

**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING  
BOARD OF EDUCATION  
January 23, 2017**

**AGENDA**

- I. Call to Order, 6:30 p.m., Boardroom, Educational Support Service Center
  - A. Pledge of Allegiance
  - B. Oath of Office
  - C. Election of officers
  - D. Approval of agenda/items for discussion
  - E. Approval of minutes – December 19, 2016 regular meeting
  - F. Superintendent’s Report
    - Happenings at Village Elementary
    - Board Appreciation
  - G. Call to the public
  - H. Board reports & requests
  
- II. Action Items
  - A. Payment of Invoices
  - B. Resolution – MDOT Master Agreement-Hartland Senior Center
  
- III. Information
  - A. Future meetings: February 20, 2017, regular, 6:30 p.m., Boardroom, Educational Support Service Center; March 20, 2017, regular, 6:30 p.m., Boardroom, 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.G.***

**DETAILED AGENDA**

I. CALL TO ORDER

Superintendent Hughes will call the meeting to order at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

I.A. PLEDGE OF ALLEGIANCE

I.B. OATH OF OFFICE

Thom Dumond, Kevin Kaszyca, Cynthia Kenrick, Michelle Hemeyer

I.C. ELECTION OF OFFICERS

Superintendent Hughes will call for nominations for the office of President

(Recommended action): I nominate \_\_\_\_\_ for the office of President.  
Requires a support.

Hughes will ask if there are any other nominations for the office of President, following the same protocol. Once all nominations are tendered (with support), Superintendent Hughes will call for a vote for the office of President. Once a candidate has been elected (receives four or more votes), the President-elect will assume the chair and commence the election of a Vice-President, Secretary, and Treasurer, following the same procedure.

I.D. APPROVAL OF AGENDA/ITEMS FOR DISCUSSION

(Recommended action): That the agenda for the January 23, 2017 regular meeting be approved, that policy be set aside allowing Item II.B. to be treated as an action item, and that public participation be allowed on all items. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

I.E. APPROVAL OF MINUTES – DECEMBER 19, 2016 MEETING- SEE ATTACHED

(Recommended action): That the minutes of the December 19, 2016 regular meeting be approved. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

I.F. SUPERINTENDENT’S REPORT

- Happenings at Village Elementary
- Board Appreciation

I.G. CALL TO THE PUBLIC

I.H. 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 December 31, 2016, and the payment of invoices totaling \$1,500,461.10 and payroll obligations totaling \$4,086,316.21. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

- II.B. RESOLUTION – MDOT MASTER AGREEMENT – SENIOR CENTER (SEE ATTACHED)  
(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, adopts the MDOT Master Agreement #2017-0062 and authorizes Senior Center Director Kim Ladd to execute said agreement on behalf of Hartland Consolidated Schools. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
  
- III.A. FUTURE MEETINGS  
February 20, 2017, regular, 6:30 p.m., Boardroom, Educational Support Service Center; March 20, 2017, regular, 6:30 p.m., Boardroom, Educational Support Service Center
  
- III.B. INFORMATION ITEMS
  
- IV. ADJOURNMENT

Hartland Consolidated Schools  
Regular meeting - Board of Education  
December 19, 2016

Members present: C. Kenrick, T. Dumond, C. Costa, C. Aberasturi, K. Kaszyca, M. Hemeyer  
Members absent: B. Gatewood  
Admin. Present: J. Sifferman, S. VanEpps, C. Hughes, S. Bacon, D. Minsker, B. Cain, D. Selix, K. Gregory, S. Livingway, T. Howerton, M. Day, M. Otis  
Guests: M. Reed, G. Means, D. Means, H. Hankins, H. Monte, A. Grattan, E. Grattan, H. Vaupel, E. Czubaj, D. Czubaj, J. Oger, E. Tasich, E. Openshaw, J. Hanish, B. Spisz, B. Cook, R. Usher, D. Price, D. Wainwright, A. Gilroy, K. DeRosier

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 Kaszyca that the agenda for the December 19, 2016 regular meeting be approved, that policy be set aside allowing Item II.E. to be treated as an action item, and that public participation be allowed on all items. Motion carried 6-0. 12/19/16 AGENDA APPROVED

Motion by Kenrick, supported by Aberasturi that the minutes of the November 21, 2016 regular meeting be approved. Motion carried 6-0. 11/21/16 MINUTES APPROVED

President Dumond introduced State Representative Hank Vaupel, who presented Superintendent Sifferman with a tribute signed by Governor Snyder, Senator Hune, and Representatives Vaupel and Lana Theis, commemorating her 41 years of service to Hartland Schools and the community. TRIBUTE – REP. VAUPEL

