

**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING – BOARD OF EDUCATION  
November 26, 2018**

**AGENDA - REVISED**

- I. Call to order, 6:30 p.m., Board Room, Educational Support Service Center
  - A. Pledge of Allegiance
  - B. Approval of agenda/items for discussion
  - C. Approval of minutes – October 22, 2018 regular meeting
  - D. Superintendent's Report
    - Happenings at Lakes
    - Happenings at Maintenance
    - Review of Current Technology Plan
  - E. Call to the public
  - F. Board reports & requests
- II. Action Items
  - A. Payment of Invoices
  - B. Resolution – Summer Tax Collection
  - C. Bus Purchase
  - D. Adopting Resolution for 403b Plan (Affiliated Employees)
  - E. Adopting Resolution for 403b Plan (Non-Affiliated Employees)
  - F. Board Policy #0155 - Committees
  - G. German Field Trip
- III. Discussion Items
  - A. New & Revised Policy
- IV. Information Items
  - A. Future meetings: December 17, 2018, regular, 6:30 p.m. Board Room, Educational Support Center; January 14, 2019, regular, 6:30 p.m. Board Room, Educational Support Center
  - B. Information Items
- V. Adjournment

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

**DETAILED AGENDA - REVISED**

I. CALL TO ORDER

I.A. PLEDGE OF ALLEGIANCE

I.B. APPROVAL OF AGENDA/ITEMS FOR DISCUSSION

(Recommended action): That the agenda for the November 26, 2018 regular meeting be approved, that policy be set aside allowing Items II.C., II.D. and II.E. to be treated as Action Items, and that public participation be allowed on all items. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

I.C. APPROVAL OF MINUTES – OCTOBER 22, 2018 REGULAR MEETING (SEE ATTACHED)

(Recommended action): That the minutes of the October 22, 2018 regular meeting be approved. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

I.D. SUPERINTENDENT'S REPORT

- Happenings at Lakes
- Happenings in Maintenance
- Review of Current Technology Plan

I.E. CALL TO THE PUBLIC

I.F. BOARD REPORTS & REQUESTS

II.A. PAYMENT OF INVOICES (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of October 31, 2018, and the payment of invoices totaling \$2,471,850.87 and payroll obligations totaling \$2,735,027.00. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.B. RESOLUTION – SUMMER TAX COLLECTION – SEE ATTACHED

(Recommended action): That the Board of Education, pursuant to the Revised School Code, hereby imposes a summer tax levy for July 1, 2019, as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.C. BUS PURCHASE – SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Operations, authorizes the purchase of seven buses through the MSBO/MAPT Bus Purchasing Program for a total of \$669,269.37 as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.D. RESOLUTION – ADOPT THE RESTATED 403b PLAN FOR AFFILIATED EMPLOYEES– SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, adopts the restating of the new 403b plan for affiliated employees as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.E. RESOLUTION – ADOPTION OF THE NEW 403b PLAN FOR NON-AFFILIATED EMPLOYEES– SEE ATTACHED

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, adopts the new 403b plan for non-affiliated employees as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.F. BOARD POLICY #0155 COMMITTEES

(Recommended action): That the Board of Education, upon the recommendation of Thom Dumond, President, and in accordance with Board Policy #0155 - Committees, approves changing the committee structure and assignments as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.G. TRIP TO GERMANY

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves the trip to Germany, as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

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

For discussion

IV.A. FUTURE MEETINGS

December 17, 2018, regular, 6:30 p.m. Board Room, Educational Support Center; January 14, 2018, regular, 6:30 p.m. Board Room, Educational Support Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING – BOARD OF EDUCATION  
OCTOBER 22, 2018

Members present: T. Dumond, C. Costa, C. Kenrick, B. Gatewood, K. Coleman, C. Aberasturi  
Members absent: M. Hemeyer  
Admin. Present: C. Hughes, S. Bacon, D. Minsker, K. Grégory, S. VanEpps, M. Marino, J. Fons, L. Archey,  
D. Hottum, M. Day, S. Livingway. T. Howerton, L. Pumford, E. Hawker, M. Otis. S. Way  
Guests: R. Bois, S. Larioza, A. Lieto, B. Carpenter, E. Carpenter, C. Renaud, M. Dixon, C. Duvall,  
H. Titus, M. Ford, B. Balog, S. Pieczarka, D. Dziobak, S. Kelly, M. Komaromi, M. Frasier,  
K. Evans

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.

