

**HARTLAND CONSOLIDATED SCHOOLS
SPECIAL MEETING – BOARD OF EDUCATION
June 24, 2019**

AGENDA

- I. Call to order, 6:30 p.m., Boardroom, Educational Support Center
 - A. Pledge of Allegiance
 - B. Approval of agenda/items for discussion
 - C. Approval of minutes – June 10, 2019 regular meeting
 - D. Superintendent's Report
 - Budget Hearing – 2019/2020 Budget
 - Lawrence Pumford – Middle School Principal
 - E. Call to the public
 - F. Board reports & requests
- II. Action Items
 - A. Payment of Invoices
 - B. Budget Amendments
 - C. General Appropriations Act Resolution – 2019/2020 Budget
 - D. New – Administrators' Contracts
 - E. Breakfast/Lunch Price Increase
- III. Discussion Items
 - A. 2019/2020 Parent/Student Handbooks
- IV. Information Items
 - A. July 15, 2019, organizational meeting, 7:30 a.m., Boardroom, 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 June 24, 2019 special meeting be approved.

Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – JUNE 10, 2019 REGULAR MEETING (SEE ATTACHED)

(Recommended action): That the minutes of the June 10, 2019 regular meeting be approved.

Motion by _____, supported by _____. _____

I.D. SUPERINTENDENT'S REPORT

- Budget Hearing – 2019/2020 Budget
- Lawrence Pumford – MS Principal

I.E. CALL TO THE PUBLIC

I.F. BOARD REPORTS & REQUESTS

II.A. PAYMENT OF INVOICES

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of May 31, 2019, and the payment of invoices totaling \$2,038,859.15 and payroll obligations totaling \$4,143,360.33.

Motion by _____, supported by _____. _____

II.B. 2018/19 BUDGET AMENDMENTS (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves budget amendments for the General Fund, Capital Projects-2010 Bond, Capital Projects-Sinking Fund, Debt Retirement Fund, Athletic Fund and Food Service Fund as presented. Motion by _____, supported by _____. _____

II.C. GENERAL APPROPRIATIONS ACT RESOLUTION – 2019/2020 (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the General Appropriations Act Resolution (2019/2020) as presented. Motion by _____, supported by _____. _____

II.D. NEW ADMINISTRATORS' CONTRACTS (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 Chris Chanavier, Middle School Assistant Principal, as presented. Motion by _____, supported by _____. _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves a 2-year contract effective July 1, 2019 for Emily Aluia, High School Assistant Principal, as presented. Motion by _____, supported by _____. _____

II.E. BREAKFAST/LUNCH PRICE INCREASE

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the breakfast/lunch price increase as presented.

Motion by _____, supported by _____. _____

III.A. 2019/2020 PARENT/STUDENT HANDBOOKS (SEE ATTACHED)

For discussion

IV.A. FUTURE MEETINGS

July 15, 2019, organizational meeting, 7:30 a.m., Boardroom, Educational Support Center

IV.B. INFORMATION ITEMS

2019-20 Proposed School Board Meeting Dates

V. ADJOURNMENT

Hartland Consolidated Schools
Regular Meeting-Board of Education
June 10, 2019

Members present: T. Dumond, C. Costa, M. Hemeyer, C. Kenrick, C. Aberasturi, B. Gatewood, K. Coleman

Members absent: None

Admin. Present: C. Hughes, S. Bacon, D. Minsker, M. Otis, M. Cheney, S. Livingway, A. Howerton, D. Selix, M. Day, L. Pumford, S. Pearson, L. Archey, K. Gregory, M. Day, M. Marino, S. Way, J. Reck

Guests: T. Wagner, K. Shipley, K. Hoerauf, R. Ranalli, J. Ranalli, J. Church, T. Church, E. Empie, P. Kucharski, M. Blake, K. Raap

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.

6/10/19 AGENDA APPROVED

Motion by Kenrick, supported by Hemeyer that the agenda for the June 10, 2019 regular meeting be approved and that public participation be allowed on all items. Motion carried 7-0.

5/20/19 MINUTES APPROVED

Motion by Hemeyer, supported by Costa that the minutes of the May 20, 2019 special and regular meetings be approved. Motion carried 7-0.

SUPERTINTENDENT'S REPORT

Mr. Hughes thanked Mrs. Gregory and the High School team for a great graduation ceremony. This year 99.6% of seniors graduated. Mr. Hughes also noted that since we have been focusing on chronic absenteeism the last few years, we saw a huge improvement this year with only 3% of high school students hitting the chronic absenteeism mark.

HAPPENINGS AT LEGACY HIGH SCHOOL/HVA

Mr. Hughes introduced Mrs. Way, Legacy principal, who talked about the changes implemented this year at Legacy and HVA, including giving Mrs. Watt 2 hours per day dedicated to Legacy, adding counselors, and renovating the Student Union to use as their cafeteria.

HAPPENINGS AT COMMUNITY EDUCATION

Mr. Hughes introduced Michelle Otis, who introduced Kim Konarski, director of the Senior Center. Kim noted that there are currently 1,400 members in the Senior Center, and that can be attributed to the support of the Board and being able to use the HESSC for all of their programs and activities. Kim also thanked the over 100 volunteers that help make the Senior Center such a success.

CALL TO THE PUBLIC

There was no response to call to the public.

BOARD REPORTS

Kristin Coleman commented on how great graduation was, and thanked the High School staff. Bill Gatewood thanked everyone in attendance for a great year, as did Thom Dumond. Thom said graduation this year was the best he has seen. Cyndi Kenrick thanked the High School staff for all of the hard work they put into the graduation ceremony. Michelle Hemeyer thanked everyone for a great year. Chris Costa congratulated the softball team, and questioned the height of the fence at the softball/baseball fields with all of the foul balls going over the fence. Mr. Hughes explained that extending that fence is on the list of projects needed with the passing of the bond.

NEW AND REVISED POLICIES

Motion by Kenrick supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, and the Assistant Superintendent of Personnel & Student Services, adopts the new and revised Board Policies as presented and discussed. Motion carried 7-0.

TRIP TO FRANCE

Motion by Aberasturi supported by Gatewood that the Board of Education, upon the recommendation of the Superintendent, approves the trip to France as presented. Motion carried 7-0.

