

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
September 17, 2018**

AGENDA

- I. Call to order, 6:30 p.m., Boardroom, Educational Support Service Center
 - A. Pledge of Allegiance
 - B. Approval of Agenda/Items for Discussion
 - C. Approval of Minutes – August 23, 2018 Special Meeting
 - D. Superintendent’s Report
 - Curriculum Department: Assessment Presentation and Plans for the Year
 - 2017-18 and 2018-19 Goals
 - October 3rd, Hartland SOUP, 6:30 p.m., Hartland United Methodist Church
 - October 4th, Partners in Progress Meeting, 7:00-10:00 p.m., Boardroom
 - OCR Visit Information
 - E. Call to the Public
 - F. Board Reports & Requests

- II. Action Items
 - A. Payment of Invoices
 - B. Contract to Purchase Electricity

- III. Discussion Items
 - A. High School German GAP Trip

- IV. Information Items
 - A. Future Meetings: October 22, 2018, Regular Meeting, 6:30 p.m., Hartland Educational Support Service Center
 - B. Information Items

- V. Adjournment

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

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 September 17, 2018 regular meeting be approved, that policy be set aside allowing Item II.B. to be treated as an action item, and that public participation be allowed on all items. Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – AUGUST 23, 2018 SPECIAL MEETING- SEE ATTACHED

(Recommended action): That the minutes of the August 23, 2018 special meeting be approved. Motion by _____, supported by _____. _____

I.D. SUPERINTENDENT’S REPORT

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 August 31, 2018, and the payment of invoices totaling \$2,159,848.45 and payroll obligations totaling \$3,043,621.05. Motion by _____, supported by _____. _____

II.B. CONTRACT TO PURCHASE ELECTRICITY (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and our consultant, Executive Energy Services, authorizes the Superintendent or Assistant Superintendent for Business & Operations to enter into a contract through Direct Energy for the purchase of electricity for Hartland Consolidated Schools for up to 36 months at a price not to exceed \$ /KWH. Motion by _____, supported by _____. _____

III.A. HIGH SCHOOL GERMAN GAP TRIP (SEE ATTACHED)

For Discussion

IV.A. FUTURE MEETINGS

October 22, 2018, regular meeting, 6:30 p.m. Hartland Educational Support Service Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

HARTLAND CONSOLIDATED SCHOOLS
SPECIAL MEETING – BOARD OF EDUCATION
August 23, 2018

Members present: T. Dumond, C. Costa, C. Aberasturi, C. Kenrick, B. Gatewood, K. Coleman
Members absent: M. Hemeyer
Admin. Present: C. Hughes, D. Minsker, S. Usher, S. VanEpps, S. Way, L. Pumford
Guests: R. Bois

President Dumond called the meeting to order at 7:30 a.m. in the Board Room of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

8/23/18 AGENDA APPROVED

Motion by Kenrick, supported by Costa that the agenda for the August 23, 2018 special meeting be approved and that public participation be allowed on all items. Motion carried 6-0.

8/16/18 MINUTES APPROVED

Motion by Aberasturi supported by Gatewood that the minutes of the August 16, 2018 regular meeting be approved. Motion carried 6-0.

SUPERTINTENDENT'S REPORT

Mr. Hughes shared with the Board that he took the administrative team to EMU to hear John Hattie speak about collective efficacy and working together with the same goals in mind and the same focus. The team walked away feeling like we're doing a lot of good things in Hartland. It was well worth it.

CALL TO THE PUBLIC

There was no response to Call to the Public.

NEW HIRES

Motion by Kenrick, supported by Gatewood that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Heather Hajduk for the 2018/19 school year at the Step 6, MA +15 salary tract (\$59,408), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 6-0. Principal Pumford introduced Ms. Hajduk.

2018 SERVER STORAGE REPLACEMENT

Motion by Aberasturi, supported by Gatewood that the Board of Education, upon the recommendation of the Superintendent and the Director of Technology, approves the Server Storage Replacement as presented. Motion carried 6-0.