**10/22/18 AGENDA APPROVED**

Motion by Kenrick, supported by Aberasturi that the agenda for the October 22, 2018 regular meeting be approved, and that public participation be allowed on all items. Motion carried 6-0.

**9/17/18 MINUTES APPROVED**

Motion by Costa, supported by Kenrick that the minutes of the September 17, 2018 regular meeting be approved. Motion carried 6-0.

**SUPERTINTENDENT'S REPORT  
2017-18 AUDITORS' REPORT**

Mr. Hughes introduced the auditors to talk about the results of the audit. Based on their audit, they are happy to report an unmodified, clean opinion on the district's financial statements, the highest rating possible.

**HAPPENINGS AT CREEKSIDE ELEMENTARY**

Mr. Hughes introduced Creekside principal Mr. Pumford. Mr. Pumford talked about the need in his building the last few years for help with student moral and discipline. He was looking at methods to teach character to kids, and take a look at something beyond academics. He created the leadership academy, along with Sam Larioza, and saw a lot of good things happen. Mr. Pumford introduced Myanna Komaromi who talked about the courage training themes. Then Sam Larioza from Ohana Karate demonstrated some techniques with Creekside students.

Mr. Hughes thanked the students, teachers and Sensei Sam for all of their great work.

**HAPPENINGS AT TRANSPORTATION**

Mr. Hughes introduced Matt Marino who introduced Jill Fons from transportation and 2 bus drivers who are also trainers. Matt talked about the shortage of bus drivers and the need to rely on substitute bus drivers, mechanics who are certified to drive, and dispatchers. Matt talked about the methods of advertising to recruit bus drivers. We started the year with seven vacant routes; now there are 2 vacant. Trainer Al Bylski talked about the lengthy process of training a bus driver.

Mr. Hughes reminded the Board that they will tour the buildings this Friday, starting at Farms at 9:00.

**2018-19 GOALS**

Mr. Dumond talked about the importance of having the right goals in place. After talking with other Board members and Mr. Hughes, he decided we need to spend a fair amount of time to look at the goals. The Policy Committee hasn't met in a long time and Mr. Dumond is recommending eliminating this committee and putting a new committee in place to spend time going through goals, evaluating and putting something in place that will guide the district for years to come. Mr. Dumond also suggested using other committees to help with focus in

the planning process. He stressed putting something in place sooner rather than later, by July 1st. Ms. Kenrick suggested putting together some new and revised goals to better direct the district. Mr. Gatewood said he would like to hear Chuck's vision of goals; will it trickle down to administrators, and buildings? Mr. Hughes responded that administrators have goals that are directly connected to the district's improvement goals.

There will be a motion to change the committee name at the November Board Meeting.

#### **CALL TO THE PUBLIC**

There was no response to call to the public.

#### **BOARD REPORTS AND REQUESTS**

Mr. Dumond passed around a postcard he received from the France trip.

#### **PAYMENT OF INVOICES**

Motion by Aberasturi, supported by Kenrick that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of September 30, 2018, and the payment of invoices totaling \$1,602,925.11 and payroll obligations totaling \$2,690,828.98. Motion carried 6-0.

#### **RECOGNITION OF TENURE**

Motion by Kenrick, supported by Costa that the Board of Education, upon the recommendation of the Superintendent, recognizes the successful completion of the probationary teaching requirements and achievement of tenure as of August 26, 2018 for the following teachers: Rachel Bulszewicz, Paul Butzier, Kara Gutteridge, Michael Johnston, Stacey Mafffeo, Emily Russell, and Andrea Sprague. Motion carried 6-0.

#### **HIGH SCHOOL FIELD TRIP – GERMANY**

Pam Iden talked about the GAPP trip being cancelled because there was not enough interest from students/families due to the spring break not being over Easter as it is in Germany. She talked about an alternate trip over spring break to Munich and Berlin, and is hoping to get at least 15 students interested to move forward.

#### **FUTURE MEETINGS**

November 19, 2018, regular meeting, 6:30 p.m., Hartland Educational Support Service Center.

#### **ADJOURNMENT**

The meeting was adjourned at 7:56 pm.

