers will be assessing students in August. This data will be used to inform placement.

The Kindergarten teachers have adjusted their pacing calendar to include revised writing units in narrative, inform/explain, and opinion. We believe these new units will enhance student achievement as shown by the pilot in 1<sup>st</sup> and 2<sup>nd</sup> grade.

Kindergarten teachers will only administer the fall Developmental Reading Assessment (DRA) to students who demonstrate knowledge of print concepts and letter-sound correspondence. We do not need to give the DRA to all students to ensure high quality instruction early in the year. Instead we would like to maximize the time in the fall to build relationships and a collaborative community.

***Evidence:*** Common assessments loaded into Illuminate labeled 2015-16 Kindergarten Language Arts.

**5<sup>th</sup> and 6<sup>th</sup> grade:** 5<sup>th</sup> and 6<sup>th</sup> grade teachers will be implementing a 10 day performance activity that mirrors the M-STEP in order to prepare students for the format of the test. In addition, the teachers have decided to begin the year with the nonfiction reading and writing units in order to facilitate the transfer of that learning to social studies and science content area reading.

***Evidence:*** Common assessments loaded into Illuminate labeled 2015-16 5<sup>th</sup> and 6<sup>th</sup> Grade Language Arts.

**7<sup>th</sup> grade ELA:** The English Language Arts (ELA) staff will continue to implement 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 Illuminate.

In addition, science teachers will have an opportunity to teach Inform/Explain writing in science. They will score published pieces and enter them into Illuminate. During the 2016-17 school year, they will administer an on demand and enter it into Illuminate.

***Evidence:*** Common assessments loaded into Illuminate labeled 2015-16 7<sup>th</sup> Grade Language Arts.

**8<sup>th</sup> grade ELA:** The ELA staff will continue to implement Poetry, Literary Essay and Argument Performance Activity writing. Literary Essay will have an on demand writing assessment which will be scored and recorded in Illuminate.

In addition, teachers will have the opportunity to write and teach an inform/explain unit. Teachers will sort and score published pieces and enter them in Illuminate. In 2016-17 they will implement a post on demand inform/explain.

***Evidence:*** Common assessments loaded into Illuminate labeled 2015-16 8<sup>th</sup> Grade Language Arts.

**9th and 10<sup>th</sup> grade:** ELA teachers will be teaching Literary Essay and Argument units in 2015-16 based on the teaching points articulated during the 2014-15 school year. They will be administering on demand assessments, sorting and scoring student samples, and recording those scores in Illuminate. They will use the articulated rubrics to create alignment K-10 in argument.

ELA teachers will be teaching an independent reading unit and a new informational reading unit. MAISA (Michigan Lessons) units are recommended as supports.

ELA teachers will articulate teaching points for an inform/explain unit to be piloted in the 2016-17 school year. This unit will eventually be scored using the K-10 rubric for inform/explain.

***Evidence:*** Common assessments loaded into Illuminate labeled 2015-16 9<sup>th</sup> Grade Language Arts and 2015-16 10<sup>th</sup> Grade Language Arts.

**11<sup>th</sup> grade:** ELA teachers have created a pacing calendar. They intend to articulate the teaching points for narrative/memoir and argumentative writing units.

The rubric will need to be articulated in alignment with the K-10 rubric for narrative, inform/explain, and argument.

## **Social Studies Curriculum Alignment Hartland High School for 2015-16.**

**Global Studies:** Global Studies teachers worked to realign the curriculum in an effort to narrow the learning focus for students while increasing the rigor. The curriculum is guided by essential questions which will be the essence of the new C3 standards being discussed at the state level and important in helping teachers to facilitate discussion around then and now. The assessments were also adjusted to address higher order thinking so that students are required to understand the significance of history and geography as it applies to events around the world today.

***Evidence:*** Common assessments loaded in Illuminate and given to all students taking Global Studies.

## **District-wide Math Alignment with New Standards:**

Over the past three years 41 teachers, along with principals and Chuck Hughes, have realigned our Kindergarten through Algebra II curriculum and assessments to align with the State of Michigan learning standards or Common Core Math Standards. This led to teachers piloting the curriculum and assessments during 2014-15 and final revisions in May of 2015.

The documents include pacing guides, learning topics, vocabulary, standards to be covered and common assessments with standards and depth of knowledge identifiers for each assessment item.

## **7<sup>th</sup> Grade Science Assessments Adjusted:**

The Seventh Grade Science Assessments were adjusted by teachers to better align with the district professional development focus of Classroom Assessment for Student Learning. This professional development stresses student involvement in learning through “I Can Statements” and clear and precise learning targets. The assessments were adjusted to ensure that learning targets were focused and grouped together to make it easier to analyze student achievement. The assessment adjustments will benefit teachers as they will be able to better understand strengths and weaknesses in student performance so that re-teaching becomes the norm rather than the exception.

## **Proficiency Bands:**

All common assessment proficiency bands have been adjusted to reflect a more rigorous expectation of 80% for proficiency. Students are proficient in writing if they score a 3 or more on the writing rubrics.

## **New Documents:**

All documents are located in the curriculum office and available for review by individuals not currently hired to teach students in Hartland. Teachers may view documents on the HCS Shared Drive within the curriculum documents folder.