

**HARTLAND CONSOLIDATED SCHOOLS
SPECIAL MEETING – BOARD OF EDUCATION
June 25, 2018**

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 11, 2018 regular meeting
 - D. Superintendent's Report
 - Budget Hearing – 2018/2019 Budget
 - Essential Practices in Early and Elementary Literacy Presentation
 - E. Call to the public
 - F. Board reports & requests
- II. Action Items
 - A. Payment of Invoices
 - B. Budget Amendments
 - C. General Appropriations Act Resolution – 2018/2019 Budget
 - D. Revised Bylaws and Policies
 - E. Voluntary Retirement Agreement
 - F. New Hires
 - G. Appointment of New Board Member
- III. Discussion Items
 - A. 2018/2019 Parent/Student Handbooks
- IV. Information Items
 - A. July 17, 2018, 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 25, 2018 special meeting be approved, and that public participation be allowed on all items. Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – JUNE 11, 2018 REGULAR MEETING (SEE ATTACHED)

(Recommended action): That the minutes of the June 11, 2018 regular meeting be approved. Motion by _____, supported by _____. _____

I.D. SUPERINTENDENT'S REPORT

- Budget Hearing – 2018/2019 Budget
- Essential Practices in Early and Elementary Literacy Presentation

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, 2018, and the payment of invoices totaling \$1,662,598.07 and payroll obligations totaling \$2,981,597.99. 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 – 2018/2019 (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 (2018/2019) as presented. Motion by _____, supported by _____. _____

II.D. REVISED BYLAWS AND POLICIES

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and Assistant Superintendent of Personnel & Student Services, adopts Board policy updates as presented and discussed. Motion by _____, supported by _____. _____

II.E. (Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves the Voluntary Retirement Agreement and Release for Bill Cain as presented. Motion by _____, supported by _____. _____

II.F. (Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Masyn Rocca for the 2018/19 school year at the Step 1, BA salary tract (\$40,178), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion by _____, supported by _____. _____

- II.G. (Recommended action): That the Board of Education appoints _____ to serve as trustee on the Board of Education until the next regular school election.
Motion by _____, supported by _____. _____
- III.A. 2018/2019 PARENT/STUDENT HANDBOOKS (SEE ATTACHED)
For discussion
- IV.A. FUTURE MEETINGS
July 17, 2018, organizational meeting, 7:30 a.m., Boardroom, Educational Support Center
- IV.B. INFORMATION ITEMS
- V. ADJOURNMENT

Hartland Consolidated Schools
Regular Meeting-Board of Education
June 11, 2018

Members present: T. Dumond, C. Costa, C. Aberasturi, C. Kenrick, M. Hemeyer

Members absent: B. Gatewood

Admin. Present: C. Hughes, S. Bacon, D. Minsker, M. Otis, M. Cheney, E. Hawker, A. Lashbrook, S. Livingway, A. Howerton, D. Selix, M. Day, L. Pumford, S. Pearson, K. Gregory, C. Chanavier, JD Wheeler, M. Day, S. Usher, M. Marino

Guests: C. Vivian, S. Terry, K. Ward, R. McLennan, T. Asiala, J. Vivian, Z. Wick, Cole Fisher, Craig Fisher, R. Swann, C. Swann, E. Kurtz, K. Dinser, M. Atreo, J. Tripoli, R. Jellison, A. Fraser, E. Hale, G. Lukosovich, S. Simmer, K. Evans, J. Houshbauser, M. Cannaert, K. Coleman, P. Single, L. Miller, J. Miller, C. Rutkowski, S. Terski, T. Terski, L. Tormey, A. Schneider, J. Henry, N. Bradley, J. Chodniecki, B. Chodyniecki, W. Piper, C. Piper, L. Piper, L. Piper, K. Raap, P. Kucharski, C. Peck, J. Hull, S. Wissner, M. Johnson, M. Kringel, J. Swierkos, K. Swierkos, N. Pennala, D. Sapp, D. Corcoran, T. Smith, K. Jellison, Danielle Popp, Doug Popp, S. Vivian, R. Bulszewicz, T. Krause, R. Krause, J. Swann, K. Risse, Carrie Jellison, Cara Jellison, L. Haar, A. Szabo, K. Osdras, R. Camilleri, R. Naughton, T. Kane, A. Kosla, N. Lusk, M. Turrey, L. Moore, S. Boesch, E. Bell, S. Russano, G. Weaver, S. Haty, A. Brown, J. Frappier, D. Chodyniecki, T. Chodyniecki, M. Delvero, S. Dana, M. Moretti, D. Bishop, L. Lukosavich, D. Kimmel, C. Kimmel, S. Gillis, K. Condra, S. Rumble, L. Rumble, L. Dennis, C. Ostervik, L. Terski, J. Chodos, K. Quinn, T. Honish, J. Bittner, P. McRae, A. Kartsounes, K. Wallace