Respectfully submitted,



Michelle Hemeyer  
Secretary



Renee Braden  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS  
BOARD MEETING ON NOVEMBER 26, 2018  
EXPENDITURES FOR THE MONTH OF OCTOBER 2018**

**Check registers and ACH payments:**

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
10/04/2018	A/P Check Run	\$ 536,885.74	\$ 2,750.50	\$ 13,247.71			\$ 41,656.31	\$ 594,540.26
10/12/2018	A/P Check Run	\$ 250,102.30	\$ 1,286.40	\$ 40,607.42			\$ 16,052.84	\$ 308,048.96
10/15/2018	A/P Check Run		\$ 290.00					\$ 290.00
10/19/2018	A/P Check Run	\$ 216,892.58	\$ 5,300.91	\$ 21,235.12	\$ 9.49	\$ 152.78	\$ 21,317.48	\$ 264,908.36
10/25/2018	A/P Check Run	\$ 1,046,821.38	\$ 6,600.15	\$ 33,209.59			\$ 31,483.15	\$ 1,118,114.27
10/29/2018	A/P Check Run						\$ 883.13	\$ 883.13
10/31/2018	Prepaid Checks							\$ -
10/31/2018	Void Checks	\$ (541.02)		\$ (96.45)				\$ (637.47)
10/10/2018	Merchant Fees (Comm Ed)	\$ 10,809.05					\$ 222.72	\$ 11,031.77
10/04/2018	PCMI - ACH	\$ 38,682.90						\$ 38,682.90
10/18/2018	PCMI - ACH	\$ 13,141.64						\$ 13,141.64
10/05/2018	EDUSTAFF - ACH	\$ 40,956.57						\$ 40,956.57
10/19/2018	EDUSTAFF - ACH	\$ 42,484.78						\$ 42,484.78
10/02/2018	GoPay (Soccer Officials)	\$ 1,200.25						\$ 1,200.25
10/17/2018	GoPay (Soccer Officials)	\$ 1,454.50						\$ 1,454.50
10/23/2018	GoPay (Soccer Officials)	\$ 795.00						\$ 795.00
10/24/2018	PNC VISA - ACH	\$ 35,955.95						\$ 35,955.95
<b>TOTAL</b>		<b>\$ 2,235,641.62</b>	<b>\$ 16,227.96</b>	<b>\$ 108,203.39</b>	<b>\$ 9.49</b>	<b>\$ 152.78</b>	<b>\$ 111,615.63</b>	<b>\$ 2,471,850.87</b>

**Payroll and Benefit expenses:**

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
10/5/2018	10/5/2018 PAYDATE	\$ 752,585.11	\$ 264,197.53	\$ 38,966.82	\$ 367,356.08		\$ (20,465.42)	\$ 1,402,640.12
10/19/2018	10/19/2018 PAYDATE	\$ 677,992.63	\$ 232,299.07	\$ 34,529.68	\$ 365,091.72	\$ 59.69	\$ (19,866.42)	\$ 1,290,106.37
OCT HEALTH EQUITY CLAIMS							\$ 42,280.51	\$ 42,280.51
<b>TOTAL</b>		<b>\$ 1,430,577.74</b>	<b>\$ 496,496.60</b>	<b>\$ 73,496.50</b>	<b>\$ 732,447.80</b>	<b>\$ 59.69</b>	<b>\$ 1,948.67</b>	<b>\$ 2,735,027.00</b>

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

A regular meeting of the Board of Education (the "Board") of the District was held in the Boardroom, Educational Support Service Center, in the District, on the 26th day of November 2018, at 6:30 in the evening.

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

Present:       Members

Absent:        Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

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

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1.       This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2019 its previously adopted ongoing resolution imposing a summer tax levy of all of annual school property taxes, including debt service, upon property located within the District and continuing from year to year until specifically revoked by this Board and requests each city and/or township in which this District is located to collect those summer taxes.

2.       The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2019 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2019.

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

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

Ayes: Members

Nays: Members

Motion declared adopted.

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Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Hartland Consolidated Schools, Livingston County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on November 26, 2018, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

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Secretary, Board of Education





## Operations Department

**Matt Marino, Director of Operations**

9525 Highland Rd

Howell, MI 48843

Phone: 810-626-2185

Email: [mattmarino@hartlandschools.us](mailto:mattmarino@hartlandschools.us)

Date: November 19, 2018

To: Scott Bacon

From: Matt Marino

Subject: Bus Replacement

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This year I am looking to continue the district's past practice of scheduling replacement of the district's bus fleet. We will be retiring seven vehicles and asking to add seven new buses to our fleet. Our goal has been to schedule the removal of these vehicles from service at 9 -10 years old as yearly maintenance costs increase past that point and we can still get good value on the market to potential buyers.

