

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
May 20, 2019**

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 – April 15, 2019 regular meeting
 - D. Superintendent’s Report
 - Happenings at the High School/Athletics
 - Annual Breakfast Hearing (Rescheduled to June 10, 2019 Meeting)
 - Graduation June 7th
 - MITES Awards Presentation
 - E. Call to the Public
 - F. Board reports & requests
- II. Action Items
 - A. Payment of Invoices
 - B. LESA Budget – 2019/2020
 - C. LESA Election – June 3, 2019
 - D. New Middle School Principal Contract
 - E. New Hires
 - F. HESSC Computer Replacement per District Technology Plan (2010 Bond)
 - G. Classroom Audio Replacement at Creekside (Sinking Fund)
- III. Discussion Items
 - A. New & Revised Policies
 - B. Out of Country Trip, Summer 2020-Kathleen Shipley/Kathleen Hoerauf
 - C. 2019-20 District Goals
 - D. 2019 Chromebook Replacement (2010 Bond)
- IV. Information Items
 - A. Future meetings: June 10, 2019, regular, 6:30 p.m., Boardroom, Educational Support Service Center; June 24, 2019, special, 6:30 p.m., Boardroom, 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.E.

HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
April 15, 2019

Members present: T. Dumond, C. Costa, B. Gatewood, C. Kenrick, K. Coleman, M. Hemeyer
Members absent: C. Aberasturi
Admin. Present: C. Hughes, S. Bacon, D. Minsker, S. VanEpps, K. Gregory, C. Chanavier, J. Reck, M. Marino, D. Hottum, M. Day, S. Livingway, T. Howerton, L. Pumford, M. Cheney, S. Way, S. Pearson, L. Archey, E. Aluia, M. Otis
Guests: S. Knecht, A. Kosla, M. Peters, A. Kartsounes, J. Tome, G. Tome, A. Trojan, L. DePestel, S. DePestel, S. Wissner, R. Bell, E. Dennis, A. Ronzi, K. Evans, L. Hudson, S. Gillis, K. Condra, D. Richmond, M. Poches, E. Bell, E. Gruber, S. Gruber, S. Gordinear, C. Peck, K. Swims, S. Vasely, T. Bennett, A. Altman, M. Usher, M. Usher, E. Walton, J. Gurbach, C. McCoy, K. Struble, S. Martino, J. Mayer, A. Neuer, C. Gadwa, A. Pompilius, R. Perry, T. Perry, J. Shadduck, A. Cagle, R. Klein, D. Mara, L. Dennis, A. Smith, M. Harris, K. Summerfield, P. Storey, J. Cellarius, V. Lauria, D. Gawronski, A. Leich, Z. Schmidt, S. Herington, B. Jellison, L. Tobel, L. Tobel, T. Tobel, L. Pouliot, B. Guile, A. Heslip, J. Warner, R. Cleyman, A. LaForge, J. Root, S. Majors, L. Hatfield, M. Cannaert, J. Henry, S. Smarch, C. Ostervik, J. Hull, T. Smith, L. Currie, G. Benedict, B. Behr, B. Furnari, M. Paulson, E. Sweet, D. Robson, S. Silverston, M. Gutteridge, K. Pierce, J. Waske, J. Theis, B. Striz, M. Pawlak, C. Butcher, E. Clauser, C. Reiche, K. Summerfield, A. Summerfield, J. Cellarius, S. Andring, J. Money, M. Baire, E. Hynne, D. Burton, K. Albrecht, M. Faunce, L. Faunce, S. Bradley, S. Pies, S. Majer, E. Johnson, M. Baldwin, M. Storm, M. Storm, G. Dingman, T. Krause, A. Hughes, M. LaPointe, R. Murphy, R. Gadwa, J. Tocalis, Z. Kindig, S. Jacobs, P. McRae, M. Schuster, I. Schuster, N. McCarthy, J. Batten, L. Batten, B. Tome, R. Jellison, AJ Craven, A. Craven, E. Craven, Shadow, N. Johnson, J. Tripoli, E. Daniels, R. Schmidt, M. Assenmacher, P. Single, M. Spisz, S. Russano, L. DeLanoy, E. DeLanoy, T. Rogers, A. Watters, J. Slavin, D. Miller, S. Waddle, J. Goldring, K. Quinn, G. Pawlak, E. Lashbrook, M. Jackson, K. Bowen, G. Callaghan, K. Dinser, S. Cichosz, J. Bittner, D. Bittner, E. Olszewski, C. Olszewski, C. Ekonen, S. Pedeg, J. Tucker, J. Tucker, M. Zaborowski, B. Zaborowski, F. Dagenhardt

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.

4/15/19 AGENDA APPROVED

Motion by Kenrick, supported by Hemeyer that the agenda for the April 15, 2019 regular meeting be approved.
Motion carried 6-0.

3/18/19 MINUTES APPROVED

Motion by Hemeyer, supported by Costa that the minutes of the March 18, 2019 regular meeting be approved.
Motion carried 6-0.

SUPERTINTENDENT'S REPORT

Mr. Hughes reminded the Board about the LCASB meeting this week.
Mr. Hughes presented the Board with Hartland Living mugs. He recommended telling people to go to the Hartland Living website for news and happenings in the community.

HAPPENINGS AT THE MIDDLE SCHOOL

Mr. Hughes introduced Principal Livingway, who introduced Jenifer Henry, peer-to-peer teacher at the Middle School. The Peer-to-Peer program is students supporting other students by working alongside them. Four peer mentors spoke about the positive effect the program has had on them.

ROBOTICS PRESENTATION

Mr. Hughes introduced Dave Minsker, who introduced Steve Majors to talk about the robotics teams. Students demonstrated the robots that they made.

CALL TO THE PUBLIC

The following people spoke about a personnel issue regarding Brian Morrison:

K. Summerfield, D. Richmond, V. Lauria, AJ Craven, Z. Schmidt, R. Weston, E. Delaño, C. Harrison, E. Olszewski, L. Pouliot, E. Johnson, K. Pierce, J. Shadduck

PAYMENT OF INVOICES

Motion by Kenrick, supported by Gatewood that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of March 31, 2019, and the payment of invoices totaling \$1,196,091.16 and payroll obligations totaling \$3,814,121.80. Motion carried 6-0.

CONTRACT AWARDS – PARKING LOT PAVING

Motion by Coleman, supported by Hemeyer that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Operations, awards a contract to Asphalt Specialists, Inc. in the amount of \$232,200.00 for Bid Package # 3, as presented. Motion carried 6-0.

FUTURE MEETINGS

May 20, 2019, regular, 6:30 p.m., and June 10, 2019, regular, 6:30 p.m., Board Room, Hartland Educational Support Service Center.

ADJOURNMENT

The meeting was adjourned at 8:13 p.m.

Respectfully submitted,



Michelle Hemeyer
Secretary



Renee Braden
Recording Secretary

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 May 20, 2019 regular meeting be approved, and that policy be set aside allowing Items II.D., II.F. and II.G. to be treated as Action Items.

Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – APRIL 15, 2019 REGULAR MEETING - SEE ATTACHED

(Recommended action): That the minutes of the April 15, 2019 regular meeting be approved.

Motion by _____, supported by _____. _____

I.D. SUPERINTENDENT'S REPORT

- Happenings at the High School/Athletics
- Graduation June 7th
- MITES Awards Presentation

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 April 30, 2019, and the payment of invoices totaling \$2,476,312.04 and payroll obligations totaling \$3,052,374.85.

Motion by _____, supported by _____. _____

II.B. LESA BUDGET – 2019/20 - SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves the LESA Budget for 2019/20 as presented. Motion by _____, supported by _____. _____

II.C. LESA ELECTION RESOLUTION – JUNE 3, 2019

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, authorizes _____ to represent Hartland Consolidated Schools and _____ to serve as an alternate in the upcoming LESA Biennial Election. Further the Board directs them to cast votes for _____, _____, and _____. Motion by _____, supported by _____. _____

II.D. NEW MIDDLE SCHOOL PRINCIPAL CONTRACT - SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves a 2-year contract effective July 1, 2019 for Lawrence Pumford as presented.