FUTURE MEETINGS

September 17, 2018, regular meeting, 6:30 p.m. Hartland Educational Support Service Center.

ADJOURNMENT

The meeting was adjourned at 7:36 a.m.

Respectfully submitted,



Michelle Hemeyer
Secretary



Renee Braden
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON SEPTEMBER 17, 2018
EXPENDITURES FOR THE MONTH OF AUGUST 2018**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
08/03/2018	A/P Check Run	\$ 139,495.90	\$ 10,277.01		\$ 85,634.75		\$ 19,706.30	\$ 255,113.96
08/03/2018	A/P Check Run	\$ 36,433.91			\$ 21,947.00			\$ 58,380.91
08/08/2018	A/P Check Run	\$ 1,970.29					\$ 1,062.50	\$ 3,032.79
08/08/2018	A/P Check Run	\$ 586,900.08	\$ 3,529.77				\$ 2,621.22	\$ 593,051.07
08/14/2018	A/P Check Run	\$ 5,000.00						\$ 5,000.00
08/17/2018	A/P Check Run	\$ 396,621.98	\$ 14,169.63	\$ 1,110.00	\$ 979.81	\$ 4,196.89	\$ 20,601.22	\$ 437,679.53
08/23/2018	A/P Check Run	\$ 139,615.73	\$ 1,950.03		\$ 123,714.36		\$ 14,322.95	\$ 279,603.07
08/30/2018	A/P Check Run	\$ 456,982.38	\$ 4,233.28	\$ 15,897.50			\$ 15,884.46	\$ 492,997.62
08/31/2018	Prepaid Checks	\$ 685.00						\$ 685.00
08/31/2018	Void Checks	\$ (471.00)	\$ (905.00)				\$ (4,964.57)	\$ (6,340.57)
08/10/2018	Merchant Fees (Comm Ed)	\$ 5,755.55					\$ 72.24	\$ 5,827.79
08/09/2018	PCMI - ACH	\$ 5,518.43						\$ 5,518.43
08/23/2018	PCMI - ACH	\$ 6,130.29						\$ 6,130.29
08/10/2018	EDUSTAFF - ACH	\$ 1,392.40						\$ 1,392.40
08/24/2018	EDUSTAFF - ACH	\$ 477.90						\$ 477.90
08/28/2018	PNC VISA - ACH	\$ 21,298.26						\$ 21,298.26
TOTAL		\$ 1,803,807.10	\$ 33,254.72	\$ 17,007.50	\$ 232,275.92	\$ 4,196.89	\$ 69,306.32	\$ 2,159,848.45

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
8/3/2018	RETIREMENT-7/27/18 PAYDATE				\$ 290,641.43			\$ 290,641.43
8/3/2018	JULY UAAL/ORS				\$ 288,343.24			\$ 288,343.24
8/10/2018	8/10/2018 PAYDATE	\$ 567,464.77	\$ 198,390.60	\$ 29,515.76	\$ 291,264.24			\$ 1,086,635.37
8/24/2018	8/24/2018 PAYDATE	\$ 567,194.18	\$ 198,327.56	\$ 29,478.33	\$ 291,454.64			\$ 1,086,454.71
8/24/2018	AUGUST UAAL/ORS				\$ 288,660.44			\$ 288,660.44
AUGUST HLTH EQ CLAIMS							\$ 2,885.86	\$ 2,885.86
TOTAL		\$ 1,134,658.95	\$ 396,718.16	\$ 58,994.09	\$ 1,450,363.99	\$ -	\$ 2,885.86	\$ 3,043,621.05

II.B. Purchase of Electricity
Prepared by Scott Bacon
September 17, 2018

Our consultant, Rob Bernardi with Executive Energy Services, has recommended extending our current electric supply contract through May of 2023, and depending on pricing, possibly through May, 2025.