I am requesting that we purchase seven buses through the Michigan Bus Purchasing program (MSBO) bid system as outlined below and on the attached quote. Midwest Transit is bidding International CE Series, 77 passenger buses, which allows us to stay consistent with our current fleet brand. This practice also allows us to be efficient with parts and repairs.

I am asking for the replacement at this time because the company needs time to build the buses. We will receive the buses at the end of the 18-19 school year and they will be added to our fleet over the summer for the 19-20 school year.

In the 18-19 budget we outlined the replacement of seven busses. For next year we will continue to keep up with the replacement of buses and spacing out ongoing replacements.

In addition, this spring in keeping with scheduling the replacement of vehicles I will be asking for the replacement of our dump truck which is included in this year's budget.

Midwest Transit  
International CE Series  
 $\$95,609.91 \times 7 = \$669,269.37$

## Bus Replacement Schedule

**Goal:** Replace buses every 9-10 years.

## Bus Replacement Schedule 18-19

**Michigan Bus Purchasing**  
**Price Comparison Report - Spec #12044**  
 Oct 15, 2018 8:48 PM

**Buying Organization**

Midwest Transit  
 15580 US Highway 27 N  
 Marshall MI 49068  
 GDB Hartland 77P  
 Conventional (2018-19 Phase 1)  
 77 Passenger  
 7

**Notes**

**Product Category**

**Product**

**Quantity**

**Option**

**Option SKU**

**Buyer Comments**

**Holland**

**Midwest Transit**

**Product Base Price**

**\$84,014.00**

**\$83,827.00**

**\$84,489.00**

**Chassis Options**

**Air Dryer**

Bendix AD-IP dryer w/spin-on filter

**Alternator**

240-amp, Leece-Neville

**Drive Shaft - minimum load**

21,000 lbs.

**Batteries**

3 12-volt, 950-CCA each

**Brake Dust Shield**

Brake dust shield on all wheels

**Brakes, EBS**

Electronic Stability Control for Air Brakes

**Brakes, Traction Control**

For air brakes

**Engine**

Cummins ISB 250 hp w/PTS2500 trans

**Engine**

Electromagnetic On/Off Type

**Engine**

Increase to 100-gallon diesel tank

**Low Coolant Indicator**

Low Coolant indicator with audible alarm

**Low Coolant Indicator**

N/C

(\$192.00)

\$35.00

\$132.00

S/E

\$159.00

S/E

N/A

S/E

S/E

S/E

\$256.00

S/E

S/E

S/E

S/E

\$924.00

N/C

S/E

\$325.00

S/E

\$1,703.00

\$574.00

\$98.00

S/E

N/C

\$352.00

\$280.00

\$318.00

S/E

S/E

S/E

Programmable					
Wheels finish coated black inside and out	C280	S/E	N/C	S/E	
Keyed alike	C300	S/E	N/C	(\$52.00)	
11R22.5 steer fr; mud/snow rear, Goodyear	C350	N/C	\$7.00	N/C	
5 years/100,000 miles	C373	N/A	N/A	(\$116.00)	
	C470	\$800.00	\$650.00	\$560.00	
<b>Body Options</b>					
Add all light monitor system	B160	S/E	\$49.00	\$33.00	
Flexible rubber radio antenna	B170	N/A	S/E	\$50.00	
Ambient air dryer for air door	B270	N/A	N/A	N/C	
Increase from 2 to 4	B290	S/E	N/C	S/E	
Rubber fenderettes	B351	\$74.00	\$104.00	\$68.00	
1 piece, gray	B373	N/A	\$598.00	\$528.00	
Latching	B392	S/E	S/E	S/E	
Webasto D5LC, 45,000 BTU, quartz timer	B411	\$2,392.00	\$1,900.00	\$2,500.00	
80,000 BTU	B431	\$232.00	\$360.00	\$317.00	
Light check system	B460	S/E	S/E	S/E	
LED strobe lights	B482	\$766.00	\$475.00	\$524.00	
Sound Off brand for LED package	B500	N/A	S/E	S/E	
Timer for heated mirror	B525	S/E	\$112.00	\$56.00	
MirrorLite High Definition, heated	B531	N/A	N/A	\$75.00	