Motion by _____, supported by _____. _____

II.E. NEW HIRES - SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Mary Jo Ferris for the 2019-20 school year, at the Step 3, BA salary tract (\$44,339), 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 Jennifer Fellows for the 2019-20 school year, at the Step 2, BA salary tract (\$42,227), 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 Natalie Moulton for the 2019-20 school year, at the Step 2, BA salary tract (\$42,227), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

Motion by _____, supported by _____. _____

II.F. HESSC COMPUTER REPLACEMENT (2010 BOND) - SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, and the Technology Director, approves the purchase of replacement computers for the HESSC as presented.

Motion by _____, supported by _____. _____

II.G. CLASSROOM AUDIO REPLACEMENT AT CREEKSIDE (SINKING FUND) - SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, and the Technology Director, approves the classroom audio system replacement at Creekside Elementary as presented. Motion by _____, supported by _____. _____

III.A. NEW AND REVISED POLICIES - SEE ATTACHED

For discussion

III.B. OUT OF COUNTRY TRIP - SEE ATTACHED

For discussion

III.C. 2019-20 DISRICT GOALS - SEE ATTACHED

For discussion

III.D. 2019 CHROMEBOOK REPLACEMENT - SEE ATTACHED

For discussion

IV.A. FUTURE MEETINGS

June 10, 2019, regular, 6:30 p.m., Boardroom, Educational Support Service Center; June 24, 2019, special, 6:30 p.m., Boardroom, Educational Support Service Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON MAY 20, 2019
EXPENDITURES FOR THE MONTH OF APRIL 2019**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
04/04/2019	A/P Check Run	\$ 502,380.00	\$ 5,290.16	\$ 18,969.16			\$ 5,895.23	\$ 532,534.55
04/09/2019	A/P Check Run	\$ 669,269.37					\$ 1,086.42	\$ 670,355.79
04/12/2019	A/P Check Run	\$ 99,738.98	\$ 2,102.64	\$ 23,270.40	\$ 75,436.48		\$ 69,697.39	\$ 270,245.89
04/18/2019	A/P Check Run	\$ 141,129.59	\$ 1,754.36	\$ 8,085.26			\$ 36,884.18	\$ 187,853.39
04/23/2019	A/P Check Run	\$ 245,512.96					\$ 36,928.00	\$ 282,440.96
04/25/2019	A/P Check Run	\$ 234,947.88	\$ 1,422.35	\$ 27,984.82		\$ 2,500.00	\$ 90,680.77	\$ 357,535.82
04/30/2019	Prepaid Checks	\$ 33,654.04						\$ 33,654.04
04/30/2019	Void Checks	\$ (1,266.97)		\$ (12.00)			\$ (1,450.94)	\$ (2,729.91)
04/10/2019	Merchant Fees (Comm Ed)	\$ 7,201.09					\$ 46.03	\$ 7,247.12
04/04/2019	PCMI - ACH	\$ 9,314.02						\$ 9,314.02
04/18/2019	PCMI - ACH	\$ 9,831.89						\$ 9,831.89
04/05/2019	EDUSTAFF - ACH	\$ 28,504.00						\$ 28,504.00
04/19/2019	EDUSTAFF - ACH	\$ 46,572.85						\$ 46,572.85
04/25/2019	EDUSTAFF - ACH	\$ 1,770.00						\$ 1,770.00
04/24/2019	PNC VISA - ACH	\$ 39,990.13						\$ 39,990.13
04/19/2019	GoPay (Soccer Officials)	\$ 1,191.50						\$ 1,191.50
TOTAL		\$ 2,069,741.33	\$ 10,569.51	\$ 78,297.64	\$ 75,436.48	\$ 2,500.00	\$ 239,767.08	\$ 2,476,312.04

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
4/2/2019	RETIREMENT - 3/22/19 ADD'L				\$ 390.98			\$ 390.98
4/5/2019	4/5/2019 PAYDATE	\$ 761,996.94	\$ 269,547.96	\$ 39,672.24	\$ 379,437.10		\$ (21,068.76)	\$ 1,429,585.48
4/19/2019	4/19/2019 PAYDATE	\$ 658,233.51	\$ 228,740.91	\$ 33,864.77	\$ 360,826.72	\$ 63.97	\$ (21,048.76)	\$ 1,260,681.12
4/22/2019	APRIL UAAL/ORS				\$ 312,234.79			\$ 312,234.79
APRIL HEALTH EQUITY CLAIMS							\$ 49,482.48	\$ 49,482.48
TOTAL		\$ 1,420,230.45	\$ 498,288.87	\$ 73,537.01	\$ 1,052,889.59	\$ 63.97	\$ 7,364.96	\$ 3,052,374.85

2019-2020 LESA Budget

General Education Fund	Budget		Change	
	2018-19 Revised	2019-20	\$	%
Total Revenues	\$ 17,779,357	\$ 18,350,188		
Less Expenditures	(17,653,292)	(18,342,943)		
Net Surplus/ (Deficit)	\$126,065	\$7,245		
Estimated Beginning Fund Balance - July 1	1,693,384	1,819,449		
Estimated Ending Fund Balance - June 30	\$ 1,819,449	\$ 1,826,694		
Ending Fund Balance as a Percentage of Expenditures	10.3%	10.0%		

Programs

General Education & Curriculum	585,281	858,715	273,434	47%
Instructional Support	585,281	858,715	273,434	47%
Community Relations	11,500	11,500	-	0%
Central Office Services	19,283	19,115	(168)	-1%
Superintendent & Board of Education	358,101	365,336	7,235	2%
Administration - Superintendent & Board of Education	388,884	395,951	7,067	2%
Attendance Officer/Pupil Auditor	100,164	116,968	16,804	17%
Technology Services	90,710	97,767	7,057	8%
Finance & HR	385,426	384,990	(436)	0%
Support Services	201,312	123,682	(77,630)	-39%
Administration - Central Services	777,612	723,407	(54,205)	-7%
Transportation Services	142,645	117,103	(25,542)	-18%
Operations & Maintenance	140,892	147,052	6,160	4%
Overhead	140,892	147,052	6,160	4%
Career & Technical Education Consortium	1,743,836	1,713,643	(30,193)	-2%
Adult Education	111,940	111,940	-	0%
Perkins Grant	175,268	186,000	10,732	6%
WIOA Youth	30,500	30,500	-	0%
Homebound Services	159,102	159,102	-	0%
WAY School	313,489	313,489	-	0%
Consortiums - Instructional	2,534,135	2,514,674	(19,461)	-1%
Data Processing Consortium	395,000	395,000	-	0%
Homeless Coordinator	33,309	33,309	-	0%
Homeless Van	27,095	27,095	-	0%
Regional Transportation Collaborative	7,711,509	7,717,536	6,027	0.1%
Technology Consortium	528,412	569,012	40,600	8%
Consortiums - Support Services	8,695,325	8,741,952	46,627	1%
Great Parents/Great Start	165,157	139,826	(25,331)	-15%
Great Start Collaborative	85,241	85,241	-	0%
Childcare Development Block Grant	100,034	100,999	965	1%
Great Start local funds	5,000	5,000	-	0%
Head Start	1,365,587	1,809,447	443,860	33%
Head Start Food Service	169,278	169,278	-	0%
Head Start/Training	20,632	20,632	-	0%
Great Start Readiness Grant	2,190,622	2,226,699	36,077	2%
Early Childhood	4,101,551	4,557,122	455,571	11%
Health Education	80,000	80,000	-	0%
Nutrition Education	206,967	206,967	-	0%
Healthy Living	286,967	286,967	-	0%
Total General Fund Expenditures	17,653,292	18,342,943	482,737	3%