The attached email (if not attached, will be provided as soon as it is received) from Rob Bernardi, Executive Energy Services, explains the current market conditions and our current position. You will note the motion references a “not to exceed” price of \$ per KWH.

The district has been making future purchases of electricity and natural gas for many years, and has been using Executive Energy Services and Rob Bernardi exclusively for the electricity purchases. We also now use the same company for natural gas purchases. Our consultant is Executive Energy and the contract is with Direct Energy, as it has been.

We have been very happy with the process, as it allows us to stabilize our budgeting for this expense and avoid large swings up or down. We currently spend approximately \$900,000 a year for electricity and about \$316,020 for natural gas, so avoiding swings of 5-15% is critical. I am confident that we have also saved money in the process.



HARTLAND CONSOLIDATED SCHOOLS

2340 F1

OVERNIGHT FIELD TRIP REQUEST FORM

Teacher: Pamela Iden	School/ High School Class: 10, 11, 12	Request Date: 9/5/2018
TRIP DATE: 6/17/2019	Destination: Koblenz, Germany	
Number of Students: 12 -14	Number of Staff/ Chaperones: 2	Supervisor Ratio: 2 adults per 6 or 7 students
Handicapped accessibility required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Departure time: evening of June 17 th , 2019 Return time: afternoon of July 5 th , 2019 (dates approx.)		
Mode of Transportation: Other If Other, please explain: Airplane, Train, Public/Private Transport		

- Yes No N/A Contacted Transportation for bus availability and estimated cost
Date: [Click to enter a date](#)
- Yes No N/A Requested handicapped bus if applicable
- Yes No N/A Will inform Central Kitchen
- Yes No N/A Identified Special Accommodations
(transportation, meds, allergies, etc.)
- Yes No Prepared Parent Consent for Field Trip (parental permission form)?
- Date and time of trip
 - Destination of the trip
 - Name(s) of adult supervisor(s)
 - The mode of transportation
 - Field trip description (fees, student rules, dress code, etc.)
 - Medical consent
- Yes No Completion of volunteer background checks will be done?



PROPOSAL FOR OVERNIGHT TRIPS

Proposal Date: 9/5/2018	Date Response is Needed: 9/17/2018
Type of Trip: Three week Exchange to Koblenz, Germany with the Eichendorff High School students	
Proposed Departure Date: 6/17/2019	Proposed Return Date: 7/5/2019
Proposer: Pamela Iden	Position: World Language Teacher

A. Purpose

1. What is the major place to be visited or event to be attended?
City and environs of Koblenz, Germany (Eichendorff High School, Homes of Host Families, Neighborhoods, etc.)
2. How is the trip related to the educational/athletic program of the District?
A 2nd language is best mastered when used in real, authentic life situations. This is an extraordinary opportunity for students to take from the class room and put into actual practice.
3. In what ways will the students benefit?
They will gain a large perspective on world issues. They will see similarities to their own lives. They will get immediate needs met. They will hopefully make a friend for life from across the Atlantic.
4. In what ways will the District benefit?
This is another program that the district can hold up as an opportunity that other school districts may not offer. We should be global citizens but how can we truly understand what this is, if we never travel or learn viewpoints beyond our county, state boarder or the confines of our countries borders.
5. How will the trip be evaluated to determine the extent to which these benefits were realized?
Student and Parents are required to answer a questionnaire provided by the GAPP advisors. The feedback is critical to help improve future exchanges and identify problems so they can be avoided in the future.

B. Students and Staff

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

10 th graders	11 th graders	12 th graders
Students in German 2 Honors	Students in German 3 Honors	Students in German 3 & 4
Click here	Click here	Click here

Students and Staff (cont.)