President Dumond called the meeting to order at 6:31 p.m. in the Board Room of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

6/11/18 AGENDA APPROVED

Motion by Aberasturi, supported by Kenrick that the agenda for the June 11, 2018 regular meeting be approved and that public participation be allowed on all items. Motion carried 5-0.

5/21/18 MINUTES APPROVED

Motion by Kenrick supported by Costa that the minutes of the May 21, 2018 regular meeting be approved. Motion carried 5-0.

SUPERTINTENDENT'S REPORT

Mr. Hughes thanked Scott VanEpps for his work with United Way and Sensei Sam to get the Youth Connection magazine to fourth, sixth & eighth graders.

HAPPENINGS AT THE MIDDLE SCHOOL

Mr. Hughes then introduced Principal Livingway from the Middle School. Mr. Livingway introduced Spanish Teacher Theresa Smith. Ms. Smith showed a PowerPoint and talked about creating connections in the classroom and across subject areas to create an atmosphere making every student feel confident. Eighth grader Evan Ward performed a song in Spanish. Other students performed skits of popular fairy tales.

Ms. Kenrick thanked Ms. Smith and all of the students who came and performed for them.

President Dumond thanked Mr. Livingway and the students as well.

Mr. Livingway introduced Eddie Banish who is working on his Eagle Scout badge. His project involves putting in a weather station at the Middle School.

Mr. Hughes congratulated the honor guard students, High School Principal Mrs. Gregory and everyone involved for a great graduation ceremony.

ARCHERY COACH OF THE YEAR, ROB JELLISON

Mr. Hughes introduced athletic director JD Wheeler and Middle School Principal Steve Livingway who introduced Rob Jellison as the 2018 National Archery in the Schools Coach of the Year.

Mr. Hughes thanked the students and parents for their support of the archery program.

Mr. Hughes then thanked all of the sports teams for their successful seasons and congratulated the softball team for how far they have come this year.

CALL TO THE PUBLIC

President Dumond read a call to the public card from Zachary Wick who did not wish to speak himself. Mr. Wick stated that teachers in the district have taught his daughter the skills needed to succeed. After moving out of the district two years ago, he has kept his daughter in Hartland schools; commuting 50 miles a day to make sure his daughter gets the best education possible.

President Dumond then introduced Katie Osdras who thanked the school board for everything they do, and then talked about what the district could do to retain quality teachers in Hartland.

Lastly, President Dumond introduced Sydney Vivian, a recent graduate, and she read an essay that she wrote about Coach Jellison and the lasting impression he has had on her. She stated she would not be where she is today without his guidance and support.

BOARD REPORTS

Mr. Costa and Ms. Kenrick thanked all teachers and staff for another great year.

President Dumond commented on the wonderful graduation ceremonies for both Legacy and Hartland High School.

Ms. Hemeyer thanked staff for a great year and thanked all the candidates who were applying for the vacant school board seat.

TRIP TO COSTA RICA

Motion by Costa supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, approves the trip to Costa Rica as presented. Motion carried 5-0.

COMPUTER REPLACEMENT

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 2018 Summer Computer Purchase as presented. Motion carried 5-0.

CLASSROOM SOUND FIELD REPLACEMENT

Motion by Kenrick supported by Hemeyer that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Technology, approves the Classroom Sound Field Purchase as presented. Motion carried 5-0.