2019-2020 LESA Budget

Special Education Fund		Budget		Change	
		2018-19 Revised	2019-20	\$	%
Total Revenues	\$	46,889,474	\$ 47,065,812		
Less Expenditures		(46,572,064)	(47,030,386)		
Net Surplus/(Deficit)		\$317,410	\$35,426		
Estimated Unassigned Beginning Fund Balance - July 1		4,656,917	4,974,327		
Estimated Unassigned Ending Fund Balance - June 30	\$	4,974,327	\$ 5,009,753		
Ending Fund Balance as a Percentage of Expenditures		10.7%	10.7%		
Programs					
Cognitive and Emotional Impairment Programs - Severe		1,953,013	2,024,346	71,333	4%
Cognitive Impairment Programs - Moderate		2,232,495	2,393,427	160,932	7%
Early Childhood Developmental Delay Programs		759,950	769,994	10,044	1%
Instructional Programs		4,945,458	5,187,767	242,309	5%
Assistive Technology Programs		142,425	142,580	155	0%
Nursing Programs		223,777	229,152	5,375	2%
Occupational Therapist Programs		1,910,886	1,927,310	16,424	1%
Orientation/Mobility Programs		29,106	25,011	(4,095)	-14%
Physical Therapist Programs		438,729	449,579	10,850	2%
Psychology Programs		2,206,784	2,251,921	45,137	2%
Social Worker Programs		2,583,033	3,127,267	544,234	21%
Hearing Impaired Programs		193,698	217,425	23,727	12%
Speech and Language Impairment Programs		6,150,011	6,200,310	50,299	1%
Program Consultants		1,027,476	1,233,660	206,184	20%
Early On Services		1,831,760	1,870,915	39,155	2%
Visually Impaired Programs		113,417	257,200	143,783	127%
Work Study Programs		611,586	618,000	6,414	1%
START Grant		21,000	21,000	-	0%
Proportionate Share (private school support requirement- IDEA)		76,920	76,920	-	0%
Instructional Support Programs		17,560,608	18,648,250	1,087,642	6%
Transportation - Garage Services		4,026,205	4,085,939	59,734	1%
Operations & Maintenance		415,389	421,644	6,255	2%
Transportation & Operations Services		4,441,594	4,507,583	65,989	1%
Superintendent & Board of Education		101,423	102,842	1,419	1%
Other Central Office Services		44,336	44,264	(72)	0%
Administration- Superintendent & Board of Education		145,759	147,106	1,347	1%
Administration - Coordinators and Specialists		1,981,819	2,182,668	200,849	10%
Administration - School Based		1,981,819	2,182,668	200,849	10%
Administration - Director of Special Education		339,747	350,161	10,414	3%
Administration - Fiscal Services		866,716	894,502	27,786	3%
Technology Services		284,994	304,244	19,250	7%
Compliance Monitoring Programs		129,215	129,215	-	0%
Attendance Officer/Pupil Auditor		-	11,537	11,537	100%
Visual Imaging		7,506	7,506	-	0%
Administration - Central Services		1,628,178	1,697,165	68,987	4%
Support Services & SE distribution to local districts		15,868,648	14,659,847	(1,208,801)	-8%
Operational Support and Overhead		15,868,648	14,659,847	(1,208,801)	-8%
Total Special Education Fund Expenditures		46,572,064	47,030,386	458,322	1%

**LOCAL DISTRICT RESOLUTION
FOR APPROVAL OF
THE LIVINGSTON EDUCATIONAL SERVICE AGENCY (LESA)
2019-2020 BUDGET**

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

A regular meeting of the board of education of the District was held in the Boardroom in the District, on the 20th day of May 2019, at 6:30 o'clock in the pm.

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

Present:

Absent:

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

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Board of Education has received and reviewed the proposed LESA budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed LESA budget.

2. The Secretary of the Board of Education or his/her designee shall forward a copy of this resolution to the LESA Board of Education or its superintendent no later than June 1, 2019.

3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes:

Nays:

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Hartland Consolidated Schools, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a regular meeting held on May 20, 2019, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education



LESA BOARD OF EDUCATION 2019 ELECTION

PA 419 of 2004 amended the election procedures for ISD Boards of Education. The following calendar outlines the steps and deadlines for the election procedures.

February 1, 2019 Nominating petitions available at the County Clerk's office.

May 6, 2019 Candidates file nominating petitions or \$100 fee for candidacy and Affidavit of Identity with County Clerk.

Between May 13 Local boards consider a representative and alternate to be
and May 24 appointed to the electoral body to elect LESA board members.

Between May 13 Local boards adopt a resolution that:
and May 24 - designates a representative and an alternate to the electoral body
- identifies the candidate(s) it supports
- directs its representative to vote for the candidate(s) for the first ballot.
- directs that a certified copy of the resolution be filed with the LESA
Board Secretary.

No later than LESA Board Secretary sends notice of the hours and place of the
May 24 election by certified mail to the Board Secretary of each district.

June 3 Election date. Electoral body to consist of one person designated by each
constituent district Board of Education.



Livingston
**EDUCATIONAL
SERVICE** Agency

Leading the Community to Achieve Educational Excellence

May 7, 2019

Ms. Michelle Hemeyer, Secretary
Hartland Board of Education
9525 Highland Rd.
Howell, MI 48843

Dear Ms. Hemeyer:

In compliance with Section 380.614(1) of The Revised School Code (Part 7: Intermediate School Districts), each local school district designates a member of the electing body for the Livingston Educational Service Agency Board of Education, and the board supported candidates.

The election of three members to the LESA Board of Education shall be held on Monday, June 3, 2019, at 6:00 p.m. at the LESA Education Center, 1425 West Grand River Avenue in Howell.

Expiration dates of terms of office of the LESA Board members are:

Mr. Harold E. Fryer	Fowlerville Schools	June 30, 2019*
Mr. Gary J. Kaiser	Pinckney Schools	June 30, 2019*
Mrs. Eileen Jankowski	Hartland Schools	June 30, 2019*
Mr. Donald Cortez	Howell Public Schools	June 30, 2023
Mrs. LuAnn Loy	Brighton Schools	June 30, 2023

An Affidavit of Identity and Receipt of Filing have been received by the County Clerk's office for the following candidates:

Harold Fryer
Eileen Jankowski
Gary Kaiser

The term of office for Mr. Fryer and Mr. Kaiser to the intermediate school board shall be for six years and shall begin on July 1 following the election. The term for Mrs. Jankowski will be through June 30, 2021.

If you should have any questions, please do not hesitate to call me.

Sincerely,

R. Michael Hubert
Superintendent

RMH/jp

cc: Chuck Hughes, Superintendent

RESOLUTION DESIGNATING DISTRICT'S LESA ELECTION REPRESENTATIVE

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

A regular meeting of the Board of Education of Hartland Consolidated Schools, Michigan (the "Board"), was held in the Boardroom, Educational Support Service Center, in the District, on the 20th day of May, 2019, at 6:30 o'clock in the p.m.

The meeting was called to order by _____, President.

Present:

Absent:

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

WHEREAS:

1. The biennial election of the Board of Livingston Educational Service Agency (LESA) will be held on Monday, June 3, 2019; and
2. The member(s) of the LESA Board will be elected by an electoral body composed of one (1) person designated by the Board of each of the constituent school districts; and
3. In accordance with Section 614(2) of the Revised School Code [MCL 380.614(2)], this Board must now adopt a resolution which designates its representative to the electoral body and direct said representative to vote on behalf of this Board for the specific candidate(s) this Board supports for each position to be filled on the LESA Board, at least on the first ballot taken by the electoral body.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby approve the designation of _____ as the representative of this Board for the electoral body, which body will elect three (3) candidates to the vacancies on the LESA Board on Monday, June 3, 2019 and _____ as an alternate representative in the event the designated representative is unable to attend.