Stainless steel arms	B555	S/E	\$29.00	\$30.00
Stainless steel arms	B590	S/E	\$24.00	\$60.00
Perforated ceiling, full bus	B595	S/E	\$554.00	S/E
White, polyurethane	B605	\$355.00	\$185.00	\$340.00
12-volt power source in driver's area	B615	\$31.00	S/E	N/C
AM/FM radio, CD, clock, PA system inside	B625	\$424.00	\$424.00	\$279.00
All interior doors	B645	S/E	S/E	S/E
Anti-corrosion spray coating, inside & outside	B647	\$244.00	\$348.00	S/E
Driver's belt, blaze orange	B676	\$44.00	N/C	S/E
Delete fire block	B703	(\$551.00)	(\$250.00)	(\$760.00)
For child restraint/3-point belts, 39" (per seat) (Qty: 26)	B707	N/A	N/C	S/E
Blue/light blue	B712	N/C	N/C	N/C
Must meet Colorado Racking Test	B740	S/E	S/E	\$210.00
Pebble tread w/non-metal backing	B752	\$276.00	\$221.00	S/E
Stainless steel	B755	N/A	\$425.00	\$694.00
Air LED lights, front only	B761	(\$303.00)	(\$376.00)	(\$440.00)
Over drivers sash window	B781	S/E	\$88.00	\$157.00
Mounted on barrier behind driver	B782	\$21.00	\$12.00	\$50.00
Add frost-free driver's window	B860	\$47.00	\$81.00	\$93.00
Add frost-free upper entrance door window	B861	\$287.00	\$64.00	\$92.00

Laminated, 28% tinted

Laminated, 28% tinted

B871

N/A

\$60.00

N/C

B876

N/A

\$443.00

N/C

Configured Price \$91,438.00

\$93,907.00

\$91,179.00

### Dealer Options

- Commsource 2 Way Mobile Radio
- Commsource 2 Way Mobile Radio
- Commsource 2 Way Mobile Radio
- Seon Design Vmax 4 Camera System
- Seon Design Vmax 4 Camera System
- Seon Design Vmax 4 Camera System

\$715.71

\$715.71

\$715.71

\$3,715.20

\$3,715.20

\$3,715.20

Hoekstra

Holland

Midwest Transit

Unit Price \$95,868.91

\$98,337.91

\$95,609.91

Total Price \$671,082.37

\$688,365.37

\$669,269.37

Grand Total \$671,082.37

\$688,365.37

\$669,269.37

## The Standard as 403(b) provider for Administrators/Non-Union Employees

Prepared by: Rachel Bois

November 26, 2018

Over the past several months, we have been researching various 403(b) alternatives in an effort to find lower-cost investment options for our employees. There is currently a plan that several districts are participating in as part of a Wayne/Washtenaw County consortium. The consortium has been in place for the past 10 years and uses The Standard as its 403(b) provider.

The Standard is a single-platform plan with several different investment options. Since consortium assets are pooled together, the higher volume means that employees are able to invest in the same types of mutual funds as in their current arrangement with GLP Strategic Administrative Group, LLC but at a lower cost.

The District is requesting to move all non-affiliated employees to the consortium administered by The Standard effective January 1, 2019. Legally, in order for this to happen, the District must re-state its existing 403(b) plan document to include only affiliated employees and adopt a new 403(b) plan document for the non-affiliated employees. We are asking that the board adopt the attached resolutions to this effect, as well as to authorize the Superintendent to sign the revised plan documents once they are ready to be executed.

Our existing bargaining agreements contain language that requires MEA Financial Services be one of the approved 403(b) vendors. Since The Standard would not allow for this, union employees will need to vote on changing to The Standard. Currently, union groups are in the process of learning about the change, and will not be prepared to vote in time for a January 1, 2019 transfer. If our union groups do decide to switch to The Standard, we will amend the plan document again at that time.

## HARTLAND CONSOLIDATED SCHOOLS

### ADOPTING RESOLUTION

The undersigned, as President of the Board of Education of the Hartland Consolidated Schools (the Employer) hereby certifies that the following resolution was duly adopted by the Employer on November 26, 2018, and that such resolution has not been modified or rescinded as of the date hereof:

RESOLVED, that the Hartland Consolidated Schools Tax-Sheltered Annuity Plan is hereby renamed the Hartland Consolidated Schools Tax-Sheltered Annuity Plan for Affiliated Employees and is adopted as restated effective January 1, 2019.