NEW HIRES

Motion by Kenrick, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Lindsay Haar for the 2018/19 school year at the Step 2, MA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Principal Howerton introduced Ms. Haar.

Motion by Hemeyer, supported by Kenrick that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Erika Hale for the 2018/19 school year at the Step 1, MA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Principal Day introduced Ms. Hale.

Motion by Aberasturi, supported by Costa that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Emily Kurtz for the 2018/19 school year at the Step 1, MA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Principal Livingway introduced Ms. Kurtz.

Motion by Costa, supported by Aberasturi that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Nicole Lusk for the 2018/19 school year at the Step 4, MA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Principal Gregory introduced Ms. Lusk.

Motion by Kenrick, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Marina Moretti for the 2018/19 school year at the Step 1, BA + 10 salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Principal Cheney introduced Ms. Moretti.

Motion by Kenrick, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Angela Ronzi for the 2018/19 school year at the Step 1, BA + 10 salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Principal Hottum introduced Ms. Ronzi.

Motion by Aberasturi, supported by Costa that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Angela Schneider for the 2018/19 school year at the Step 1, BA + 10 salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Principal Livingway introduced Ms. Schneider.

Motion by Costa, supported by Aberasturi that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Michelle Wiater for the 2018/19 school year at the Step 1, MA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Principal Hottum introduced Ms. Wiater.

JULY ORGANIZATIONAL MEETING

Motion by Kenrick, supported by Hemeyer that the Board of Education discusses and determines a date, July 17, 2018, pursuant to board policy, for the July organizational meeting. Motion carried 5-0.

NEW AND REVISED POLICIES

The Board discussed the revisions from new and revised policies from NEOLA. This will come before the Board for action at the June 25, 2018 meeting.

BOARD CANDIDATE INTERVIEWS

The Board interviewed six candidates for the seat left vacant by the resignation of Kevin Kaszyca: Tom Asiala, Douglas Fairbanks, Tara Kane, Kristin Coleman, Scott Terry and Meghan Glabach.

FUTURE MEETINGS

President Dumond noted that the next meeting is scheduled for June 25, 2018, special, at 6:30pm in the Boardroom of the Educational Support Service Center.

ADJOURNMENT

The meeting was adjourned at 9:13 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Michelle Hemeyer". The signature is written in black ink and has a fluid, connected style.

Michelle Hemeyer
Secretary

A handwritten signature in cursive script, reading "Renee Braden". The signature is written in black ink and has a fluid, connected style.

Renee Braden
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON JUNE 25, 2018
EXPENDITURES FOR THE MONTH OF MAY 2018**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
05/03/2018	A/P Check Run	\$ 231,013.59	\$ 1,458.00	\$ 33,717.66			\$ 17,833.92	\$ 284,023.17
05/04/2018	A/P Check Run	\$ 380,112.05					\$ 36,656.00	\$ 416,768.05
05/10/2018	A/P Check Run	\$ 247,869.81	\$ 749.41	\$ 16,103.71			\$ 47,890.27	\$ 312,613.20
05/11/2018	A/P Check Run		\$ 250.00				\$ 5,855.65	\$ 6,105.65
05/17/2018	A/P Check Run	\$ 85,763.66	\$ 191.23	\$ 28,948.31			\$ 31,809.96	\$ 146,713.16
05/24/2018	A/P Check Run	\$ 94,306.17	\$ 1,669.28	\$ 18,141.98	\$ 246.00		\$ 36,390.81	\$ 150,754.24
05/24/2018	A/P Check Run	\$ 71,294.25						\$ 71,294.25
05/31/2018	Prepaid Checks							\$ -
05/31/2018	Void Checks	\$ (1,125.00)	\$ (100.00)				\$ (358.92)	\$ (1,583.92)
05/10/2018	Merchant Fees (Comm Ed)	\$ 8,047.62					\$ 53.60	\$ 8,101.22
05/03/2018	PCMI - ACH	\$ 46,566.32						\$ 46,566.32
05/17/2018	PCMI - ACH	\$ 24,906.38						\$ 24,906.38
05/31/2018	PCMI - ACH	\$ 69,599.74						\$ 69,599.74
05/04/2018	EDUSTAFF - ACH	\$ 50,215.26						\$ 50,215.26
05/18/2018	EDUSTAFF - ACH	\$ 50,640.08						\$ 50,640.08
05/29/2018	PNC VISA - ACH	\$ 22,656.77						\$ 22,656.77
05/15/2018	GoPay (Soccer Officials)	\$ 1,002.50						\$ 1,002.50
05/23/2018	GoPay (Soccer Officials)	\$ 2,222.00						\$ 2,222.00
TOTAL		\$ 1,385,091.20	\$ 4,217.92	\$ 96,911.66	\$ 246.00	\$ -	\$ 176,131.29	\$ 1,662,598.07