2019-20 DISTRICT GOALS

Motion by Coleman, supported by Costa that the Board of Education, upon the recommendation of the Board President and the Superintendent, approves the 2019-20 District Goals as presented. After some discussion, motion carried 7-0.

2019 CHROMEBOOK REPLACEMENT (2010 BOND)

Motion by Hemeyer, supported by Kenrick that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Technology, approves the Chromebook replacement as presented. Motion carried 7-0.

NEW HIRES

Motion by Costa, supported by Coleman that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Meredith Blake for the 2019/20 school year at the Step 1, BA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 7-0. Principal Hottum introduced Ms. Blake.

Motion by Kenrick, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Jerilyn Ranalli for the 2019/20 school year at the Step 3, BA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 7-0. Principal Gregory introduced Ms. Ranalli.

Motion by Hemeyer, supported by Costa that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Taylor Wagner for the 2019/20 school year at the Step 1, BA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 7-0. Principal Gregory introduced Ms. Wagner.

JULY ORGANIZATIONAL MEETING

Motion by Coleman, supported by Gatewood that the Board of Education discusses and determines a date, July 15, 2019, pursuant to board policy, for the July organizational meeting. Motion carried 7-0.

ANNUAL BREAKFAST HEARING

Lisa Archey talked about the breakfast program in all of the buildings. A program was started this year at Village and brought back to Round. There is a lot of interest at Creekside and Lakes, and we will add a program to those buildings for the 2019/20 school year.

BREAKFAST/LUNCH PRICE INCREASE

Lisa Archey talked about the need for an increase in breakfast and lunches of .25 cents. She stated that with this increase, we should not have to raise prices again for a few years.

FUTURE MEETINGS

President Dumond noted that the next meeting is scheduled for June 24, 2019, special, at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

ADJOURNMENT

The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Michelle Hemeyer".

Michelle Hemeyer

Secretary

A handwritten signature in cursive script, appearing to read "Renee Braden".

Renee Braden

Recording Secretary

HARTLAND CONSOLIDATED SCHOOLS

Scott Bacon, Assistant Superintendent for Business and Operations

9525 E. Highland Road
Howell, Michigan 48843



Telephone (810) 626-2120
Fax (810) 626-2121

To: Hartland Board of Education

From: Scott Bacon/Rachel Bois

Re: 2019/20 Budget Adoption

Date: June 17, 2019

Attached you will find a budget document to be reviewed and presented at our upcoming school board meeting on Monday, June 24, 2019. The attached document attempts to present the budget and projections as follows:

- Review overall budget assumptions affecting a number of revenue and expenditure categories and in some cases affecting multiple funds.
- Present a Fund Balance page that allows the reader a quick, easy reference to where we stand currently in each fund and how we expect (in monetary terms) for that to change by the end of 2019/20.
- Present the General Fund as required by law – 2017/18 actual, 2018/19 budget and 2019/20 projection – showing revenues by specific sources and expenditures by “program” assignment. A definition sheet is provided for the program categories. There are also specific notations directing the reader to additional explanations. We also provide a further breakdown of each of the program sections shown by the type of expenditures within the “programs” (salaries, benefits, supplies, etc.).
- Present each of the other funds (Athletic, Cafeteria, Debt, Capital Projects, Sinking Fund and the newly established Student Activity Fund) and include specific notations directing the reader, if interested, to specific explanations.
- Finally, present a projection of the General Fund for a total of three years beyond the current year in order for the reader to get a perspective of our financial outlook at least a bit into the future.

Please feel free to contact us with any questions.

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON JUNE 24, 2019
EXPENDITURES FOR THE MONTH OF MAY 2019**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
05/03/2019	A/P Check Run	\$ 446,656.02		\$ 41,437.89			\$ 23,315.33	\$ 511,409.24
05/09/2019	A/P Check Run	\$ 432,008.57	\$ 2,527.23	\$ 31,587.32	\$ 39.40	\$ 638.55	\$ 62,348.55	\$ 529,149.62
05/16/2019	A/P Check Run	\$ 277,807.31	\$ 1,619.59	\$ 15,422.59		\$ 500.00	\$ 82,538.39	\$ 377,887.88
05/23/2019	A/P Check Run	\$ 134,480.78	\$ 4,065.93	\$ 19,146.31	\$ 11,982.00		\$ 30,405.65	\$ 200,080.67
05/30/2019	A/P Check Run	\$ 104,031.39	\$ 1,694.00	\$ 20,678.75			\$ 27,071.05	\$ 153,475.19
05/30/2019	A/P Check Run						\$ 2,750.00	\$ 2,750.00
05/31/2019	Prepaid Checks						\$ 2,220.00	\$ 2,220.00
05/31/2019	Void Checks	\$ (1,547.90)					\$ (3,504.15)	\$ (5,052.05)
05/10/2019	Merchant Fees (Comm Ed)	\$ 5,983.33					\$ 38.59	\$ 6,021.92
05/31/2019	Bank fees	\$ 6,871.77						\$ 6,871.77
05/02/2019	PCMI - ACH	\$ 12,496.32						\$ 12,496.32
05/16/2019	PCMI - ACH	\$ 48,298.27						\$ 48,298.27
05/30/2019	PCMI - ACH	\$ 11,263.67						\$ 11,263.67
05/03/2019	EDUSTAFF - ACH	\$ 44,872.55						\$ 44,872.55
05/17/2019	EDUSTAFF - ACH	\$ 52,770.82						\$ 52,770.82
05/31/2019	EDUSTAFF - ACH	\$ 54,732.26						\$ 54,732.26
05/28/2019	PNC VISA - ACH	\$ 26,471.77						\$ 26,471.77
05/06/2019	GoPay (Soccer Officials)	\$ 1,081.50						\$ 1,081.50
05/15/2019	GoPay (Soccer Officials)	\$ 266.75						\$ 266.75
05/28/2019	GoPay (Soccer Officials)	\$ 1,738.75						\$ 1,738.75
05/31/2019	GoPay (Soccer Officials)	\$ 52.25						\$ 52.25
TOTAL		\$ 1,660,336.18	\$ 9,906.75	\$ 128,272.86	\$ 12,021.40	\$ 1,138.55	\$ 227,183.41	\$ 2,038,859.15