2. The designated representative, or the alternate in the event of the absence of the designated representative, is further directed to cast a vote on the first ballot on behalf of this Board for _____, _____ and _____.

3. The Secretary of this Board is hereby further directed to cause a certified copy of this resolution to be filed with the Secretary of the LESA Board at or prior to the election of the LESA Board on Monday, June 3, 2019.

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:

Nays:

Motion declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Hartland Consolidated Schools, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 20, 2019, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

ADMINISTRATOR'S CONTRACT OF EMPLOYMENT

THIS AGREEMENT, made and entered into at Hartland, Michigan this 1st day of July, 2019 by and between the Hartland Consolidated School District, (hereinafter called the "School District"), and **Lawrence Pumford** (hereinafter called the "Middle School Principal").

Whereas, the Board at a meeting held on the 20th day of May, 2019, approved the employment of the Administrator as Middle School Principal in accordance with the terms and conditions of this contract per the attached resolution; and

Whereas, the Administrator desires to be employed by the Board in accordance with the terms and conditions of this contract;

Now, therefore, in consideration of the mutual promises contained in this contract, it is agreed between the parties, as follows:

1. The School District hereby employs the, Middle School Principal and the employee agrees to work for the School District as an administrator (230 days), or as may be assigned, for two (2) years commencing on August 15, 2019 and ending on June 30, 2021.
2. The Middle School Principal is subject to assignment and transfer to any other position at the discretion of the Superintendent of Schools or the Board of Education of the School District. The employee agrees that he/she shall not be deemed to be granted continuing tenure in the position specified in this contract or in any capacity other than as a classroom teacher (if the probationary period for tenure as a teacher is fulfilled) by virtue of this Agreement or any employment assignment within the School District, nor shall failure of the School District to continue or re-employ such employee in any capacity other than as a classroom teacher, be deemed a breach of this Agreement or discharge or demotion within the provisions of Act 4, Michigan Public Acts of 1937, Extra Session, as amended.
3. The Middle School Principal agrees to serve the District and perform faithfully those duties which are directed by the Board of Education of the School District, or its designee, and to obey and fulfill the rules and regulations as established by state law or by the Superintendent and Board of Education of the School District from time to time and to carry out its educational programs and policies during the entire term of this Agreement.
4. The Middle School Principal agrees to abide by all policies adopted by the School District.
5. The Middle School Principal agrees not to hold any other non-educational position while employed with the Hartland Consolidated School District.
6. For all services rendered by the employee hereunder, the School District shall pay to the Middle School Principal an annual salary in the amount of not less than \$103,907 plus \$4,000 longevity, for a total salary of \$107,907 payable in bi-weekly installments. Consistent with the provisions of Section 1250 of the Revised School Code, the Middle School Principal's job performance and accomplishments will be significant factors in determining compensation adjustments. The Middle School Principal will, at a minimum, receive a salary adjustment equal to the annual teachers' contract increase or decrease percentage, if applicable.
7. Fringe benefits. The Board shall pay the full premium cost of the following:
 - A. Group term Life Insurance with Accidental Death and Disability, and Long-Term Disability Insurance as offered by the district.

Continued

- B. Up to full family medical insurance, as defined by the district's insurance carrier, including dental and vision insurance. Beginning July 1, 2013, health insurance premium benefits will be amended to comply with PA152 of 2011.
 - C. The School District reserves the right to change the identity of the insurance carrier, policyholder, or third party administrator for any of the above coverages, provided that comparable coverage, as determined by the District, is maintained during the term of this Contract. The District further reserves the right to self-fund any insurance benefit. The School District shall not be required to remit premiums for any insurance coverages for the employee and his or her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third party administrator. The terms of any contract or policy issued by any insurance company or third party administrator shall be controlling on all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. The Middle School Principal is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The School District, by remitting the premium payments required to provide the above-described insurance coverages, shall be relieved from all liability with respect to insurance benefits.
- 8. The Middle School Principal represents that he/she holds all credentials required by law and by the District to serve in the position assigned. If at any time the Middle School Principal fails to hold the required credentials, or fails to satisfy the applicable certification or continuing education requirements required by the Revised School Code or the Department of Education, this contract shall automatically terminate.
 - 9. This contract may be extended or not renewed either by option of the Board or by operation of law, as follows:
 - A. The Board may take action prior to March 30 of each year of this contract to extend this contract for an additional year.
 - B. The Board may non-renew this contract in accordance with Section 1229 of the Revised School Code. This contract shall be extended by operation of law for an additional year unless it has been non-renewed in accordance with Section 1229 of the Revised School Code
 - 10. In addition to this Agreement terminating upon timely notice given to the employee pursuant to paragraph 9 above, this Agreement may be terminated at any time for acts of moral turpitude, misconduct, or if the employee violates any of the terms or covenants of this Agreement. During the term of this contract the Middle School Principal shall be subject to discharge for causes that are not arbitrary or capricious.

This contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Middle School Principal shall be given at least ninety (90) days-notice of termination prior to the effective date of layoff. In the event of layoff, the Board shall have no further obligation under this Contract.
 - 11. Personal Business and Sick Days. The Middle School Principal shall be granted 4 personal business days and 10 sick days for each contract year.

Continued

12. Integration Clause. This Contract contains the entire agreement and understanding of the parties with respect to the employment of the Middle School Principal. No prior or concurrent representations, promises, contracts, or understandings, written or oral, not contained herein, shall be of any force or effect. All prior contracts or other agreements (written or oral) pertaining to the terms of this Contract are canceled and superceded by the terms of the Contract. No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board of Education, and signed by authorized signatories of the School District. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract.

In witness whereof, the parties have duly executed this Middle School Principal's Employment Contract as of the day and year written in the opening paragraph.

Lawrence Pumford

Chuck Hughes, Superintendent

Date

Date

New Hire
May 20, 2019

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Mary Jo Ferris

ADDRESS: 2390 Arciero Court
Howell, MI 48855

EDUCATION: B.A., Eastern Michigan University – 2003
B.S., Michigan State University - 1999

MAJOR: Math

MINOR: Health

CERTIFICATION: Elementary Professional Teaching Certificate with an endorsement in Math (EX).

EXPERIENCE: Mary Jo is currently filling a year-long substitute assignment teaching third grade at Village Elementary School. Prior to her substitute assignment at Village, Mary Jo taught fourth grade at St. Patrick School in Brighton from 2016 through 2018. MaryJo also taught in the elementary multi-age classroom at Charyl Stockwell Academy in Howell from 2003 through 2016.

SALARY STEP: BA, Step 3

ASSIGNMENT: 3rd Grade at Village Elementary School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Mary Jo Ferris for the 2019-2020 school year, at the Step 3, BA salary tract, (\$44,339), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
May 20, 2019

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Jennifer Fellows

ADDRESS: 1077 Long Lake Dr.
Brighton, MI 48114

EDUCATION: B.A., Michigan State University – 2003

MAJOR: Elementary Education

MINOR: Early Childhood Development

CERTIFICATION: Elementary Standard Teaching Certificate with endorsements in Math (EX) and Science (DX).

EXPERIENCE: Jennifer is currently filling a year-long substitute assignment teaching math at Hartland Middle School at Ore Creek. Prior to her substitute assignment at the middle school, Jennifer taught math at Bullhead City Junior High in Bullhead City, Arizona from 2007 through 2018.