2340 F5

Page 2

2. How many students in total?
12 – 14 students
3. Have you informed other teachers about this field trip?
 Yes No
4. Which staff member will be in charge?
Pamela Iden, C
5. What previous experience has the staff member had in conducting overnight or extended field trips?
I have accompanied students to Europe on multiple trips with School Board approval.
6. What other staff members will be going?
Susan Justice (HHS Math) and my German Colleagues, Fred Klappach and Jessica Kreitz
7. How many chaperones, in addition to staff members, will be going?
Students are hosted by German Families selected by Mr. Fred Klappach, Teacher
8. What are their names and affiliation with the students?
Parents of German Students that attend classes of Fred Klappach at Eichendorff High School
[Click here to enter chaperone and student affiliation](#)
[Click here to enter chaperone and student affiliation](#)
[Click here to enter chaperone and student affiliation](#)
9. How many school days will be missed?
None
10. How will teachers/coaches be advised in advance that the students will be out of school?
I can I post as a HCS ALL email announcing the travel dates that students will be in Germany.

C. School Work

1. How will missed work be made up?
No
2. What special assistance will be provided to students with academic problems?
During School year I set aside Wednesday afternoon from 2:30 to 4:00 each week to work with any student who needs extra help or who has missed school and needs to make up a test or get additional explanation.

D. Itinerary

1. What is the destination?
Koblenz, Germany and environs
2. What will be the mode of transportation? What liability insurance does the carrier have?
Commerical Airlines and Public Transportation (i.e. German Rail, city bus, etc.)
3. If private vehicles will be used, is driver's license, registration and insurance information for each vehicle/driver on file with the school?
Yes No

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

4. Where will the group be housed and fed?
Our Hartland Students are housed with the same child and child's family as he/she hosts in April 2019
5. What enroute or supplemental activities are planned?
Prior to returning to the USA, we will take an excursion to Freiburg as a group. At this point we will not be with German Families. We will stay in a hotel.
6. What arrangements have been made for dealing with emergency situations?
The GAPP exchange requires each US school group to purchase German Health/Emergency insurance coverage. The GAPP advisors help by providing list, phone numbers and contacts of pre-screened approved companies.
7. Will Parent Consent for Field Trip or Athletic Emergency Contact forms be available for each student on the field trip?
Yes No
8. If a tour company/agency is involved, attach copy of insurance and certificate.
 Yes No N/A

E. Finances

1. What is the estimated total cost and cost per student?
\$2,000 which is mainly airfare in "high season." It also covers the 3 day excursion with meals, transportation, hotel and some entry fees to attractions.
2. What is the source of funds?
Student / Family payment (installments) and fundraisers
3. How will the funds be collected and safeguarded?
Parents that submit payments are given a receipt and a duplicate is kept by Pam Iden. Funds are deposited into a HHS account designated only for "GAPP."
4. How will any shortfall be made up or excess funds used?
Any excess will be returned (and has been for past exchanges) returned to families if the excess is over \$200 total. If it is under \$200 it is left in the GAPP account for the next exchange. Shortfalls of over \$200 will require that I ask each family for more money. Shortfalls under \$200 will be absorbed by Pam Iden, Exchange Organizer.
5. What provision has been made for students who are financially unable to pay any necessary costs?
This is always a difficult question. We have fundraiser to assist families that have difficulty finding the money in the budget. However, I do have families that are willing to host an exchange student but choose, due to budget constraints not to send their son/daughter to Europe. So fundraisers lessen the cost for those who help with them. Last year we also had sponsorships from companies that lower the cost of the trip. We will pursue similar sponsorships this year.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?
I communicate via email, text, and the student can FaceTime or Skype with parents as well. On two occasions when urgency required it, I called parents.

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

It is too soon to list the host families numbers since I have not gotten formal approval from the School Board and matches have not been made. I can provide those once given authority to proceed with the exchange.

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

We will have letters to companies and PR for the community (i.e. WHMI), Community Life, etc. and anything we want to send out can be pre-approved by administration before release.

Pamela C. Allen

Signature of Requestor

6 September 2018

Date

Approved:

[Signature]

Principal/Athletic Director

9/10/18

Date

[Signature]

Superintendent

9-10-18

Date