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
5/3/2019	5/3/2019 PAYDATE	\$ 746,666.45	\$ 265,355.75	\$ 39,043.85	\$ 372,878.97		\$ (21,233.76)	\$ 1,402,711.26
5/17/2019	5/17/2019 PAYDATE	\$ 709,820.04	\$ 250,861.18	\$ 36,799.20	\$ 388,534.25	\$ 82.46	\$ (21,233.76)	\$ 1,364,863.37
5/31/2019	5/31/2019 PAYDATE	\$ 724,236.57	\$ 255,062.74	\$ 37,473.29				\$ 1,016,772.60
5/17/2019	MAY UAAL/ORS				\$ 312,234.79			\$ 312,234.79
MAY HEALTH EQUITY CLAIMS							\$ 46,778.31	\$ 46,778.31
TOTAL		\$ 2,180,723.06	\$ 771,279.67	\$ 113,316.34	\$ 1,073,648.01	\$ 82.46	\$ 4,310.79	\$ 4,143,360.33

2018/19 Budget Amendments
Prepared by: Rachel Bois
June 24, 2019

We are presenting budget amendments for the following school district funds:

General Fund	Debt Fund
Athletic Fund	Capital Projects Fund – 2010 Bond
Cafeteria Fund	Capital Projects Fund – Sinking Fund

These are the second amendments of the fiscal year (July 1, 2018 – June 30, 2019) for the General Fund, Athletic Fund and Cafeteria Fund. These funds were first amended at the February 18, 2019 School Board meeting. These are the first and only amendments for the Debt Fund, the Capital Projects Fund – 2010 Bond, and the Capital Projects Fund – Sinking Fund.

Adjustments have been made at this point based on every account being reviewed (the general fund alone has approximately 80 revenue accounts and 1,900 expenditure accounts).

Please remember that by law, amendments are made to change what we originally adopted to where we believe we are now. Ultimately we are showing an amended General Fund expenditure budget for 2018/19 that is -.84% (-\$480,326) less than the amendment done in February. There were a number of increases and decreases that ultimately played into our amended 2018/19 budget numbers and are referenced in detail throughout the following pages.

Based upon what we know as of today, I am confident these amended budgets have been reviewed appropriately and accurately represent how the 2018/19 fiscal year should play out.

HARTLAND CONSOLIDATED SCHOOLS
BUDGET AMENDMENT
GENERAL FUND
JUNE 30, 2019

	LAST APPROVED 2/18/2019	AS AMENDED 6/24/2019	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
LOCAL SOURCES	\$ 8,139,759	\$ 7,918,679	\$ (221,080)	-2.79% A
STATE SOURCES	44,863,452	44,975,358	111,906	0.25% B
FEDERAL SOURCES	310,555	315,448	4,893	1.55%
TOTAL REVENUES	53,313,766	53,209,485	(104,281)	-0.20%
INCOMING TRANSFERS AND OTHER	3,595,802	3,686,571	90,769	2.46% C
TOTAL REVENUES, INCOMING TRANSFERS AND OTHER	\$ 56,909,568	\$ 56,896,056	\$ (13,512)	-0.02%
EXPENDITURES:				
INSTRUCTION:				
BASIC PROGRAMS	26,977,054	26,968,425	(8,629)	-0.03%
ADDED NEEDS	6,827,635	6,864,811	37,176	0.54%
SUPPORT SERVICES:				
PUPIL SERVICES	1,414,822	1,412,730	(2,092)	-0.15%
INSTRUCTIONAL SERVICES	1,669,542	1,520,887	(148,655)	-9.77% D
GENERAL ADMINISTRATION	1,316,666	1,316,312	(354)	-0.03%
SCHOOL ADMINISTRATION	3,347,852	3,339,375	(8,477)	-0.25%
BUSINESS SERVICES	634,754	624,290	(10,464)	-1.68%
OPERATIONS & MAINTENANCE	5,440,111	5,298,772	(141,339)	-2.67% E
TRANSPORTATION	3,241,414	3,217,747	(23,667)	-0.74%
CENTRAL SERVICES	797,129	764,443	(32,686)	-4.28% F
OTHER	170,021	170,021	-	0.00%
COMMUNITY SERVICES	3,286,893	3,136,922	(149,971)	-4.78% G
DEBT SERVICE	457,445	457,445	-	0.00%
CAPITAL OUTLAY	320,000	332,000	12,000	3.61% H
TOTAL EXPENDITURES	55,901,338	55,424,180	(477,158)	-0.86%
OUTGOING TRANSFERS (ATHLETICS)	773,160	773,160	-	0.00%
TOTAL APPROPRIATED	\$ 56,674,498	\$ 56,197,340	\$ (477,158)	-0.85%
EXCESS REVENUES(APPROPRIATION)	\$ 235,070	\$ 698,716	\$ 463,646	
FUND BALANCE, JULY 1	5,317,694	5,317,694	-	
FUND BALANCE, JUNE 30	\$ 5,552,764	\$ 6,016,410	\$ 463,646	
FUND BALANCE AS A % OF EXPENDITURES	9.80%	10.71%		

REVENUE:		
A	Local Sources	Approximately \$81K of revenue has been shifted from property taxes to the "State Sources" line item, due to the lower assumed local share from the state. In addition, community ed program revenue has been decreased mostly due to the six-week pool repair shut down, as well as for gymnastics and soccer, which experienced lower enrollment than originally budgeted. Similar decreases in expenditures have been made on the "Community Services" line item.
B	State Sources	In addition to the reclassification of \$81K of assumed property tax revenue from the "Local Sources" line item, other various categorical revenues were adjusted to reflect updated allocations from the state.
C	Incoming Transfers and Other	<p>A majority of the increase is due to the additional operational support that LESA plans distribute as part of its final budget amendment process, as well as additional one-time Medicaid funding that will be received in 2018/19.</p> <p>This increase has been partially offset by a reduction in the proceeds from the sale of district busses, which were reduced to reflect actual amounts received.</p>