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
5/4/2018	5/4/2018 PAYDATE	\$ 715,146.00	\$ 250,667.65	\$ 36,868.75	\$ 351,043.42		\$ (21,815.42)	\$ 1,331,910.40
5/18/2018	5/18/2018 PAYDATE	\$ 686,136.45	\$ 241,632.05	\$ 35,198.63	\$ 370,775.38	\$ 89.46	\$ (20,258.42)	\$ 1,313,573.55
5/18/2018	MAY UAAL/ORS				\$ 288,343.24			\$ 288,343.24
MAY HEALTH	EQUITY CLAIMS						\$ 47,770.80	\$ 47,770.80
TOTAL		\$ 1,401,282.45	\$ 492,299.70	\$ 72,067.38	\$1,010,162.04	\$ 89.46	\$ 5,696.96	\$ 2,981,597.99

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

Re: 2018/19 Budget Adoption

Date: June 19, 2018

Attached you will find a budget document to be reviewed and presented at our upcoming school board meeting on Monday, June 25. For 2018/19, this will be the third year of our using a revised format for the budget booklet and for the additional details. The revision was done in an effort to address some of the requests expressed previously by the Finance committee.

The revised format 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 2018/19.
- Present the General Fund as required by law – 2016/17 actual, 2017/18 budget and 2018/19 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 and the new Sinking 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 me with any questions.

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 25th day of June 2018 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 2018-2019 on June 25, 2018; 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 25, 2018 at which time this Board heard public comment and considered the proposed 2018-2019 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 2018-2019 budget the proposed budget document, incorporated by reference, which includes the property tax millage rate to be levied to support the 2018-2019 budget.
2. This Board certifies that, for 2018, 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 2018, 8.05 mills shall be levied upon all property for debt retirement purposes, as required by PA 437 of 2012, and .4965 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, 2019; 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.

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, 2019, is as follows:

REVENUE

Local		\$ 8,096,217
State		45,121,410
Federal		333,567
Incoming Transfers & Other Transactions		<u>3,484,544</u>
TOTAL REVENUE		\$57,035,738
Est. Fund Balance, July 1, 2018	\$4,948,653	
Less Appropriated Fund Balance	<u>0</u>	
Fund Balance Available to appropriate		<u>\$ 4,948,653</u>
AVAILABLE TO APPROPRIATE TO GENERAL FUND		\$61,984,391

BE IT FURTHER RESOLVED, that \$56,858,580 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		\$27,038,361
Added Needs		6,675,656
Support Services:		
Pupil		\$ 1,482,594
Instructional Staff		1,774,615
General Administration		1,333,962
School Administration		3,383,114
Business		684,653
Maintenance/Operations		5,495,353
Transportation		3,296,121
Central		820,921
Other		164,321
Community Services		3,158,304
Debt Service		457,445
Capital Outlay		320,000
Outgoing Transfers & Other Transactions (Athletics)		<u>773,160</u>
TOTAL APPROPRIATED GENERAL FUND		\$ 56,858,580

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, 2019, is as follows:

REVENUE

Local (gate)	\$ 153,622
Other Local	127,610
Incoming Transfers & Other Transactions	773,160
TOTAL REVENUE	\$ 1,054,392