SALARY STEP: BA, Step 2

ASSIGNMENT: Math at Hartland Middle School at Ore Creek

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Jennifer Fellows for the 2019-2020 school year, at the Step 2, BA salary tract, (\$42,227), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
May 20, 2019

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Natalie Moulton

ADDRESS: 2846 Fenton Road
Hartland, MI 48353

EDUCATION: B.S., University of Michigan, Flint - 2011

MAJOR: Elementary Education

MINOR: Early Childhood Development

CERTIFICATION: Elementary Professional Teaching Certificate with an endorsement in Early Childhood Education

EXPERIENCE: Natalie is currently filling a year-long substitute assignment teaching first grade at Creekside Elementary School. Prior to her substitute assignment at Creekside, Natalie worked as the Education Specialist and Hospital Teacher at C.S. Mott Children's Hospital in Ann Arbor from 2017 through 2018. Natalie taught first grade at South Bendle Elementary School in Burton from 2012 through 2017.

SALARY STEP: BA, Step 2

ASSIGNMENT: 1st Grade at Creekside Elementary School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Natalie Moulton for the 2019-2020 school year, at the Step 2, BA salary tract, (\$42,227), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

Hartland Consolidated Schools

Scott A. Usher, Technology Director

9525 E. Highland Road
Howell, MI 48843



Telephone (810) 626-2119
Fax: (810) 626-2118

May 9, 2019

Mr. Chuck Hughes
Superintendent
Hartland Consolidated Schools
9525 E. Highland Road
Howell, MI 48843

RE: 2019 Computer Replacement Recommendation from 2010 Bond

During my Board Presentation on November 26, 2018, where I presented an update to our Technology Plan, I shared that part of the plan included the 2019 replacement of computers at the Hartland Educational Support Service Center (HESSC). The devices in that location have been in place for 8 years, therefore, the HESSC is in need of this planned replacement. All of the new devices at the HESSC will be a good fit for the sort of work they are used for each day.

As we replace computers at the HESSC, we will be pulling the old computers and combining parts of them to make computers that are better than devices located elsewhere in the district. The remaining pieces and oldest equipment that we truly no longer have any use for will be recycled through our annual recycling project.

Devices purchased will be off the 2019 REMC SPOT Bid, the 2019 REMC Bid, or the Michigan Master Computing - MiDEAL Bid. We have been using the REMC Bid, REMC SPOT Bid, and MiDEAL Bid annually since 2014 for at least some of our summer technology acquisitions. Each year, REMC sends out an RFP for many standard configurations of computers including Chromeboxes, Chromebooks, PC laptops and desktops, and Apple laptops and desktops. The buying power of all REMC schools brings the prices of this equipment down significantly and provides common school configurations of equipment that is consistent with that we are looking to procure.

Based upon district needs and the evaluation of products on the REMC, REMC SPOT, and MiDEAL bids, I would like to present the following to be approved by the Board of Education:

2019 Summer Computer Purchase

TOTAL: \$98,181.63

Hartland Consolidated Schools

Scott A. Usher, Technology Director

9525 E. Highland Road
Howell, MI 48843



Telephone (810) 626-2119
Fax: (810) 626-2118

Upon approval by the Board of Education, HCS will issue PO's to the appropriate vendors so they can be received and installed during the summer of 2019.

Sincerely,

A handwritten signature in cursive script that reads 'Scott A. Usher'.

Scott A. Usher
Technology Director

Hartland Consolidated Schools

Scott A. Usher, Technology Director

9525 E. Highland Road
Howell, MI 48843

Telephone (810) 626-2119
Fax: (810) 626-2118



May 9, 2019

Mr. Chuck Hughes
Superintendent
Hartland Consolidated Schools
9525 E. Highland Road
Howell, MI 48843

RE: 2019 Classroom Audio Bid Summary and Recommendation to be paid from Sinking Fund

During my Board Presentation on November 26, 2018, where I presented an update to our Technology Plan, I shared that part of the plan included the 2019 replacement of classroom audio equipment at Creekside Elementary School. For this replacement, I indicated that, per our discussion, we planned to use Sinking Fund dollars. To that end, on April 15, 2019, bid documents were issued for classroom audio systems with the intent of replacing that equipment at Creekside Elementary School during the Summer of 2019. The equipment that is still functional at Creekside Elementary will be removed but will be used to replace failing classroom audio equipment in other classrooms throughout the district as needed. Bids were received on May 6, 2019, and opened publically at 10:00 a.m. Bids were tabulated and evaluated.

We have had both the Audio Enhancement Product as well as previous models of Lightspeed installed in our classrooms and had excellent experience with both of them. The Technology Team is unfamiliar with the Boxlight product and have not been able to schedule an extensive demonstration as of yet. Based upon the evaluation of the bids, I would like to recommend Hartland Schools award Digital Age Technologies the classroom audio replacement project at a cost not to exceed \$42,142.00. While my first inclination would be to recommend that we select a product and model of classroom audio that we have had a positive experience with, there is a cost savings albeit relatively small for the Boxlight product so I do feel it warrants further consideration. Therefore I am asking that the technology team have time to properly evaluate the Boxlight product. After that evaluation is complete, I would ask that the Board allow the technology team to decide whether to select the Audio Enhancement CA-60 XD product or the Boxlight product for a deduct of \$1,288.00.

Summaries of the lowest bids can be seen on the following page:

Hartland Consolidated Schools

Scott A. Usher, Technology Director

9525 E. Highland Road
Howell, MI 48843

Telephone (810) 626-2119
Fax: (810) 626-2118



Classroom Sound Field:

Digital Age Technologies

Audio Enhancement - Sentinel XD	\$42,142.00
---------------------------------	-------------

Total Award Amount:	\$42,142.00
----------------------------	--------------------

Digital Age Technologies

Boxlight - MimeoClarity	\$40,854.00
-------------------------	-------------

Total Award Amount:	\$40,854.00
----------------------------	--------------------

By referring to the attached bid tabulation, you will see more information and be able to compare all the various bids received.

Upon approval by the Board of Education, and a thorough evaluation by the HCS Technology Team, HCS will issue a PO to the approved bidder for procurement and installation during the Summer of 2019.

Sincerely,

A handwritten signature in black ink that reads 'Scott A. Usher'.

Scott A. Usher
Technology Director

Hartland Schools 2019 Classroom Sound Field Bid Tabulation				
	Base Bid			Voluntary Alternate
	Bidder	Manufacturer	Bid	Manufacturer Vol Alternate 1
	Digital Age Technologies	Audio Enhancement CA-60 XD	\$42,142.00	Boxlight (Clarity) \$40,854.00
	Tierney Brothers	Audio Enhancement CA-60 XD	\$43,167.29	
	VSC, Inc	Audio Enhancement CA-60 XD	\$44,100.00	
	Datacom Group	Lightspeed 955 Access	\$48,885.00	
Sound Planning Communications	Lightspeed 855FFSX DECT System		\$49,069.00	



NEOLA of MICHIGAN

LOCAL TEMPLATES

In addition, certain organizations may be required to display posters that can only be obtained from DOL's Office of Workers' Compensation Programs (OWCP). More information on these posters is available. Links to all federal employment posters are always available on the Poster Page as are answers to frequently asked questions. Note that school districts with federal or federally-assisted contracts or subcontracts may have additional requirements.

Legal Alert

Included with this update are legal alerts printed on green paper. These include:

1. The Legalization of Marijuana in Michigan and Applicable Neola Policies
2. Recent Legislative Changes
3. USDOE Releases Proposed Regulations Addressing Sexual Harassment Under Title IX
4. The Michigan Paid Medical Leave Act and Applicable NEOLA Policies

BYLAWS AND POLICIES

Bylaw 0100 – Definitions (Revised)

The Open Meetings Act was revised to accommodate the absence of any member of the Board of Education due to military duty and allow that member's participation in Board business (M.C.L. 15.263). The definition of Voting in PO 0100 was revised to reflect this change. The new law also requires that a District establish procedures by which the absent member may participate in and vote on business and procedures by which the public is provided notice of the member's absence and information on how to contact the member to provide input prior to the meeting. These procedures are District specific and should be established by the District prior to the March 29, 2019 effective date of the law.