FURTHER RESOLVED, that the Superintendent of the Employer is hereby authorized to execute the Plan on behalf of the Employer and to undertake all other acts necessary to effectuate this resolution.

HARTLAND CONSOLIDATED SCHOOLS

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Thom Dumond  
Its: President



## HARTLAND CONSOLIDATED SCHOOLS

### ADOPTING RESOLUTION

The undersigned, as President of the Board of Education of the Hartland Consolidated Schools (the Employer) hereby certifies that the following resolution was duly adopted by the Employer on November 26, 2018, and that such resolution has not been modified or rescinded as of the date hereof:

RESOLVED, that the Hartland Consolidated Schools Tax-Sheltered Annuity Plan for Non-Affiliated Employees (the Plan) is hereby adopted effective January 1, 2019.

FURTHER RESOLVED, that the Superintendent of the Employer is hereby authorized to execute the Plan on behalf of the Employer and to undertake all other acts necessary to effectuate this resolution.

HARTLAND CONSOLIDATED SCHOOLS

DATED: \_\_\_\_\_

By: \_\_\_\_\_

Thom Dumond

Its: President



**BYLAWS AND POLICIES**

**Bylaw 0100 – Definitions (Revised)**

Several definitions have been added and/or modified to provide greater clarity of meaning.

**Bylaw 0122 – Board Powers (Revised)**

This bylaw has been revised to specifically reference prohibited subjects of bargaining found in the Public Employment Relations Act.

**Bylaw 0131.1 – Bylaws and Policies (Revised)**

Language has been added to this bylaw adding the expectation that Board members are covered by the Board's policies.

These revisions are recommended but not required.

**Bylaw 0143.1 – Public Expression of Board Members (Revised)**

This revision clarifies language regarding public comments and statements by board members.

**Bylaw 0165.6 – Cancellation (NEW)**

**Bylaw 0166 – Agenda (Revised)**

**Bylaw 0167.1 – Voting (Revised)**

**Bylaw 0167.2 – Closed Session (Revised)** *Safety Plans Added.*

These bylaw revisions are offered to provide specific statutory language to clarify procedures utilized in planning and conducting meetings of the board.



**Bylaw 0167.3 – Public Participation at Board Meetings (Revised)**

This Bylaw has been revised to reflect current case law on public participation and a drafting note has been provided for one of the options to explain how the option operates in practice. An addition was made to the presiding officer's rights to run the meeting without disruption.

This revision is recommended for adoption.

**Bylaw 0167.6 – Use of Social Media (NEW)**

This new bylaw provides definition for social media and prohibits its use to conduct Board business.

These bylaw revisions are based on questions and issues raised by Michigan client school districts. The suggestions have been drafted and vetted for compliance by Neola's legal counsel and by MASB's legal counsel.

These revisions are recommended for consideration and adoption.

**Policy 1422/3122/4122 – Nondiscrimination and Equal Employment Opportunity (Revised)**

**Policy 1662/3362/4362 - Anti-Harassment (Revised)**

**Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity (Revised)**

**Policy 5517 - Anti-Harassment (Revised)**

**Policy 5517.02 - Sexual Violence (Revised)**

Revisions to these policies include a section addressing the District's responsibility to maintain investigatory records acquired or created during processes of investigation and review of complaints and/or allegations of discrimination or harassment. Such records have routinely been required by the U.S. Department of Education's Office for Civil Rights (OCR) during their review of such cases.

These revisions are strongly recommended for adoption.



**Policy 2112 - Parent and Family Engagement (Revised)**

**Policy 2261 - Title I Services (Revised)**

**Policy 2261.01 - Parent and Family Member Participation in Title I Programs (Replacement)**

**Policy 2261.03 - District and School Report Card (Local Only) (New)**

**Policy 2700 - P.A. Annual Reports (Local Only) (Revised)**

Revisions to these policies reflect requirements of the Every Student Succeeds Act (ESSA) amendments to the Elementary and Secondary Education Act and components of the State's plan for implementing these provisions. Revisions include definitions and focus on parent and family engagement (including MDE's definition of family engagement and family engagement principles), attention to "supplement v supplant" requirements, and data collection and reporting requirements.

These revisions are strongly recommended for adoption.

**Policy 2271 - Postsecondary (Dual) Enrollment Option Program (Revised)**

Revisions to this policy are a result of HB 4735 (P.A. 11-2018), which became effective in May 2018. This legislation amends the Postsecondary Enrollment Options Act to expand the eligible postsecondary institutions with which a student may participate in dual enrollment programs to include out-of-state institutions for pupils in districts, or public school academies or nonpublic schools located in districts, that border other states.