Est. Fund Balance, July 1, 2018	\$ 190,489
Less Appropriated Fund Balance	<u> </u>

Fund Balance Available to Appropriate	<u>190,489</u>
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TOTAL AVAILABLE TO APPROPRIATE ATHLETIC FUND	\$ 1,244,881
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BE IT FURTHER RESOLVED, that \$1,049,732 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	\$ 251,562
Employee Benefits	126,114
Contracted Services	499,776
Equipment	30,560
Officials' Fees	43,220
Transportation	47,500
Capital Outlay	51,000
TOTAL APPROPRIATED ATHLETIC FUND	\$ 1,049,732

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, 2019, is as follows:

REVENUE

Local	\$ 1,121,450
State	53,517
Federal	563,070
Incoming Transfers	481
TOTAL REVENUE	\$ 1,738,518

Est. Fund Balance, July 1, 2018	\$ 226,936
Less Appropriated Fund Balance	<u> </u>

Fund Balance Available to Appropriate	<u>\$ 226,936</u>
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TOTAL AVAILABLE TO APPROPRIATE CAFETERIA FUND	\$ 1,965,454
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continued

BE IT FURTHER RESOLVED, that \$1,820,239 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	\$ 542,229
Employee Benefits	280,978
Food	796,000
Supplies & Other	97,861
Capital Outlay	79,000
Outgoing Transfers	<u>24,171</u>
TOTAL APPROPRIATED TO CAFETERIA FUND	\$ 1,820,239

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, 2019, is as follows:

REVENUE

Local Source:	
Property Tax	\$10,265,578
Other Local Source	54,050
State Sources	74,517
Federal Sources	658,755
SBLF Proceeds	<u>12,243,124</u>
TOTAL REVENUE	\$ 23,296,024
Est. Fund Balance, July 1, 2018	\$4,121,398
Less Appropriated Fund Balance	<u> </u>
Fund Balance Available to Appropriate	<u>\$ 4,121,398</u>
TOTAL AVAILABLE TO APPROP. DEBT RETIREMENT FUND	\$27,417,422

BE IT FURTHER RESOLVED, that \$21,799,613 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	\$17,125,000
Interest on Debt	4,656,193
Miscellaneous	<u>18,420</u>
TOTAL APPROPRIATED DEBT RETIREMENT FUND	\$21,799,613

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, 2019, is as follows:

REVENUE

Interest on Investments		\$ 4,500
TOTAL REVENUE		\$ 4,500
Est. Fund Balance, July 1, 2018	\$ 363,424	
Less Appropriated Fund Balance		
Fund Balance Available to Appropriate		\$ 363,424
TOTAL AVAILABLE TO APPROPRIATE CAPITAL PROJECTS FUND – 2010 BOND		\$ 367,924

BE IT FURTHER RESOLVED, that \$367,924 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

Remodeling, Renovation	50,000
Equipment	\$ 317,924
TOTAL APPROPRIATED TO CAPITAL PROJECTS – 2010 BOND	\$ 367,924

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, 2019, is as follows:

REVENUE

Property Tax Levy	\$ 633,282
Interest on Investments	2,000
TOTAL REVENUE	\$ 635,282
Est. Fund Balance, July 1, 2018	\$ 538,236
Less Appropriated Fund Balance	
Fund Balance Available to Appropriate	\$ 538,236
TOTAL AVAILABLE TO APPROPRIATE CAPITAL PROJECTS FUND – SINKING FUND	\$ 1,173,518

continued

BE IT FURTHER RESOLVED, that \$598,236 of the total available to appropriate to the Capital Projects Fund – Sinking Fund hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Remodeling, Renovation	\$ 520,116
Misc. (architect, construction manager, other)	<u>78,120</u>
 TOTAL APPROPRIATED TO CAPITAL PROJECTS – SINKING FUND	 \$ 598,236

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, 2018.

VOLUNTARY RETIREMENT AGREEMENT AND RELEASE

This Voluntary Retirement Agreement and Release ("Agreement") is entered into between **William Cain** ("Mr. Cain") and the **Hartland Consolidated Schools** (the "District"), collectively, the "Parties."