EXPENDITURES:		
D	Instructional Services	A majority of the decrease relates to supplies and contracted services for curriculum and curriculum change that will not be purchased in the current year. These amounts will be restored in the 2019/20 budget.
E	Operations and Maintenance	Salaries and fringe benefits were reduced due to maintenance positions that were vacant during a portion of the year. In addition, utilities such as water/sewer and natural gas were reduced as a result of decreased usage. Furthermore, approximately \$12K was shifted to the "Capital Projects" line item to cover the cost of current year projects. Finally, the purchase price of the dump truck purchased in the current year was reduced since the actual cost came in lower than the original estimate.
F	Central Services	A majority of the decrease in budgeted expenditures is due to less costly district software licenses that were renewed in the current year. In addition, capital expenditures were reduced since the remaining equipment to be purchased will not arrive until the next budget year.
G	Community Services	Decrease is mostly due to the 6-week pool repair shut-down. Expenditures were also reduced in the gymnastics and soccer

		programs, due to smaller-scale programs being run in the current year. An offsetting decrease in revenues for these programs has been recorded on the Local Sources line item.
H	Capital Outlay	Amount was shifted from the "Operations and Maintenance" line item to cover the costs of necessary building and site improvements in the current year.

HARTLAND CONSOLIDATED SCHOOLS
BUDGET AMENDMENT
ATHLETICS FUND
FISCAL YEAR ENDING JUNE 30, 2019

	LAST APPROVED 2/18/2019	AS AMENDED 6/24/2019	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
LOCAL REVENUE (GATE)	\$ 147,624	\$ 146,478	\$ (1,146)	-0.78%
OTHER LOCAL REVENUE	125,860	141,925	16,065	12.76% A
TOTAL REVENUE	273,484	288,403	14,919	5.46%
INCOMING TRANSFERS	773,160	773,160	-	0.00%
TOTAL REVENUE & INCOMING TRANSFERS	1,046,644	1,061,563	14,919	1.43%
EXPENDITURES:				
SALARIES	255,982	263,656	7,674	3.00% B
EMPLOYEE BENEFITS	127,164	129,914	2,750	2.16% B
CONTRACTED SERVICES/SUPPLIES	500,346	519,728	19,382	3.87% C
EQUIPMENT	31,724	26,397	(5,327)	-16.79% D
OFFICIALS	44,226	45,227	1,001	2.26%
TRANSPORTATION	47,500	47,500	-	0.00%
CAPITAL OUTLAY	51,000	41,403	(9,597)	-18.82% E
TOTAL APPROPRIATED	1,057,942	1,073,825	15,883	1.50%
EXCESS REVENUE (APPROPRIATION)	(11,298)	(12,262)	(964)	8.53%
FUND BALANCE, JULY 1	198,631	198,631	-	0.00%
FUND BALANCE, JUNE 30	\$ 187,333	\$ 186,369	\$ (964)	-0.51%

LINE-ITEM SPECIFIC COMMENTS:		
A	Other Local Revenue	Other local revenue was increased to account for the significant increase in KLAA/MHSAA events hosted by the district during the winter season. Expenses for these events have also been added to the "Contracted Services/Supplies" category.
B	Salaries/Fringe Benefits	Salaries and fringe benefits were adjusted for coaching stipends and event staff wages paid to District teachers. Note that coaches and event staff who are not District teachers are paid through a third-party staffing company and are accounted for on the "Contracted Services" line item. In the current year, more coaching positions and event staff were filled by district teachers, and therefore an adjustment was needed to shift dollars from the contracted services line to the salaries and fringe benefits lines.
C	Contracted Services/Supplies	Amounts were increased to account for the additional staffing for the KLAA/MHSAA events as noted in the "Other Local Revenue" comment above. In addition, other various line items were adjusted slightly to reflect anticipated results.
D	Equipment	Equipment was decreased to reflect actual anticipated results. Several teams did not use their allotted equipment funds in the current year.
E	Capital Outlay	Capital outlay was adjusted for current year purchases planned.

HARTLAND CONSOLIDATED SCHOOLS
BUDGET AMENDMENT
CAFETERIA FUND
FISCAL YEAR ENDING JUNE 30, 2019

	LAST APPROVED 2/18/2019	AS AMENDED 6/24/2019	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
LOCAL REVENUE	\$ 1,223,500	\$ 1,179,628	\$ (43,872)	-3.59% A
STATE REVENUE	53,181	70,688	17,507	32.92% B
FEDERAL REVENUE	616,555	584,070	(32,485)	-5.27% C
INCOMING TRANSFERS	481	610	129	26.82%
TOTAL REVENUE	1,893,717	1,834,996	(58,721)	-3.10%
EXPENDITURES:				
SALARIES	546,411	550,413	4,002	0.73%
EMPLOYEE BENEFITS	277,552	283,113	5,561	2.00%
FOOD	905,485	851,000	(54,485)	-6.02% D
SUPPLIES & OTHER	115,861	105,762	(10,099)	-8.72% E
CAPITAL OUTLAY	79,000	79,000	-	0.00%
TOTAL EXPENDITURES	1,924,309	1,869,288	(55,021)	-2.86%
OUTGOING TRANSFERS	24,171	24,545	374	1.55%
TOTAL APPROPRIATED	1,948,480	1,893,833	(54,647)	-2.80%
EXCESS REVENUE (APPROPRIATION)	(54,763)	(58,837)	(4,074)	7.44%
FUND BALANCE, JULY 1	234,234	234,234	-	0.00%
FUND BALANCE, JUNE 30	\$ 179,471	\$ 175,397	\$ (4,074)	-2.27%

LINE-ITEM SPECIFIC COMMENTS:		
A	Local Revenue	Revenue from the sale of paid lunch and a la carte were adjusted to account for lost revenues due to snow days.
B	State Revenue	State revenue was adjusted for the increased lunch and breakfast reimbursement allocation received from the state.
C	Federal Revenue	Federal revenues were adjusted to account for lost revenues due to snow days. In addition, the federal commodity allocation was decreased to reflect actual commodity purchases that will be made in the current year. Offsetting commodity expenditures have been adjusted on the "Food" expense line item.
D	Food	<p>Food expense was adjusted for the decrease in sales noted under the "Local Revenues" and "Federal Revenues" line items due to snow days.</p> <p>Commodity expenditures were also decreased to reflect actual commodity purchases anticipated in the current year. Offsetting revenues have been adjusted on the "Federal Revenue" line item.</p>
E	Supplies & Other	Repairs and maintenance expense was reduced to reflect actual anticipated expenditures in the current year.

