

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
November 21, 2016**

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 – October 24, 2016 regular meeting
 - D. Superintendent’s Report
 - Happenings at Round Elementary
 - Special Education – Cross-Indicator Analysis
 - E. Call to the public
 - F. Board reports & requests

- II. Action Items
 - A. Payment of Invoices
 - B. Resolution – Summer Tax Collection
 - C. Resolution – Sinking Fund Election May 2017
 - D. Recognition of Tenure

- III. Discussion Items
 - A. New & Revised Policy Review
 - B. 2016/2017 High School Curriculum Guide

- IV. Information Items
 - A. Future meetings: December 19, 2016, regular, 6:30 p.m. Board Room, Educational Support Center; January 23, 2017, regular, 6:30 p.m. Board Room, 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.E.

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 November 21, 2016 regular meeting be approved, and that public participation be allowed on all items. Motion by _____, supported by _____. _____
- I.C. APPROVAL OF MINUTES – OCTOBER 24, 2016 REGULAR MEETING (SEE ATTACHED)
(Recommended action): That the minutes of the October 24, 2016 regular meeting be approved. Motion by _____, supported by _____. _____
- I.D. SUPERINTENDENT’S REPORT
- Happenings at Round Elementary School
 - Special Education – Cross-Indicator Analysis
- I.E. CALL TO THE PUBLIC
- 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 October 31, 2016, and the payment of invoices totaling \$1,647,041.67 and payroll obligations totaling \$2,821,284.23. Motion by _____, supported by _____. _____
- II.B. RESOLUTION – SUMMER TAX COLLECTION – SEE ATTACHED
(Recommended action): That the Board of Education, pursuant to the Revised School Code, hereby imposes a summer tax levy for July 1, 2017, as presented. Motion by _____, supported by _____. _____
- II.C. RESOLUTION – SINKING FUND ELECTION, MAY 2017 – SEE ATTACHED
(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, adopts the resolution calling for a Sinking Fund Millage Proposal for the May 2, 2017 election ballot as presented. Motion by _____, supported by _____. _____
- II.D. RECOGNITION OF TENURE
(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, recognizes the successful completion of the probationary teaching requirements and achievement of tenure as of August 31, 2016 for the following teachers: Brittney Benedict, Kevin Blouin, Christina Dubay, Nichole Perior, Tracy Redford, Nicole Sidge, and Sarah Tabone. Motion by _____, supported by _____. _____

III.A. NEW & REVISED POLICIES REVIEW (SEE ATTACHED)

For discussion

III.B. 2016/2017 HIGH SCHOOL CURRICULUM GUIDE (SEE ATTACHED)

For discussion

IV. FUTURE MEETINGS

December 19, 2016, regular, 6:30 p.m. Board Room, Educational Support Center; January 23, 2017, regular, 6:30 p.m. Board Room, Educational Support Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

Hartland Consolidated Schools
Regular meeting - Board of Education
October 24, 2016

Members present: B. Gatewood, T. Dumond, K. Kaszyca, C. Aberasturi, C. Costa, M. Hemeyer
Members absent: C. Kenrick
Admin. Present: J. Sifferman, S. Bacon, S. VanEpps, C. Hughes, A. Howerton, M. Otis, L. Pumford, A. Lashbrook, D. Minsker, M. Cheney, D. Selix, J. Reck, M. Day, M. Marino, S. Livingway, K. Gregory, C. Chanavier
Guests: J. Dolowy, D. Boss, R. Bois, L. DePestel, A. Hughes, D. Hughes, L. Bergkoetter, R. Weston, J. Jarvinen, P. Single, R. Naughton, K. Quinn, A. Bell, S. Anderson, M. Sanborn, M. Johnston, L. Hoover, E. Czubaj, J. Romzec, M. Andersen, K. Brown, B. Brown, P. Glynn, J. Yarmak, D. Dwyer, J. Meier, D. Bishop, S. Hansen, D. Hansen, C. Costello, E. Peifer, K. Evans, K. Hartmann, E. Dennis, S. Wissner, A. Kartsounes, M. Decheim, E. Hawker, K. Cooper, K. Raap, S. Ronayne, J. Harrison, K. Harrison, L. Moore, J. Schweize, B. Karr, N. Holme, J. Gruber, M. Johnson, S. Kelly, K. Condra, E. Eisner, A. Nehring, M. Napier, L. Reck, M. Komaromi, K. Schlueter, M. Morrison, D. DeYoung, B. Fuller, C. Jablonski, M. LaPointe, K. Steller