Whereas,

1. The District has determined that a reorganization of its alternative education program is in the District's best interests.
2. Mr. Cain is employed by the District as Principal of Legacy High School, the District's alternative education program.
3. Mr. Cain has been employed by the District for 31 years and is eligible for retirement.
4. Mr. Cain expressed his intent to voluntarily retire at the end of 2017-2018 school year after a long, successful, and productive career with the District, in consideration for the promises included in this Agreement.

Terms

5. Retirement. Mr. Cain will voluntarily and irrevocably retire from employment with the District effective June 30, 2018. Upon Mr. Cain's execution of this Agreement, he will submit a letter to the District's Superintendent indicating his intent to retire in substantially similar form to the one attached as Exhibit 1 to this Agreement.
 - A. Except as expressly stated in this Agreement, the Parties understand and agree that this Agreement and Mr. Cain's retirement from employment with the District constitutes a voluntary, final, comprehensive, irrevocable, and permanent surrender and relinquishment of all employment rights that he has with the District and that his retirement is final and irrevocable upon acceptance by the Superintendent of Schools, subject only to ¶ 14 (Revocation) of this Agreement.
 - B. Mr. Cain will not apply for or accept any future position as an employee, volunteer, or contractor with the District.
 - C. The Parties agree that the conditions in this paragraph are not contrary to law or District policy.
6. Retirement Incentive. In exchange for Mr. Cain's voluntary retirement from District employment in all capacities, as well as the releases and covenants given by him in this Agreement, the District will make the following payments to Mr. Cain:

- a. \$28,500 on July 1, 2018;
- b. \$14,250 on September 1, 2019; and,
- c. \$14,250 on January 1, 2020.

The District will provide a 1099 to Mr. Cain for each of the above payments. Mr. Cain understands and agrees that he is fully responsible for his obligations to pay any state, federal, and local taxes as may be due pursuant to the payment of any compensation referenced in this paragraph.

- 7. Final Compensation. Mr. Cain acknowledges and accepts the terms of this Agreement and the payments made under its terms as the sole, exclusive, and final compensation that the District will provide to him for his employment with and retirement from the District. Mr. Cain acknowledges that except as is specifically provided otherwise in ¶ 6 of this Agreement, he is not entitled to any other compensation, benefits, or separation payments provided under any existing, expired, or successor contract or due to any other established working condition or policy, including, without limitation, any compensation for accrued or accumulated sick or vacation days.
- 8. Unemployment Compensation. If Mr. Cain applies for unemployment insurance compensation benefits under the Michigan Employment Security Act, MCL 421.1 *et seq.*, the District may provide the Unemployment Insurance Agency a copy of this Agreement to show that he voluntarily terminated his employment. The determination of Mr. Cain's eligibility for benefits, however, is within the sole jurisdiction of the Michigan Unemployment Insurance Agency. Neither the District nor the Board make any guarantees as to whether Mr. Cain is eligible for, or will receive, benefits.

Mr. Cain acknowledges and understands that his voluntary resignation is intended to preclude his application for and receipt of unemployment benefits under the provisions of the Michigan Employment Security Act and may be presented to disqualify him from receipt of unemployment compensation benefits as evidence of a voluntary termination of employment without cause attributable to the Board or the District.

Should Mr. Cain make application for and receive unemployment compensation benefits or worker's compensation benefits attributable to his employment with the District, any amounts payable to him pursuant to the terms of this Agreement shall be reduced by the amount(s) of any unemployment compensation benefits received by him which are chargeable to the District or its insurers.

- 9. Consideration. Mr. Cain and the District understand and agree that this Agreement and Release is a full and final accord and satisfaction between and among them and that the terms constitute sufficient consideration for Mr. Cain's voluntary retirement from employment with the District.