HARTLAND CONSOLIDATED SCHOOLS
BUDGET AMENDMENT
DEBT SERVICE FUND
FISCAL YEAR ENDING JUNE 30, 2019

	LAST APPROVED 6/25/2018	AS AMENDED 6/24/2019	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
PROPERTY TAX LEVY	\$ 10,265,578	\$ 10,246,617	\$ (18,961)	-0.18% A
OTHER LOCAL REVENUE	54,050	294,500	240,450	444.87% B
TOTAL LOCAL REVENUE	10,319,628	10,541,117	221,489	2.15%
STATE REVENUE	74,517	65,179	(9,338)	-12.53% C
FEDERAL REVENUE	658,755	661,228	2,473	0.38%
SBLF PROCEEDS	12,243,124	11,716,370	(526,754)	-4.30% D
TOTAL REVENUE	23,296,024	22,983,894	(312,130)	-1.34%
EXPENDITURES:				
REDEMPTION OF PRINCIPAL	17,125,000	17,125,000	-	0.00%
INTEREST ON DEBT	4,656,193	4,656,193	-	0.00%
MISCELLANEOUS EXPENSE	18,420	20,170	1,750	9.50% E
TOTAL EXPENDITURES	21,799,613	21,801,363	1,750	0.01%
TOTAL APPROPRIATED	21,799,613	21,801,363	1,750	0.01%
EXCESS REVENUE (APPROPRIATION)	1,496,411	1,182,531	(313,880)	-20.98%
FUND BALANCE, JULY 1	4,121,398	4,118,217	(3,181)	-0.08%
FUND BALANCE, JUNE 30	\$ 5,617,809	\$ 5,300,748	\$ (317,061)	-5.64%

LINE-ITEM SPECIFIC COMMENTS:		
A	Property Tax Levy	Amount was decreased to reflect the actual property tax collection.
B	Other Local Revenue	Increase is due to the significant increase in expected market value of the QSCB investment deposit, given the current year's positive market conditions.
C	State Revenue	Amount was decreased to reflect the actual reimbursement received from the state for the small taxpayer exemption loss.
D	SBLF Proceeds	Amount was adjusted to reflect the current year borrowing from the School Bond Loan Fund. This item is difficult to budget since it depends largely on the timing of property tax collections.
E	Miscellaneous Expense	Increase needed to miscellaneous expense for services related to calculating arbitrage on one of the District's bond issues.

HARTLAND CONSOLIDATED SCHOOLS
BUDGET AMENDMENT
CAPITAL PROJECTS FUND - 2010 BOND
FISCAL YEAR ENDING JUNE 30, 2019

	LAST APPROVED 6/25/2018	AS AMENDED 6/24/2019	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
INTEREST	\$ 4,500	\$ 3,300	\$ (1,200)	-26.67%
TOTAL REVENUE	4,500	3,300	(1,200)	-26.67%
EXPENDITURES:				
REMODELING, RENNOVATION & NEW CONSTRUCTION	50,000	-	(50,000)	-100.00% A
EQUIPMENT	317,924	289,361	(28,563)	-8.98% A
TOTAL APPROPRIATED	367,924	289,361	(78,563)	-21.35%
EXCESS REVENUE (APPROPRIATION)	(363,424)	(286,061)	77,363	-21.29%
FUND BALANCE, JULY 1	363,424	491,900	128,476	35.35%
FUND BALANCE, JUNE 30	\$ -	\$ 205,839	\$ 205,839	0.00%

LINE-ITEM SPECIFIC COMMENTS:

A	Remodeling, Renovation & New Construction/ Equipment	No construction projects took place in the current year. All remaining bond proceeds will be used for technology purchases.
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HARTLAND CONSOLIDATED SCHOOLS
BUDGET AMENDMENT
CAPITAL PROJECTS FUND - SINKING FUND
FISCAL YEAR ENDING JUNE 30, 2019

	LAST APPROVED 6/25/2018	AS AMENDED 6/24/2019	RECOMMENDED AMENDMENTS	NET CHANGE PERCENT
REVENUES:				
PROPERTY TAX LEVY	\$ 633,282	\$ 631,992	\$ (1,290)	-0.20%
INTEREST	2,000	3,800	1,800	90.00%
TOTAL REVENUE	635,282	635,792	510	0.08%
EXPENDITURES:				
REMODELING, RENNOVATION & NEW CONSTRUCTION	520,116	654,595	134,479	25.86% A
EQUIPMENT	-	42,542	42,542	100.00% A
MISC (ARCHITECT, CONSTRUCTION MGR, OTHER)	78,120	49,030	(29,090)	-37.24% A
TOTAL APPROPRIATED	598,236	746,167	147,931	24.73%
EXCESS REVENUE (APPROPRIATION)	37,046	(110,375)	(147,421)	-397.94%
FUND BALANCE, JULY 1	538,236	559,239	21,003	3.90%
FUND BALANCE, JUNE 30	\$ 575,282	\$ 448,864	\$ (126,418)	-21.97%

LINE-ITEM SPECIFIC COMMENTS:

A	Remodeling, Renovation & New Construction/ MISC	Expenditures have been adjusted to reflect current year projects, engineering and technology purchases.
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GENERAL APPROPRIATIONS ACT RESOLUTION

Hartland Consolidated Schools Livingston County, Michigan

A special meeting of the Board of Education of the Hartland Consolidated Schools was held in the board room of the Hartland Educational Support Service Center on the 24th day of June 2019 at 6:30 p.m.

The meeting was called to order at 6:30 p.m., by

Present:

Absent:

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

WHEREAS,

1. This Board previously resolved to conduct a hearing regarding the proposed budget for the fiscal year 2019-2020 on June 24, 2019; and
2. This Board caused notice of such hearing to be published, which notice included the statement that the "property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing;" and
3. Such a hearing was conducted on June 24, 2019 at which time this Board heard public comment and considered the proposed 2019-20 budget and proposed property tax millage rate to be levied to support the proposed budget.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board hereby adopts as its 2019-2020 budget the proposed budget document, incorporated by reference, which includes the property tax millage rate to be levied to support the 2019-2020 budget.
2. This Board certifies that, for 2019, 17.9784 mills shall be levied for operating purposes upon non-homestead and non-qualified agricultural property, and 0 mills for operating purposes shall be levied upon homestead and qualified agricultural property. Further, this Board certifies that, for 2019, 8.05 mills shall be levied upon all property for debt retirement purposes, as required by PA 437 of 2012, and .4941 mills shall be levied upon all property for sinking fund purposes, as required by PA 319 of 2016.