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 Gatewood that the agenda for the October 24, 2016 regular meeting be approved, and that public participation be allowed on all items. Motion carried 6-0. 10/24/16 AGENDA APPROVED

Motion by Kaszyca, supported by Costa that the minutes of the October 10, 2016 special meeting be approved. Motion carried 6-0. 10/10/16 MINUTES APPROVED

Superintendent Sifferman introduced Jeff Dolowy and David Boss from Plante & Moran who presented the 2015/2016 audit report. Mr. Dolowy noted that the district received a clean, "unqualified" opinion on both the federal programs and financial statement audits, which is the highest level of assurance given. Mr. Boss presented a summary of the district's 2015/16 Financial Statement, noting that while the district's fund balance is on a downward trend, this is true for districts across the state and Hartland is faring better than most, primarily due to our ability to keep our enrollment numbers consistent. Mr. Dolowy noted that it was another smooth audit with Mr. Bacon, Ms. Bois and the business office staff providing everything that was asked for in a timely fashion. There were no adjustments required or issues concerning internal controls. He noted that this is not typical year after year and Ms. Sifferman, Mr. Bacon, Ms. Bois and their staff are to be commended. Mr. Aberasturi thanked Ms. Sifferman, noting that this would be her final audit report, as well as Mr. Bacon and the accounting department for consistently maintaining a strong financial statement and unqualified audit reports. Ms. Sifferman thanked Scott Bacon and Rachel Bois for their hard work. SUPT. REPORT: 2015/16 AUDIT REPORT

Ms. Sifferman then introduced Principal Lawrence Pumford, Creekside Elementary School, who updated the Board on happenings at Creekside Elementary. He noted that this year has been a year of reflection. Pursuant to Creekside's disappointing scores on last year's M-Step test, Mr. Pumford and his staff focused on how students were learning and determined that the students needed more emphasis on perseverance and drive, "doing a hard thing", and pushing through. They initiated a character program to help "leaderize" their students and promote reason, respect, and responsibility. End of year HAPPENINGS @ CREEKSIDE ELEM.

analysis of classroom and lunchroom behavior, as well as the spring M-Step scores indicate that the program is working. Mr. Dumond thanked Mr. Pumford and his staff for all they are doing at Creekside; as did Mrs. Sifferman.

During Call to the Public, Hartland High School teacher Ron Weston spoke regarding the Superintendent decision; Jackie Romzek and Eman Czubaj spoke regarding the reassignment of Bill Cain; and Lisa Bergkoetter thanked the Board for their service and diligence, particularly during the current superintendent search.

CALL TO PUBLIC

Mr. Dumond noted that the Board toured the middle school, Creekside and the 51 Building last Friday and would be hitting Farms and Lakes next month. He also noted that he attended the recent CTE Open House and was impressed with the turnout.

BOARD REPORTS

Motion by Aberasturi, supported by Gatewood that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of September 30, 2016, and the payment of invoices totaling \$1,746,694.98 and payroll obligations totaling \$2,112,136.50. Motion carried 6-0.