10. Property. Mr. Cain will return all District property issued to him for use as a District employee, including but not limited to electronic equipment, keys, books, and files, by his final date of employment, June 30, 2018, by delivering the property to the Superintendent's office.
11. Information Disclosure. The District will maintain a copy of this Agreement in Mr. Cain's personnel file. The Parties understand and agree that this Agreement may be subject to disclosure under the Michigan Freedom of Information Act, MCL 15.231 *et seq.* or in response to a subpoena issued through a court or administrative agency of competent jurisdiction.
12. 1230b Disclosure. Upon receipt of a request from a prospective employer for a 1230b verification under the Michigan Revised School Code, the District will truthfully answer "no."
13. Release of District. In consideration of the payments made to him and on his behalf pursuant to this Agreement, Mr. Cain, for himself and his heirs, executors, administrators, successors, and assigns, agrees to forever discharge and release the District and all of its past or present officers, past or present Board members, past or present employees, and past or present agents (whether acting as an agent for the District or in an individual capacity) from any and all legal, administrative, and arbitral claims, complaints, charges, demands, grievances, losses, expenses, rights, entitlements, and other causes of action (pending or contemplated) of any kind (and without limitation) arising to date.

The Parties understand and agree that this Agreement is a full and final accord and satisfaction between them as to any and all such claims. A party may, however, institute an action in any Michigan court of competent jurisdiction for redress of any breach of this Agreement.

Nothing in the above waiver and release of claims constitutes limitation upon Mr. Cain's right to file a charge of discrimination with the Equal Employment Opportunity Commission or to cooperate or participate in an investigation or to participate in a proceeding conducted by federal or state agencies enforcing employment discrimination laws. However, Mr. Cain also recognizes and acknowledges that his right as an individual to obtain or recover damages or other relief in connection with any such proceedings is limited by the terms and conditions of this Agreement, and he expressly waives any right he may have to such damages or other relief.

14. Revocation. Mr. Cain acknowledges that he has been provided a period of twenty-one (21) days during which to consider the terms of this Agreement before accepting and signing it, and by this understanding has been advised to seek the assistance of legal counsel. If Mr. Cain signs this Agreement before the twenty-one-day period expires, he represents that he has done so voluntarily and not at the demand, advice, or suggestion of the District (including its individual board members, officers, employees, or agents).

Also, Mr. Cain acknowledges that he is provided a period of seven (7) days following the execution of this Agreement within which to revoke the Agreement. Any waiver of an age discrimination claim is not effective or enforceable until after the seven-day revocation period has expired. This Agreement does not waive any age discrimination claims that may arise after

the date on which it is signed. Mr. Cain agrees that his acceptance of this Agreement and all of its terms are voluntary and that he has executed this Agreement with full knowledge of its consequences.

15. Consultation. Mr. Cain represents that he has carefully read this Agreement in its entirety and has had a complete opportunity to consider fully the Agreement's terms and receive legal counsel regarding the same.

Mr. Cain acknowledges he has had sufficient opportunity to consult members of his family, colleagues, tax advisors, health care professionals, and other medical personnel from whom he may receive services, about the advisability of entering into this Agreement and resigning his employment from the District in all capacities. After undertaking such consultations (or having had adequate opportunity to do so), Mr. Cain has knowingly, voluntarily, and independently concluded that it is in his best interest to voluntarily resign his employment with the District in all capacities and to accept the terms and benefits set forth in this Agreement, and he does so without duress or coercion by any member, employee, agent or representative of the Board or the District.

The District acknowledges and agrees that it will provide the payments to Mr. Cain according to the terms and conditions of this Agreement. Mr. Cain acknowledges and agrees that the Agreement provides valuable consideration for his resignation from employment with the District and for the releases given by him in this Agreement and Release.

16. MPSERS Consultation. Mr. Cain acknowledges and agrees that he has had the opportunity to contact the Michigan Public School Retirement System to obtain the necessary information and confirmation of his retirement eligibility, as well as his anticipated pension benefits under the Michigan Public School Retirement System, including any impact or consequence(s) of this Agreement thereon, and has determined that the terms and conditions of the Agreement are acceptable and satisfactory to him.