BE IT FURTHER RESOLVED, that this resolution shall be the general appropriations act of the Hartland Consolidated School District for the fiscal year ending June 30, 2020; A RESOLUTION to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of all income received by the Hartland Consolidated School District.

continued

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the General Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2020, is as follows:

REVENUE

Local		\$ 8,295,329
State		45,112,786
Federal		246,971
Incoming Transfers & Other Transactions		<u>4,012,767</u>
TOTAL REVENUE		\$57,667,853
Est. Fund Balance, July 1, 2019	\$6,016,410	
Less Appropriated Fund Balance	<u>0</u>	
Fund Balance Available to Appropriate		<u>\$ 6,016,410</u>
AVAILABLE TO APPROPRIATE TO GENERAL FUND		\$63,684,263

BE IT FURTHER RESOLVED, that \$63,684,263 of the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Instruction:		
Basic Programs		\$27,044,048
Added Needs		7,094,814
Support Services:		
Pupil		\$ 1,682,929
Instructional Staff		1,637,792
General Administration		1,389,334
School Administration		3,408,667
Business		633,107
Maintenance/Operations		5,672,301
Transportation		3,679,012
Central		793,478
Other		170,300
Community Services		3,160,833
Debt Service		590,487
Capital Outlay		420,000
Outgoing Transfers & Other Transactions (Athletics)		<u>795,499</u>
TOTAL APPROPRIATED GENERAL FUND		\$ 58,172,601

continued

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Athletic Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2020, is as follows:

REVENUE

Local (gate)	\$ 132,877
Other Local	114,925
Incoming Transfers & Other Transactions	795,499
TOTAL REVENUE	\$ 1,043,301

Est. Fund Balance, July 1, 2019	\$ 186,369
Less Appropriated Fund Balance	<u>0</u>

Fund Balance Available to Appropriate	<u>186,369</u>
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TOTAL AVAILABLE TO APPROPRIATE ATHLETIC FUND \$ 1,229,670

BE IT FURTHER RESOLVED, that \$1,229,670 of the total available to appropriate in the Athletic Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Other Support Services:	
Salaries	\$ 271,668
Employee Benefits	132,987
Contracted Services	499,576
Equipment	31,724
Officials' Fees	46,227
Transportation	47,500
Capital Outlay	51,000
TOTAL APPROPRIATED ATHLETIC FUND	\$ 1,080,682

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Cafeteria Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2020, is as follows:

REVENUE

Local	\$ 1,231,419
State	70,688
Federal	597,938
Incoming Transfers	610
TOTAL REVENUE	\$ 1,900,655

Est. Fund Balance, July 1, 2019	\$ 175,397
Less Appropriated Fund Balance	<u>0</u>

Fund Balance Available to Appropriate	<u>\$ 175,397</u>
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TOTAL AVAILABLE TO APPROPRIATE CAFETERIA FUND \$ 2,076,052

continued

BE IT FURTHER RESOLVED, that \$2,076,052 of the total available to appropriate to the Cafeteria Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Other Support Services:	
Salaries	\$ 567,841
Employee Benefits	304,136
Food	862,180
Supplies & Other	115,762
Capital Outlay	50,000
Outgoing Transfers	<u>24,545</u>
 TOTAL APPROPRIATED TO CAFETERIA FUND	 \$ 1,924,464

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Debt Retirement Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2020, is as follows:

REVENUE

Local Source:	
Property Tax	\$10,894,904
Other Local Source	94,499
State Sources	65,179
Federal Sources	661,228
SBLF Proceeds	<u>11,059,602</u>
 TOTAL REVENUE	 \$ 22,775,412

Est. Fund Balance, July 1, 2019	\$5,300,748
Less Appropriated Fund Balance	<u>0</u>

Fund Balance Available to Appropriate \$ 5,300,748

TOTAL AVAILABLE TO APPROP. DEBT RETIREMENT FUND \$28,076,160

BE IT FURTHER RESOLVED, that \$28,076,160 of the total available to appropriate in the Debt Retirement Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Redemption of Principal	\$17,555,000
Interest on Debt	4,252,570
Miscellaneous	<u>18,420</u>
 TOTAL APPROPRIATED DEBT RETIREMENT FUND	 \$21,825,990

continued

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Capital Projects Fund – 2010 Bond of the Hartland Consolidated School District for the fiscal year ending June 30, 2020, is as follows:

REVENUE

Interest on Investments		\$ 3,300
TOTAL REVENUE		\$ 3,300
Est. Fund Balance, July 1, 2019	\$ 205,839	
Less Appropriated Fund Balance	<u>0</u>	
Fund Balance Available to Appropriate		\$ 205,839
TOTAL AVAILABLE TO APPROPRIATE CAPITAL PROJECTS FUND – 2010 BOND		\$ 209,139

BE IT FURTHER RESOLVED, that \$209,139 of the total available to appropriate to the Capital Projects Fund – 2010 Bond is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Equipment	\$ 209,139
TOTAL APPROPRIATED TO CAPITAL PROJECTS – 2010 BOND	\$ 209,139

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Capital Projects Fund – Sinking Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2020, is as follows:

REVENUE

Property Tax Levy		\$ 668,512
Interest on Investments		<u>4,000</u>
TOTAL REVENUE		\$ 672,512
Est. Fund Balance, July 1, 2019	\$ 448,864	
Less Appropriated Fund Balance	<u>0</u>	
Fund Balance Available to Appropriate		\$ 448,864
TOTAL AVAILABLE TO APPROPRIATE CAPITAL PROJECTS FUND – SINKING FUND		\$ 1,121,376

continued

BE IT FURTHER RESOLVED, that \$1,121,376 of the total available to appropriate to the Capital Projects Fund – Sinking Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Remodeling, Renovation	\$ 116,142
Equipment	200,000
Misc. (architect, construction manager, other)	<u>22,000</u>
 TOTAL APPROPRIATED TO CAPITAL PROJECTS – SINKING FUND	 \$ 338,142

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Student Activities Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2020, is as follows:

REVENUE

Other Local Revenue	\$ 1,805,864
 TOTAL REVENUE	 \$ 1,805,864
Est. Fund Balance, July 1, 2019	\$1,077,505
Less Appropriated Fund Balance	<u>0</u>
 Fund Balance Available to Appropriate	 \$ 1,077,505
 TOTAL AVAILABLE TO APPROPRIATE STUDENT ACTIVITIES FUND	 \$ 2,883,369

BE IT FURTHER RESOLVED, that \$2,883,369 of the total available to appropriate to the Student Activities Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Miscellaneous Student Activities	\$ 1,764,740
 TOTAL APPROPRIATED TO STUDENT ACTIVITIES FUND	 \$ 1,764,740

BE IT FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect July 1, 2019.