Superintendent Sifferman asked Mr. Hughes to talk about the Parent/Teacher Conference survey results. Mr. Hughes noted that 95% of responding parents gave their buildings a grade of “A”, while the national average “A” rating is 13%. He also noted participation and feedback continue to be strong with 1,300 surveys returned. Ms. Sifferman then initiated training for the Board on the Superintendent Evaluation Tool, as required by the Department of Education. She noted that this was essentially the same tool they had been using; it has been updated to include Section I – Student Growth and Achievement – which will go from 25% of the total evaluation to 40% in 2017/18. The scoring has also been adjusted accordingly. Ms. Sifferman indicated that this tool was adapted from the MASB tool and has been approved by the MDE. While other districts are using a packaged tool costing several thousand dollars, Hartland developed and submitted their own and are able to use this tool for a yearly savings, as well as better reflecting the culture and values of the district. SUPERINTENDENT REPORT  
SURVEY FEEDBACK  
EVALUATION TOOL TRAINING

As this is Superintendent Sifferman’s final Board meeting, she thanked the current Board and former Boards for giving her this amazing opportunity – “Hartland is in my heart.” She noted that she began as a teacher in the district when she was 22 years old and that the Hartland community has helped “raise” her over the past 40 years. FINAL REMARKS

During Call to the Public, Michael Bernardin read a letter in support of returning Bill Cain to Village Elementary. CALL TO PUBLIC

Ms. Kenrick thanked Superintendent Sifferman, noting that without her leadership, she would have never entertained running for a seat on the Board. Ms. Hemeyer thanked Ms. Sifferman for taking the time to show a “new kid the ropes”. Mr. Kaszyca praised Ms. Sifferman for her leadership during difficult times, noting she weathered it well, BOARD REPORTS

which is the mark of a great leader. Mr. Dumond noted that Hartland's culture is reflective of who Ms. Sifferman is – from classroom visits, meeting with employees, in and around the community – she is always visible and has put great staff in place. Mr. Aberasturi noted that in the 19 ½ years they have known each other, they haven't always seen eye-to-eye, but he has come to see that Ms. Sifferman generally had the clearer sight. Mr. Costa noted that Ms. Sifferman has always put the children first and Hartland is very fortunate to have had her. She will be missed.

BOARD REPORTS  
(CONTINUED)

President Dumond broke with tradition and asked if the administrators would like to comment. Mr. Bacon noted that, while he has only been here for 31 years, Ms. Sifferman has definitely left the district better than she found it. She has groomed a great team and will be missed. He wished her "many good summers." Mr. Hughes noted that he wouldn't be here without Ms. Sifferman as she recruited him to the district and has always supported him. He is "proud to be your mud flap", and will miss her. Mr. VanEpps thanked her for her legacy of leadership and hoped she enjoyed retirement.

Motion by Kaszyca, supported by Costa that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of November 30, 2016, and the payment of invoices totaling \$1,731,836.96 and payroll obligations totaling \$3,134,767.19. Motion carried 6-0.

PAYMENT OF  
INVOICES

Motion by Costa, supported by Kenrick 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 carried 6-0.

POLICY UPDATES  
APPROVED

Motion by Kenrick, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, approves the 2017/18 HHS Curriculum Guide as presented and discussed. Mr. Costa asked if this would affect staffing. Mr. Minsker noted that staffing isn't really determined until after registration, but there isn't anything in the guide that would require a change in staffing. Motion carried 6-0.

2017/18 HHS  
CURR. GUIDE

Motion by Kaszyca, supported by Costa that the Board of Education offers Chuck Hughes a contract as Superintendent of Hartland Consolidated Schools as of January 1, 2017 through June 30, 2019 as presented. Motion carried 6-0.

CONTRACT –  
HUGHES

Motion by Kenrick, supported by Hemeyer that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, adopts the Hartland Consolidated Schools Cafeteria Plan (The Plan) as restated effective January 1, 2017. Motion carried 6-0.

CAFÉ PLAN  
REVISION

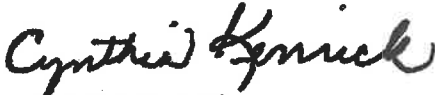
President Dumond noted the upcoming meetings will be January 23, 2017 at 6:30 p.m., and February 20, 2017 at 6:30 p.m.