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies.



EOLA of MICHIGAN LOCAL TEMPLATES

Bylaw 0167.2 – Closed Session (Revised)

This bylaw was revised to allow the Board to consider security planning to address existing or potential threats to the safety of students and staff in closed session (MCL 15.268(k)).

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies.

Policy 1422.01 – Drug-Free Workplace (New)

This new policy was prepared to provide the same policy requirements for administrators as is currently provided in Policy 3122.01/4122.01 for other employees.

This new policy reflects the current state of Federal law and should be adopted to be consistent with policy requirements of other District employees.

Policy 1430/3430/4430 – Leaves of Absence (NEW/Revised)

This new policy and revisions to existing templates are in response to recent legislation, the Paid Medical Leave Act (PMLA), signed into law by outgoing Governor Rick Snyder on December 13, 2018. The PMLA, formerly known as the "Earned Sick Time Act," requires employers to pay eligible employees for earned medical leave time, which may be used for personal or family health needs. The Act takes effect March 29, 2019.

Employers such as school districts are subject to PMLA only if they employ 50 or more individuals, regardless of the employees' full or part-time status or how many hours they work. The PMLA does not require that a school district implement a Board-adopted policy, but it does require compliance with the terms of the Act. Since each district will have different preferences with respect to implementing the Act, districts should assess their needs and preferences and ensure that they are complying with their obligations under the PMLA. Also, if current collective bargaining agreements and/or other paid leave time policies already provide all of the requirements of the PMLA, those are sufficient to address the district's obligations to that set of employees.

These revisions should only be considered if such paid leave provisions are not currently addressed in District-specific policies or in the District's collective bargaining agreement(s). If District-specific policies and/or collective bargaining agreements already address paid leave, the District should revise those documents to the March 29, 2019 effective date of the law.



EOLA of MICHIGAN

LOCAL TEMPLATES

Policy 2210 - Curriculum Development (Revised)

On December 18, 2018, the Michigan Department of Education released its model program of instruction in career development as required by previous changes to M.C.L. 380.1166a(1). Beginning with the 2019-2020 school year, Districts must ensure that grade appropriate instruction on career development is provided in grades K – 12. This policy was revised to reflect this requirement. Districts also should review and incorporate the Michigan Career Development Model or a district-developed model that meets the requirements of the statute.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 2414 - Reproductive Health and Family Planning (Revised)

This policy was revised to delete reference to Michigan Department of Education (MDE) publication that is no longer provided as official guidance regarding reproductive health and family planning.

This revision is recommended for adoption.

Policy 3120 - Employment of Professional Staff (Revised)

Policy 3120.04 - Employment of Substitutes (Revised)

The legislature amended M.C.L. 380.1233 to expand the criteria for persons eligible to substitute teach in the areas of industrial technology and career and technical education. A person is now eligible to substitute teach if: 1) s/he has a high school diploma or equivalency certificate; 2) if substitute teaching in an area in which a professional license or certification is required, s/he has a professional license or certification in that field, or held such a license or certification that expired within two years of initial employment and was in good standing when it expired; and 3) has at least two consecutive years of experience in the relevant subject areas within the preceding ten years.



EOLA of MICHIGAN

LOCAL TEMPLATES

Policy 5113.01 - Schools of Choice (Intra-District) (Revised)

Policy 5113.02 - School Choice Options Provided By Federal Law (Revised)

These policies have been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

These revisions reflect current Federal law and should be adopted to maintain accurate policies.

Policy 5200 - Attendance (Revised)

This revision modifies the mandatory attendance age provided by law.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 6321 - New School Construction, Renovation (Revised)

This policy has been revised to include the requirement of the new school safety legislation for consultation with first responder agencies during the planning of new construction or major renovation of school buildings.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 6325 - Procurement - Federal Grants/Funds (Revised)

This policy is revised in response to audit questions regarding Small and Minority Businesses and Women's Business Enterprises. The language added clearly references the entities in question which had originally been encompassed by the C.F.R. citation. A new administrative guideline is offered to provide more information regarding affirmative steps the District should take in encouraging competitive participation in the procurement process.

The District should be sure to check that Policy 6320 - Purchasing and Policy 6325 - Procurement - Federal Grants/Funds provide consistent guidance for fiscal transactions. It is important to note that when dealing with federal, state, and local provisions, it is always the most restrictive threshold or requirement that prevails.

This revision is recommended for adoption.



EOLA of MICHIGAN

LOCAL TEMPLATES

Policy 6605 - Crowdfunding (Revised)

Revisions to this policy and related administrative guideline are prompted to recent attention by the Auditor of State (AOS) regarding this evolving fundraising mechanism. Emphasis was added in policy to address the importance of privacy protection for students and to maintain appropriate fiscal safeguards.

These revisions are recommended for adoption.

Policy 8400 - School Safety Information (Revised)

This policy has been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

Additionally, this policy has been revised to reflect the provisions of the new school safety legislation itemized in the Legal Alert included in this Update.

This revision reflects current Federal and State law and should be adopted to maintain accurate policies.

Policy 8402 - Emergency Operations Plan (New)

This new policy is provided to assist districts in complying with MCL 380.1308b. The new law calls for collaboration, review, and notification obligations to be met by the District.

This new policy is recommended for review and adoption.

Policy 8500 - Food Services (Revised)

This policy has been revised in response to issues raised by United States Department of Agriculture (USDA) reviews of District policies and procedures. The USDA's position is that an appropriate "team" is required to approve any dietary modification to the school's USDA-reimbursable meal pattern for a student, whether or not that student has a disability or is eligible for a Section 504 plan.

These revisions reflect the current USDA requirements and should be considered for adoption.



EOLA of MICHIGAN

LOCAL TEMPLATES

Policy 8640 - Transportation for Field and Other District-Sponsored Trips (Revised)

This policy and related administrative guidelines have been revised as part of a regular review of Neola templates to assure compliance with current regulations and practice.

These revisions are recommended for adoption.

ADMINISTRATIVE GUIDELINES

AG 5113.02 - School Choice Options Provided By Federal Law (Revised)

See note of Policy 5113.01/5113.02.

AG 5610 - Emergency Removal, Suspension, and Expulsion of Students (Revised)

The revision to this AG is intended to clarify that when the Board conducts an expulsion appeal hearing, the provisions of the Open Meetings Act (OMA) apply to those proceedings.

AG 6325 - Procurement - Federal Grants/Funds (New)

See note on Policy 6325.

AG 6605 - Crowdfunding (Revised)

See note on Policy 6605.

AG 8605 - Bus Safety Procedures (Revised)

AG 8610 - Transportation Route Planning Criteria (Revised)

See note on Policy 8640.



HARTLAND CONSOLIDATED SCHOOLS

2340 F1

OVERNIGHT FIELD TRIP REQUEST FORM

Teacher: Shipley	School/ High School Class: French	Request Date: 2/22/2019
TRIP DATE: 6/13/2020	Destination: Paris, France	
Number of Students: 30?	Number of Staff/ Chaperones: 1 chaperone for every 6 students	Supervisor Ratio: 6/1
Handicapped accessibility required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Departure time: N/A Return time: N/A		
Mode of Transportation: airplane, metro, bus If Other, please explain: Click here to enter text.		

☐ Yes ☐ No ☒ N/A Contacted Transportation for bus availability and estimated cost
Date: Click to enter a date.

☐ Yes ☐ No ☒ N/A Requested handicapped bus if applicable

☐ Yes ☐ No ☒ N/A Will inform Central Kitchen

☐ Yes ☐ No ☒ N/A Identified Special Accommodations
(transportation, meds, allergies, etc.)


☒ Yes ☐ No Prepared Parent Consent for Field Trip (parental permission form)?