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 **Chris Chanavier** (hereinafter called the "Assistant Principal").

Whereas, the Board at a meeting held on the 24th day of June, 2019, approved the employment of the Administrator as Assistant 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, Assistant 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 Assistant 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 Assistant 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 Assistant Principal agrees to abide by all policies adopted by the School District.
5. The Assistant 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 Assistant Principal an annual salary in the amount of not less than **\$95,695** payable in bi-weekly installments. Consistent with the provisions of Section 1250 of the Revised School Code, the Assistant Principal's job performance and accomplishments will be significant factors in determining compensation adjustments. The Assistant 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

12. Integration Clause. This Contract contains the entire agreement and understanding of the parties with respect to the employment of the Assistant 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 Assistant Principal's Employment Contract as of the day and year written in the opening paragraph.

Chris Chanavier

Chuck Hughes, Superintendent

Date

Date

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 **Emily Aluia** (hereinafter called the "Assistant Principal").

Whereas, the Board at a meeting held on the 24th day of June, 2019, approved the employment of the Administrator as Assistant 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, Assistant 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 Assistant 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 Assistant 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 Assistant Principal agrees to abide by all policies adopted by the School District.
5. The Assistant 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 Assistant Principal an annual salary in the amount of not less than **\$91,322**, payable in bi-weekly installments. Consistent with the provisions of Section 1250 of the Revised School Code, the Assistant Principal's job performance and accomplishments will be significant factors in determining compensation adjustments. The Assistant 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

12. Integration Clause. This Contract contains the entire agreement and understanding of the parties with respect to the employment of the Assistant 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 Assistant Principal's Employment Contract as of the day and year written in the opening paragraph.

Emily Aluia

Chuck Hughes, Superintendent

Date

Date

2019-20 Parent/Student Handbooks
Prepared by: Scott VanEpps
June 24, 2019

Included in your Board packet for the June 24, 2019 special meeting are the drafts of the Secondary, Intermediate, and Elementary Parent/Student Handbooks for 2019-20. Following is a listing of the significant changes from 2018-19.

Secondary Handbook Changes

- Superintendent's Message (pg ii)
 - Add . . . *Adoption of a code of conduct is one element of our school district's safe schools plan.*
- Student Appearance (pg 2)
 - Delete the sentence . . . *Leggings or tights are not considered yoga pants and are prohibited unless accompanied by a skirt, dress or shirt that meets the standards listed.*
 - Additional Requirements for grades 7-8: (pg 2)
 - Delete . . . *No skin tight clothing such as spandex and/or yoga pants.*
 - Delete . . . *Shoes must have hard rubber or leather soles.*
 - Delete . . . *Closed toe shoes must be worn in science lab classrooms.*
 - Add . . . *Pants, skirts, dresses will not have holes, see-through or shear fabric from the fingertip length and above.*
- Disciplinary Actions (pg 6)
 - Add . . . *and in compliance with MCL 380.1310(c)(d), relating to Restorative Practices and the "seven factors", . . .*
- Discipline Rubric (Attachment A) between pages 8 & 9
 - Add to Category III . . .
 - Dangerous/harmful acts (including food allergens)
- Lunch Program (pg 19)
 - Add the word *cash* as a form of payment.
 - Delete . . . *An Envelope with your . . .*
 - Delete . . . *Envelopes are picked up . . .*
- Driving Automobiles (pg 19)
 - Change 3rd sentence: *Driving is **initially** limited to upper classmen (Juniors & Seniors).*
 - Add . . . *Each year, the administration will evaluate the number of parking spaces available. If space is available, the opportunity to purchase parking may be extended to Sophomores.*
 - Item #7 (pg 20) Replace *Main Office* with *Security Desk*.
 - Item #11 (pg 20/21), Eliminate the Fines Chart on page 21 and replace with the sentence . . . *Fines for parking violations are posted on student parking permit instructions on page 20.*
 - Vocational Classes (pg 20), delete sentence . . . *Travel to these sites will be via school transportation.*
- Anti-Harassment and Sexual Harassment
 - New language (attached). Add on page 11

- Graduation Requirements (pg 48/49)
 - Add . . . *Twenty-five (25) credits must be earned to receive a HCS diploma and be able to participate in the commencement ceremony.*

Intermediate Handbook Changes

- Superintendent's Message (pg ii)
 - Add . . . *Adoption of a code of conduct is one element of our school district's safe schools plan.*
- Students' Rules and Regulations (pg 9,10,11)
 - Add number 35. *Dangerous/harmful acts involving food allergens.*
- Anti-Harassment and Sexual Harassment
 - New language (attached). Add on page 11.
- Disciplinary Actions (pg 15)
 - Add . . . *and in compliance with MCL 380.1310(c)(d), relating to Restorative Practices and the "seven factors" referenced by law.*

Elementary Handbook Changes

- Superintendent's Message (pg 3)
 - Delete 3rd paragraph
 - Add to 1st paragraph . . . *Adoption of a code of conduct is one element of our school district's safe schools plan.*
- Disciplinary Definitions (pg 16)
 - Add . . . *When considering students' suspension or expulsion, the district shall comply with MCL 380.1310(c)(d) relative to Restorative Practices and "seven factors" referenced by law.*
- Sexual Harassment (pg 22)
 - Delete the current language and add the new Anti-Harassment and Sexual Harassment language (attached).
- Discipline Rubric – Matters Pertaining to Safety of Others (pg 18)
 - Item D. – Add . . . *including any dangerous/harmful act involving food allergens.*