PAYMENT OF INVOICES

President Dumond began the discussion on the superintendent interviews by thanking both candidates. He also thanked the district staff, parents, and community for their input and kind words, and finally thanked the Board for all of the time they have expended on this important and difficult decision. Ms. Hemeyer noted that it is a very difficult decision and she is confident that the district will be in good hands either way. Mr. Kaszyca agreed with Mr. Dumond and Ms. Hemeyer and noted how fortunate we are to have two strong candidates. Mr. Gatewood noted that he was originally in favor of interviewing both external and internal candidates but bowed to the consensus of the Board. However he is now completely comfortable with the internal candidates and is confident either would do an excellent job. He also thanked the administrators, teachers and community for their input, noting that the next superintendent will lead, but not alone. He is confident that everyone will continue to support and work with the new superintendent. Mr. Aberasturi commented that he has been on the Board for 19 years and two superintendent searches. We had marvelous results the last time and he is confident we will continue the tradition. Mr. Costa noted that he believes Hartland will move in a positive direction and be in good hands either way.

DISCUSSION:
SUPERINTENDENT SEARCH

Motion by Kaszyca, supported by Aberasturi that the Board of Education offers Chuck Hughes a contract as Superintendent of Hartland Consolidated Schools. Motion carried 6-0. Mr. Hughes noted that he was very emotional and thanked the Board. He also thanked Mrs. Sifferman for being a terrific mentor.

HUGHES APPT.
SUPERINTENDENT

President Dumond noted that the next meeting is scheduled for November 21, 2016 and then December 19, which will be Superintendent Sifferman's last meeting.

FUTURE MEETINGS

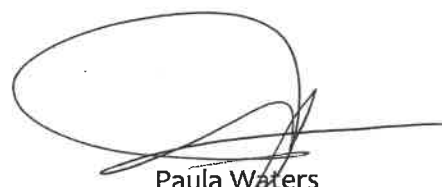
The meeting was adjourned at 7:35 p.m.

ADJOURNMENT

Respectfully submitted,



Cynthia Kenrick
Secretary



Paula Waters
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON NOVEMBER 21, 2016
EXPENDITURES FOR THE MONTH OF OCTOBER 2016**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	TOTAL
10/07/2016	A/P Check Run	\$ 433,730.22	\$ 5,843.68	\$ 32,192.72			\$ 471,766.62
10/10/2016	A/P Check Run	\$ 71,831.53	\$ 731.18	\$ 2,109.37			\$ 74,672.08
10/11/2016	A/P Check Run	\$ 1,014.62					\$ 1,014.62
10/13/2016	A/P Check Run	\$ 27,401.84		\$ 11,150.89			\$ 38,552.73
10/18/2016	A/P Check Run	\$ 314,448.10	\$ 3,315.16	\$ 12,817.60			\$ 330,580.86
10/20/2016	A/P Check Run	\$ 369,803.16	\$ 5,891.26	\$ 16,397.56	\$ 3,880.00		\$ 395,971.98
10/24/2016	A/P Check Run	\$ 17,004.83	\$ 322.23				\$ 17,327.06
10/27/2016	A/P Check Run	\$ 123,855.48	\$ 94.50	\$ 16,698.64			\$ 140,648.62
10/31/2016	Prepaid Checks	\$ 170.00		\$ 3,704.81			\$ 3,874.81
10/31/2016	Void Checks	\$ (2,814.08)	\$ (610.76)				\$ (3,424.84)
10/11/2016	Merchant Fees (Comm Ed)	\$ 9,019.55					\$ 9,019.55
10/07/2016	PESG - ACH	\$ 38,904.72					\$ 38,904.72
10/11/2016	PESG - ACH	\$ 44.84					\$ 44.84
10/21/2016	PESG - ACH	\$ 42,814.14					\$ 42,814.14
10/06/2016	PCMI - ACH	\$ 51,099.74					\$ 51,099.74
10/20/2016	PCMI - ACH	\$ 19,413.67					\$ 19,413.67
10/06/2015	GoPay (Soccer Officials)	\$ 1,458.75					\$ 1,458.75
10/20/2016	GoPay (Soccer Officials)	\$ 1,810.75					\$ 1,810.75
10/26/2016	PNC VISA - ACH	\$ 11,490.97					\$ 11,490.97
TOTAL		\$ 1,532,502.83	\$ 15,587.25	\$ 95,071.59	\$ 3,880.00	\$ -	\$ 1,647,041.67

Payroll and Benefit expenses:

Date	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
10/3/2016	SEPTEMBER 23 PAYROLL			\$ 325,516.30			\$ 325,516.30
10/7/2016	\$ 666,213.91	\$ 259,105.22	\$ 35,477.94	\$ 327,206.95	\$ 101.35	\$ 17,731.50	\$ 1,305,836.87
10/21/2016	\$ 613,458.88	\$ 233,814.28	\$ 32,232.24	\$ 330,154.38		\$ 17,731.50	\$ 1,227,391.28
OCT HLTH EQ CLAIMS						\$ (37,460.22)	\$ (37,460.22)
TOTAL	\$ 1,279,672.79	\$ 492,919.50	\$ 67,710.18	\$ 982,877.63	\$ 101.35	\$ (1,997.22)	\$ 2,821,284.23

Hartland Consolidated Schools, Livingston County, Michigan (the "District")

A regular meeting of the Board of Education (the "Board") of the District was held in the Boardroom, Educational Support Service Center, in the District, on the 21st day of November, 2016, at 6:30 in the evening.

The meeting was called to order by Thom Dumond, President.

Present: Members

Absent: Members

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

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect all of annual school property taxes, including debt service, upon property located within the school district and continuing from year to year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2017 its previously adopted ongoing resolution imposing a summer tax levy of all of annual school property taxes, including debt service, upon property located within the District and continuing from year to year until specifically revoked by this Board and requests each city and/or township in which this District is located to collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2017 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2017.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of this District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCLA 380.1611 or MCLA 380.1612. The Superintendent or designee is also authorized to enter into agreements for the collection of such taxes so long as the cost per parcel does not exceed \$3.50 per parcel.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Motion declared adopted.

Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Hartland Consolidated Schools, Livingston County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 21, 2016, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Secretary, Board of Education

PJB/kmh

Hartland Consolidated Schools, Livingston County, Michigan (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Boardroom, Educational Support Service Center, within the boundaries of the District, on the 21st day of November, 2016, at 6:30 o'clock in the p.m.

The meeting was called to order by Thom Dumond, President.

Present: Members

Absent: Members

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

WHEREAS:

1. This Board intends to submit a proposition at a special election to be held on Tuesday, May 2, 2017.
2. On or before 4:00 p.m. on Tuesday, February 7, 2017, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the District (the "Election Coordinator").

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A special election of the school electors of the District be called and held on Tuesday, May 2, 2017.
2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit "A".
3. The Election Coordinator is requested to:
 - a. Utilize Livingston Daily Press & Argus, a newspaper published or of general circulation within the District, for publication of notices in accordance with the election law requirements.
 - b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in the form as set forth in Exhibit "B" attached hereto.
 - c. Provide a proof copy of the ballot to the District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.
4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the District by 4:00 p.m., on Tuesday, February 7, 2017.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Hartland Consolidated Schools, Livingston County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on November 21, 2016, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

JJS/keh



EXHIBIT "A"

**MILLAGE PROPOSAL, BUILDING AND SITE
SINKING FUND TAX LEVY**

Shall the limitation on the amount of taxes which may be assessed against all property in Hartland Consolidated Schools, Livingston County, Michigan, be increased by and the board of education be authorized to levy not to exceed 0.50 mill (\$0.50 on each \$1,000 of taxable valuation) for a period of 10 years, 2017 to 2026, inclusive, to create a sinking fund for the repair or construction of school buildings, for school security improvements, for the acquisition or upgrading of technology, for the purchase of real estate for sites for school buildings and all other purposes authorized by law; the estimate of the revenue the school district will collect if the millage is approved and levied in 2017 is approximately \$593,744?

EXHIBIT "B"

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

**HARTLAND CONSOLIDATED SCHOOLS
SINKING FUND MILLAGE FOR BUILDING AND SITE PURPOSES
0.50 MILL FOR 10 YEARS**

Full text of the ballot proposition may be obtained at the administrative offices of Hartland Consolidated Schools, 9525 E. Highland Road, Howell, Michigan 48843-9098, telephone: (810) 626-2100.