- Date and time of trip
- Destination of the trip
- Name(s) of adult supervisor(s)
- The mode of transportation
- Field trip description (fees, student rules, dress code, etc.)
- Medical consent

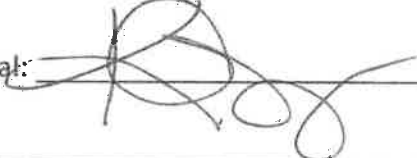
☒ Yes ☐ No Completion of volunteer background checks will be done?

If private vehicles are used:

- ☐ Yes ☐ No Will licensed drivers drive all cars?
- ☐ Yes ☐ No Are cars and drivers insured?
- ☐ Yes ☐ No Do the owners of the vehicles know their vehicles are being used for this purpose?
- ☐ Yes ☐ No Do you have Emergency Contact Information for students on trip to provide to drivers?
- ☐ Yes ☐ No Motor Vehicle Records check will be completed?

Teacher signature:  Date: 4/18/2019

FIELD TRIP APPROVAL

Trip Approved: ☐ Trip Disapproved: ☐ Principal:  Date: Select a date.



PROPOSAL FOR OVERNIGHT TRIPS

Proposal Date: 2/22/2019	Date Response is Needed: as soon as possible
Type of Trip: Cultural Enrichment and Language Acquisition	
Proposed Departure Date: 6/13/2020	Proposed Return Date: 6/20/2020
Proposer: Kathleen Shipley	Position: French teacher

A. Purpose

1. What is the major place to be visited or event to be attended?
Paris, France. The cultural sites to be explored include the Arc de Triomphe, the Eiffel Tower, Notre Dame, the Louvre, the Musee d'Orsay, and other iconic Parisian sites.
2. How is the trip related to the educational/athletic program of the District?
This trip will improve student language skills and fulfills the five Cs of the MDE World Language standards.
3. In what ways will the students benefit?
Their learning of the language and culture in an authentic setting will enhance proficiency and understanding of another culture. It is a real-world application of what we teach in class.
4. In what ways will the District benefit?
This will make Hartland competitive with other top tier schools and will entice School of Choice students.
5. How will the trip be evaluated to determine the extent to which these benefits were realized?
Parents and students will offer feedback to teachers and the tour company through a post-trip survey.

B. Students and Staff

1. Which students (grade, class, organization) will be going? Fill in below or attach class/team roster.

French students (roster to follow)	Click here to enter student info	Click here to enter student info
Click here to enter student info	Click here to enter student info	Click here to enter student info
Click here to enter student info	Click here to enter student info	Click here to enter student info
Click here to enter student info	Click here to enter student info	Click here to enter student info
Click here to enter student info	Click here to enter student info	Click here to enter student info
Click here to enter student info	Click here to enter student info	Click here to enter student info
Click here to enter student info	Click here to enter student info	Click here to enter student info

Students and Staff (cont.)

2340 F5

Page 2

2. How many students in total?
Our estimate is 30, but this will be dependent upon the number of students and parents who enroll in the trip.
3. Have you informed other teachers about this field trip?
☐ Yes ☒ No
4. Which staff member will be in charge?
Kathleen Shipley
5. What previous experience has the staff member had in conducting overnight or extended field trips?
Paris Trip 2018
6. What other staff members will be going?
Kathleen Hoerauf and Pam Iden (and other World Language staff members dependent upon student participation)
7. How many chaperones, in addition to staff members, will be going?
1 chaperone per 6 students
8. What are their names and affiliation with the students?
N/A
Click here to enter chaperone and student affiliation
Click here to enter chaperone and student affiliation
Click here to enter chaperone and student affiliation
9. How many school days will be missed?
0
10. How will teachers/coaches be advised in advance that the students will be out of school?
N/A

C. School Work

1. How will missed work be made up?
N/A
2. What special assistance will be provided to students with academic problems?
N/A

D. Itinerary

1. What is the destination?
Paris, France
2. What will be the mode of transportation? What liability insurance does the carrier have?
airplane, bus, metro – full coverage liability insurance provided by EF Tours included in cost of trip
3. If private vehicles will be used, is driver's license, registration and insurance information for each vehicle/driver on file with the school?
Yes ☐ No ☒

If yes, please list names of drivers: [Click here to enter names.](#)

4. Where will the group be housed and fed?

The group will be housed at one hotel. Breakfast provided at the same hotel. Lunch and dinners will take place at different restaurants depending on the daily tour schedule.

5. What enroute or supplemental activities are planned?

N/A

6. What arrangements have been made for dealing with emergency situations?

There is a 24 hour emergency contact number for students and parents to contact and a tour guide from EF Tours who will be with us 24/7. As chaperones, we will also collect all health care information and emergency contact numbers.

7. Will Parent Consent for Field Trip or Athletic Emergency Contact forms be available for each student on the field trip?

Yes ☒ No ☐

8. If a tour company/agency is involved, attach copy of insurance and certificate.

☒ Yes ☐ No ☐ N/A

E. Finances

1. What is the estimated total cost and cost per student?

\$3,500

2. What is the source of funds?

student-funded

3. How will the funds be collected and safeguarded?

Funds will be paid directly to EF Tours

4. How will any shortfall be made up or excess funds used?

The trip is fully funded 30 days before departure.

5. What provision has been made for students who are financially unable to pay any necessary costs?

N/A

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

We will communicate with them via email and parent meetings and phone calls, if necessary, during the trip.

2. List telephone numbers at destination and where group will be housed.

Unsure at this time

3. What information will be provided to the media and community?

We will document the trip through social media on a daily basis.

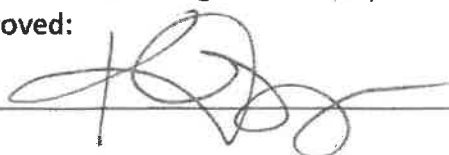


Signature of Requestor

4/18/19

Date

Approved:



4/18/19

Principal/Athletic Director

Date

Superintendent

Date



District Goals 2019-20 HCS

For the purpose of promoting a positive educational experience that involves all stakeholders and encompasses our guiding principles.

Guiding Principles

1. Create a solid foundation for school and beyond
2. Provide a strong core academic program
3. Develop the "whole child"
4. Provide opportunities to help students develop skills for the 21st century - problem solving, creativity, real world application
5. Ensure a positive, safe, accessible learning environment for all children
6. Strive to provide innovative programs and services for Hartland to remain a premier district of choice
7. Recognize the uniqueness of each individual within the context of the needs of the whole learning community

The district believes that positive experiences and relationships lead to synergy between all stakeholders. Reason, Respect, and Responsibility is the foundation for who we are as a community centered school district culture (how we do things).

Board of Education Members:

Thom Dumond : President
Cyndi Kenrick: Vice President
Bill Gatewood: Treasurer
Michelle Hemeyer: Secretary
Charlie Aberasturi: Trustee
Chris Costa: Trustee
Kristin Coleman: Trustee

Superintendent: Chuck Hughes



3R's

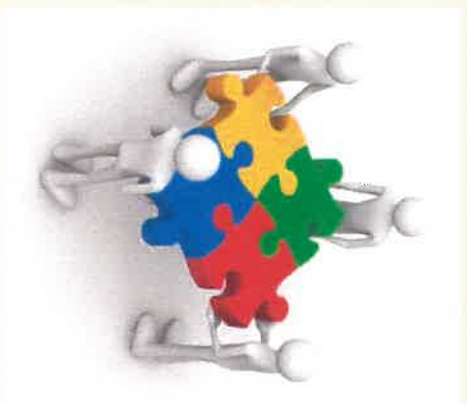
Finance Goal

2019-20 HCS

To remain financially stable, in order to be able to attract and retain quality employees, maintain facilities, technology, and equipment, enhance curriculum, and maintain an appropriate fund balance

Strategies

- Share "budget to actual" reviews with Board of Education (October -previous year, December and March)
- Pursue a bond proposal in May 2020
- Explore alternative revenue sources such as grants
- Manage employee contracts
- Thoughtful and deliberate expenditure discussions with all programs and departments
- Optimize sinking fund expenditures



Activities

- Finance Committee meetings when needed
- Engage in regular discussions with all employee groups
- Develop the bond package with input from the Board of Education, community, employees, and our contractors
- Prepare for the annual budget audit
- Present Budget Amendments and explanations to the Finance Committee and share with the rest of the Board

Committee Members:
Thom Dumond, Charlie Aberasturi, Bill Gatewood, Chuck Hughes, Scott Bacon, and Rachel Bois



Assessment

- Final district audit presentation by Plante Moran
- Results of Budget to Actual reviews
- Maintain a 7% fund balance

Building & Site

Goal 2019-20 HCS

To maintain and improve our facilities and technology as premier learning environments for students and staff.