These revisions reflect the current state of the law and should be adopted to maintain accurate policies.

**Policy 3120 - Employment of Professional Staff (Revised)**

**Policy 3120.04 - Employment of Substitutes (Revised)**

**Policy 3130 - Assignment and Transfer (Revised)**

Revisions to these policies are based on P.A. 233-2018 revisions to MCL 380.1233b, permitting the Superintendent to employ non-certificated instructors and/or substitutes who meet specific qualifications in certain industrial technology or career and technical education programs. These provisions are effective on September 25, 2018.

These policies reflect the current state of the law and should be adopted to maintain accurate policies.



**Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions (Revised)**

This policy has been revised to reflect the latest rule changes by the U.S. Department of Transportation (DOT). These revisions have been cited in recent DOT audits of districts in several regions.

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

**Policy 5330 – Use of Medications (Revised)**

A legislative change in HB 5379 modifies MCL 380.1179 which allows student to possess and self-apply sunscreen. Policy 5330 has been updated to include the change. Districts need not regulate nonprescription sunscreen as a medication, and may not prevent students from possessing and applying it at school or school-sponsored events upon written authorization of the parent/guardian. Administrative Guideline 5330 also has been updated to reflect the change.

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

**Policy 5460 – Graduation Requirements (Revised)**

Revisions to this policy are a result of statutory changes. HB 4106 requires credit be awarded for successful completion of approved internships and work experiences. SB 344 provides the option of granting a STEM endorsement for qualifying students.

These revisions reflect the current state of the law and should be adopted to maintain accurate policies.

**Policy 5540 – Interrogation of Students (Revised)**

This revision clarifies procedures for law enforcement/Children's Protective Services (CPS) interrogation of students, while maintaining "in loco parentis" responsibilities.

This revision is recommended for adoption.



**Policy 5610 - Emergency Removal, Suspension, and Expulsion of Students (Replacement)**

**Policy 5610.01 - Expulsions/Suspensions - Required by Statute (Rescind)**

**Policy 5611 - Due Process Rights (Revised)**

Revisions to this policy are a result of HB 5531 (P.A. 145-2018) regarding additional statutory bases for suspension or expulsion of a student from school. All factors listed must be considered before discipline (suspension or expulsion) is imposed under the new language. The content from Policy 5610.01 has been included in Policy 5610 so Policy 5610.01 should be rescinded. Policy 5611 has been revised to delete references to Policy 5610.01 (incorporated into Policy 5610).

These revised policies reflect the current state of the law and should be adopted to maintain accurate policies.

**Policy 5630.01 - Student Seclusion and Restraint (Revised)**

Revisions to this policy are based on the provisions of P.A. 260-2018 which added the definition of "Law Enforcement Personnel" and added to the definition of "School Personnel".

These revisions reflect the current state of the law and should be adopted to maintain accurate policies.

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

These revisions are in response to the issuance of Memorandum M-18-18 by the U.S. Office of Management and Budget raising the financial thresholds in several categories of procurement utilizing Federal funds. Be sure that established thresholds are consistent with those established in Policy 6320 and State law.

This revised policy is strongly recommended for adoption.

**Policy 6350 - Prevailing Wage Coordinator (Rescind)**

This policy should be rescinded since the Michigan Legislature approved the legislative initiative as petitioned by the Protect Michigan Taxpayers group thus repealing Michigan's prevailing wage.



**Policy 8210 – School Calendar (Revised)**

This revision includes required hours of student instruction and days of instruction in accordance with MCL 388.1701 and deletes phase-in language which is no longer needed.

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

**PHASE IV TECHNOLOGY UPDATES**

**Policy 7530 – Lending of District Owned Equipment (Revised)**

“District” owned equipment changed to “Board” owned equipment. Paragraphs added regarding use of Board owned equipment off District property.

**Policy 7530.02 – Staff Use Of Personal Communication Devices (Revised)**

Minor wording changes.

**Policy 7542 – Access to District Technology Resources From Personal Communication Devices (Revised)**

Minor changes, some new details regarding personal use of PDCs while at work.

**Policy 7543 – Remote Access to the District’s Network (Revised)**

Some details added regarding standards and regulations for accessing the district’s network.