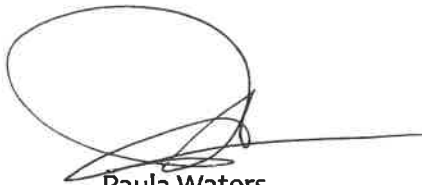
UPCOMING  
MEETINGS

The meeting was adjourned at 7:10 p.m.

ADJOURNMENT

Respectfully submitted,

  
Cynthia Kenrick  
Secretary

  
Paula Waters  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS  
BOARD MEETING ON JANUARY 23, 2017  
EXPENDITURES FOR THE MONTH OF DECEMBER 2016**

**Check registers and ACH payments:**

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	TOTAL
12/06/2016	A/P Check Run	\$ 11,316.83	\$ 1,650.00	\$ 5,353.69			\$ 18,320.52
12/08/2016	A/P Check Run	\$ 89,176.91	\$ 80.00	\$ 7,013.12			\$ 96,270.03
12/14/2016	A/P Check Run	\$ 531,702.22	\$ 672.50	\$ 18,562.91			\$ 550,937.63
12/19/2016	A/P Check Run	\$ 256,880.10	\$ 17,329.67	\$ 22,626.95		\$ 7,030.07	\$ 303,866.79
12/21/2016	A/P Check Run	\$ 171,717.32	\$ 1,361.74	\$ 12,797.02	\$ 150,197.24		\$ 336,073.32
12/31/2016	Prepaid Checks	\$ 100.00	\$ 75.96			\$ 1,000.00	\$ 1,175.96
12/31/2016	Void Checks		\$ (75.96)	\$ (1,916.65)			\$ (1,992.61)
12/12/2016	Merchant Fees (Comm Ed)	\$ 6,198.94					\$ 6,198.94
12/02/2016	EDUSTAFF - ACH	\$ 34,260.69					\$ 34,260.69
12/16/2016	EDUSTAFF - ACH	\$ 46,723.54					\$ 46,723.54
12/30/2016	EDUSTAFF - ACH	\$ 35,063.99					\$ 35,063.99
12/01/2016	PCMI - ACH	\$ 17,577.47					\$ 17,577.47
12/15/2016	PCMI - ACH	\$ 19,311.04					\$ 19,311.04
12/29/2016	PCMI - ACH	\$ 23,774.29					\$ 23,774.29
12/27/2016	PNC VISA - ACH	\$ 12,899.50					\$ 12,899.50
<b>TOTAL</b>		<b>\$ 1,256,702.84</b>	<b>\$ 21,093.91</b>	<b>\$ 64,437.04</b>	<b>\$ 150,197.24</b>	<b>\$ 8,030.07</b>	<b>\$ 1,500,461.10</b>

**Payroll and Benefit expenses:**

Date	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
12/2/2016	\$ 671,139.67	\$ 263,589.41	\$ 35,821.88	\$ 333,462.30		\$ 18,624.00	\$ 1,322,637.26
12/16/2016	\$ 625,562.60	\$ 242,516.44	\$ 33,163.76	\$ 330,600.39	\$ 114.69	\$ 28,324.00	\$ 1,260,281.88
12/30/2016	\$ 645,439.97	\$ 248,830.10	\$ 34,096.33	\$ 328,351.53			\$ 1,256,717.93
12/20/2016	DECEMBER UAAL/ORS			\$ 295,273.99			\$ 295,273.99
DEC HLTH EQ CLAIMS						\$ (48,594.85)	\$ (48,594.85)
<b>TOTAL</b>	<b>\$ 1,942,142.24</b>	<b>\$ 754,935.95</b>	<b>\$ 103,081.97</b>	<b>\$ 1,287,688.21</b>	<b>\$ 114.69</b>	<b>\$ (1,646.85)</b>	<b>\$ 4,086,316.21</b>

# CERTIFIED SIGNATURE RESOLUTION FOR MDOT MASTER AGREEMENT

**Whereas,** the *Hartland Consolidated Schools* has the authority to contract with the Michigan Department of Transportation for state and/or federal funds for passenger transportation related services; and,

**Whereas,** the *Hartland Consolidated Schools* does hereby approve Master Agreement No. 2017-0062,

**Now, Therefore,** be it resolved that the *Director of the Hartland Senior Center, Kim Ladd or Superintendent of Schools, Chuck Hughes of the Hartland Consolidated Schools* be authorized and directed to execute said agreement for and on behalf of the Hartland Consolidated Schools.

## CERTIFICATE

The undersigned duly qualified Board Secretary of the *Hartland Consolidated Schools* certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the *Hartland Consolidated Schools* held on January 23, 2017.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date