Strategies

- Maintain our capital improvement projects list on a weekly, monthly, and yearly basis
- Pursue a bond proposal in May 2020
- Manage our revenue stream to ensure that priority projects are addressed on an annual basis
- Pursue grants as alternative revenue sources
- Ensure that the custodial service provider meets our level of expectation at a reasonable cost
- Ensure adequate instructional space is available



Activities

- Analyze demographic projections to determine if there is enough classroom space for the following school year
- Use an outside source to help market the bond proposal
- Complete all maintenance and technology work orders in a timely manner
- Board building visits twice a year
- Building & Site updates to keep the entire Board of Education informed, when needed
- Evaluate facilities for proper cleaning and maintenance

Committee Members:
Thom Dumond, Kristin Coleman, Michelle Hemeyer, Chuck Hughes, Scott Bacon, and Matt Marino

Assessment

- Bond proposal results
- Project completion list (general fund and sinking fund)
- Custodial contract status
- Replacement schedule update (equipment)
- Work orders completed in both the technology and maintenance departments (submitted versus completed percentage)



Public Relations

Goal 2019-20 HCS

Promote a premier educational experience for all stakeholders.



Committee Members:

Thom Dumond, Cyndi Kenrick, Bill Gatewood, Chuck Hughes, Scott VanEpps, and Scott Usher

Strategies

- Publish Community Life (hard copy and maintain on HCS website)
- Support the continued development of the Hartland Living website and the community calendar
- Fresh district and school websites
- Timely and relevant presence on social media sites including Facebook, Twitter, and Instagram
- Remain transparent and genuine regarding district decisions
- Continue building a culture that is people centered (ex. person answers the phone not a machine)

Activities

- Staff survey (every other year)
- Annual Senior Exit Survey
- Extracurricular Program Surveys
- Manage social media presence (designated personnel)
- Advertising campaign (WHM, Livingston Press online, Billboards, etc.)
- Meet monthly with the District Parent Advisory Council
- Building newsletters
- Building/Department Happenings at Board of Education meetings
- High school Spotlight videos

Assessment

- Board of Education perception (Good, Bad, Indifferent)
- Staff Satisfaction Survey Results
- Senior Exit Survey Results
- Extra curricular program survey results
- School of Choice and New Resident Enrollment numbers and new student survey
 - Why Hartland?
 - How did you hear about us?



"We strive to be a leading district in Livingston County and the State of Michigan"

Curriculum and Instruction Goal

2019-20 HCS

To increase student growth and proficiency of the state standards to ensure students are college and career ready by graduation.

Strategies

- Retain Instructional Coaches for teaching staff to ensure best practice instruction in the classroom
- Offer robust multi-tiered systems of supports/interventions for all students
- Create and follow a comprehensive curriculum revision protocol to ensure high level alignment, rigorous curriculum, and assessments
- Continue a focus on Classroom Assessment for Student Learning (CASL) as an instructional delivery model which supports the Framework for Highly Effective Teaching teacher evaluation program



Activities

- Offer professional development opportunities to teaching staff and principals through early release Fridays, full professional development (PD) days
- Utilize the expertise of our Instructional Coaches for PD
- Develop, share, and maintain an instructional and social emotional multi-tiered system of supports to provide interventions for all students
- Science curriculum revision meetings to update our standards and assessments to the new state science standards
- Develop and maintain social emotional learning (SEL) committees in each building to ensure a quality program
- District Leadership Team meetings to create PD themes and a quality plan of implementation
- Monitor student proficiency progress through common assessment data
- Provide PD around the Framework for Highly Effective Teaching

Committee Members:

Cyndi Kendrick, Michelle Hemeyer, Chris Costa, Chuck Hughes, David Minsker, Kate Gregory, Lawrence Pumford



Assessment

- MSTEP Proficiency Comparison vs County/State
- MSTEP Growth Comparison vs County/State
- SAT College Readiness Data vs County/State
- PSAT College Readiness Data vs County/State
- Growth/Proficiency data compared to "like schools" cohorts via MiSchoolData
- District common assessment data
- Graduation Rates

Hartland Consolidated Schools

Scott A. Usher, Technology Director

9525 E. Highland Road
Howell, MI 48843



Telephone (810) 626-2119
Fax: (810) 626-2118

May 9, 2019

Mr. Chuck Hughes
Superintendent
Hartland Consolidated Schools
9525 E. Highland Road
Howell, MI 48843

RE: 2019 Chromebook Replacement Recommendation from 2010 Bond

During my Board Presentation on November 26, 2018, where I presented an update to our Technology Plan, I shared that a number of Chromebooks will reach End of Life (EOL) in June 2019.

In all, 320 (10 District Carts) of our Chromebooks reach Google Support EOL in June 2019. While the devices should continue to function as basic browsers, they will no longer continue to receive Google Chrome Updates and thus may not function as viable devices for annual online testing. While we don't know if this will, in fact, be the case or not (older chrome devices have been reported to not be viable state testing devices by other districts), we will not know for certain until testing begins. By the time our testing begins in 2020, it will be too late and we may not have an adequate number of testing devices available. Since testing is in large part what we count on these devices for, it is a big concern for the district. Once a Chrome device reaches EOL, Google does not guarantee the ability for organizations to manage them using the Google Admin Console. We may not be able to push software, provide the ability to print from, or control many aspects of these devices.

As we replace these Chrome devices, we will try to continue to use them as long as it is reasonable to do so in areas of the district where what they are capable of still makes sense. Once we truly no longer have any use for a device, it will be recycled through our annual recycling project.

Devices purchased will be off the 2019 REMC SPOT Bid, the 2019 REMC Bid, or the Michigan Master Computing - MiDEAL Bid. We have been using the REMC Bid, REMC SPOT Bid, and MiDEAL Bid annually since 2014 for all our Chromebook and Chromebook Cart acquisitions. Each year, REMC sends out an RFP for many standard configurations of computers including Chromeboxes, Chromebooks, PC laptops and desktops, and Apple laptops and desktops. The buying power of all REMC schools brings the prices of this equipment down significantly and

Hartland Consolidated Schools

Scott A. Usher, Technology Director

9525 E. Highland Road
Howell, MI 48843



Telephone (810) 626-2119
Fax: (810) 626-2118

provides common school configurations of equipment that is consistent with that we are looking to procure.

Based upon district needs and the evaluation of products on the REMC, REMC SPOT, and MiDEAL bids, I would like to present the following to be approved by the Board of Education:

2019 Summer Chromebook and Chromebook Cart Purchase

Desktops, Monitors, Chromebooks, Chromebook Carts, Solid State Hard Disk Drives

TOTAL: \$67,776.60

Upon approval by the Board of Education, HCS will issue PO's to the appropriate vendors so they can be received and installed during the summer of 2019.

Sincerely,

A handwritten signature in cursive script that reads 'Scott A. Usher'.

Scott A. Usher
Technology Director