ANTI HARASSMENT and SEXUAL HARASSMENT

The Hartland Consolidated School Board prohibits harassment of any kind, including sexual harassment, in all schools and facilities within the district. The district regards sexual harassment as improper, immoral, and illegal, and such actions are not tolerated. Federal law including Title IX of the Educational Amendments of 1973 defines sexual harassment as unwanted sexual advances, requests for sexual favors, or unwanted visual, verbal or physical conduct of a sexual nature. The term "sexual harassment" means sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

In accordance to Board Policy 1662, 5516, 5517, 5517.01, 5517.02 and 5610.01, the district shall maintain an environment for all employees and students that is free from all forms of bullying, cyberbullying, harassment, hazing, and sexual harassment. These policies are to inform students and parents about bullying, harassment, hazing, and sexual harassment and the procedures to be followed in dealing with both.

When in the service of the Board, employees will demonstrate responsible behavior and care for the physical, emotional, and mental well-being of our students, staff, and volunteers. In the event an employee or student has knowledge about conduct deemed illegal, immoral, or inappropriate and jeopardizes the welfare of students, staff, or volunteers, the person shall promptly report the concern to school officials or an immediate supervisor.

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District:

Scott VanEpps
Assistant Superintendent of
Personnel and Student Services
9525 Highland Road
Howell, MI 48843
810.626.2111

Michelle Otis
Community Education Director
9525 Highland Road
Howell, MI 48843
810.626.2141

Hartland High School Discipline Rubric

1. HHS students who attend school sponsored activities after school hours on or off campus are subject to the code of conduct.
2. School officials will evaluate each situation and act accordingly based on the information available. The administration has the ability to go above and beyond the consequences listed based on the situation.

Category I	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> Public Display of Affection Inappropriate Language Dress Code Violation Minor Misconduct 	<ul style="list-style-type: none"> Verbal warning and ask student to change behavior. Teacher phone call home when appropriate. 	<ul style="list-style-type: none"> 1 Hour Detention Teacher calls home when appropriate. 	<ul style="list-style-type: none"> 2 Hour Detention Teacher calls home when appropriate. 	<ul style="list-style-type: none"> 1-5 Day Out of School Suspension Administration Parent Contact.
Category II	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> Insubordination/Misconduct Disrupting the Educ. Process Academic Dishonesty Disrespect to School Personnel/Students Electronic Device Violation Truancy 	<ul style="list-style-type: none"> 1 Hour Detention Teacher phone call home when appropriate. Possible Suspension. 	<ul style="list-style-type: none"> 2 Hour Detention Teacher phone call. Possible Suspension. 	<ul style="list-style-type: none"> 1-5 Day Out of School Suspension. Administration Parent Contact. 	<ul style="list-style-type: none"> 1-10 Day Out of School Suspension. Possible Expulsion Hearing. Administration Parent Contact.
Category III	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> Hitting/Slapping/Kicking, etc. Bullying (Verbal/Cyber) Theft Vandalism Dangerous/Harmful Acts (involving Food Allergens) 	<ul style="list-style-type: none"> 1-5 Day Out of School Suspension. Restitution/Restoration when necessary Possible Expulsion Hearing 	<ul style="list-style-type: none"> 1-10 Day Out of School Suspension. Restitution/Restoration when necessary Possible Expulsion Hearing 	<ul style="list-style-type: none"> 5-10 Day Out of School Suspension. Restitution/Restoration when necessary Possible Expulsion Hearing 	<ul style="list-style-type: none"> 10 Day Out of School Suspension. Restitution/Restoration when necessary Expulsion Hearing
Category IV	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> Physical Fighting Lewd or Licitious Behavior Tobacco/Paraphernalia: Use and/or Possession (including e-cigarettes, vapes, e-liquid and lookalikes) 	<ul style="list-style-type: none"> 3-5 Day Out of School Suspension. Expulsion Hearing Referral/Contact with the LCSD 	<ul style="list-style-type: none"> 5-10 Day Out of School Suspension. Expulsion Hearing Referral/Contact with the LCSD 	<ul style="list-style-type: none"> 10 Day Out of School Suspension. Expulsion Hearing Referral/Contact with the LCSD 	<ul style="list-style-type: none"> 10 Day Out of School Suspension. Expulsion Hearing Referral/Contact with the LCSD
Category V	First Referral	Second Referral	Third Referral	Fourth Referral
<ul style="list-style-type: none"> Alcohol: Use and/or Possession Drugs: Use/ Possession/Paraphernalia Physical Assault Harassment (All Types) Weapon Possession Extreme Misconduct/Illegal Activity 	<ul style="list-style-type: none"> 5-10 Day Out of School Suspension. Expulsion Hearing Referral/Contact with the LCSD 	<ul style="list-style-type: none"> 5-10 Day Out of School Suspension. Expulsion Hearing Referral/Contact with the LCSD 	<ul style="list-style-type: none"> 10 Day Out of School Suspension. Expulsion Hearing Administration Parent Contact Referral/Contact with the LCSD 	<ul style="list-style-type: none"> 10 Day Out of School Suspension. Expulsion Hearing Administration Parent Contact Referral/Contact with the LCSD

*Category V violations may result in law enforcement intervention. In addition, depending on the situation, a more significant penalty than what is listed may result.

PROPOSED SCHOOL BOARD MEETING DATES
REGULAR & SPECIAL
2019-20

Regular Meetings

Monday, July 15, 2019 Organizational (7:30 am)

Thursday, August 15, 2019 (7:30 am)

Monday, September 16, 2019

Monday, October 21, 2019

Monday, November 18, 2019

Monday, December 16, 2019

Monday, January 13, 2020

Monday, February 17, 2020

Monday, March 16, 2020

Monday, April 13, 2020

Monday, May 18, 2020

Monday, June 8, 2020

Special Meetings

Monday, June 22, 2019, 7:30 a.m.

All meetings take place in the Boardroom at the Hartland Educational Support Service Center, 9525 E. Highland Road, Howell, and begin at 6:30 p.m. unless otherwise indicated.

Adopted: 7/15/19