Mr. Cain acknowledges and agrees that neither the District nor the Board (including its individual Board members, administrators, employees and/or agents) has made any representations to or provided any advice to him with regard to his eligibility to purchase pension service credits, his eligibility for receipt of pension benefits or the level of pension benefits he may be entitled to receive under the Michigan Public School Retirement System. Mr. Cain further acknowledges that neither the District nor the Board make any guarantees about his eligibility for or receipt of retirement benefits.

Mr. Cain agrees that he will not attempt to hold any of the above entities or persons responsible with respect to any dispute or controversy which may arise regarding his eligibility to purchase retirement service credit or to receive pension benefits from the Michigan Public School Retirement System as a result of his resignation and the acceptance of this Agreement's benefits. This does not affect Mr. Cain's right to pursue any such dispute with the Michigan Public School Retirement System.

If anyone has made statements or representations to Mr. Cain regarding his resignation benefits or conditions which are inconsistent with or additional to the terms of this Agreement, he is hereby specifically informed and advised that he should not rely on such statements or representations in deciding whether or not to participate in this offering.

17. Voluntary Acceptance. The Parties acknowledge that they have carefully read and fully understand the provisions of this Agreement (consisting of 7 pages) and have not relied upon any representation or statement, written or oral, not set forth in this document. Mr. Cain acknowledges that he has entered into this Agreement and has submitted his resignation voluntarily and has not been subjected to any duress, intimidation, or coercion for this matter by the District (including its individual officers, Board members, employees, or agents).
18. Choice of Law. This Agreement is to be construed at all times in accordance with and governed by the laws of the State of Michigan and is enforceable in a court of competent jurisdiction.
19. Severability. If a court of competent jurisdiction holds any provision of this Agreement illegal, void, or unenforceable, that provision will be of no force or effect and will not impair the enforceability and continued validity of any other provision.
20. Binding Effect. This Agreement is binding upon and inures to the benefit of the Parties and their respective heirs, executors, administrators, successors, and assigns.
21. Modification. This Agreement may only be modified in writing, executed by all of the undersigned Parties, and this provision may only be waived if so signed by all of the undersigned Parties.
22. Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes and terminates any prior or concurrent agreements, written or oral, regarding its subject matter. This Agreement constitutes the sole and exclusive obligation of the Parties to each other about Mr. Cain's employment with, and retirement from employment with, the District.
23. Authorization. The Superintendent is authorized to sign this Agreement on behalf of the Board and the District.
24. Effective Date: This Agreement takes effect seven (7) days after full execution by both parties.

Let's Educate, Graduate And Care for our Youth

William C. Cain
Director of Student Services



9525 E. Highland Road
Howell, Michigan 48843
(810) 626-2104
Fax (810) 626-2101
billcain@hartlandschools.us

June 20, 2018

Mr. Thom Dumond, Hartland Board of Education:

Dear Mr. Dumond:

I have made the students, families and people here at our schools and community my priority since I began my career here in 1987. I pray that I have made a difference during the time I have worked in this great community and I hope my time here mattered.

Please accept this letter as my resignation consistent with all aspects of my retirement contract.

May God continue to bless our school district and this community.

Respectfully,

William C. Cain

LEGACY

"Let's Educate, Graduate and Care for our Youth"

HVA

Hartland Virtual Academy

New Hire
June 25, 2018

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Masyn Rocca

ADDRESS: 6288 Golf Club Road
Howell, MI 48843

EDUCATION: B.S., Eastern Michigan University - 2018

MAJOR: Elementary Education Early Childhood

MINOR:

CERTIFICATION: Elementary Standard Teaching Certificate with endorsements in ZG General Elementary Education and ZS Early Childhood General and Special Education

EXPERIENCE: Masyn was a student teacher at Lakes Elementary School from August, 2017 through December, 2017. Masyn then worked at LESA from January, 2018 through April, 2018 as a student teacher, pre-kindergarten teacher and in the head start classroom.

SALARY STEP: BA, Step 1

ASSIGNMENT: Kindergarten at Creekside Elementary

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Masyn Rocca for the 2018-2019 school year, at the Step 1, BA salary tract, (\$40,178), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

Included in your Board packet for the June 25, 2018 special meeting are the drafts of the Secondary, Intermediate and Elementary Parent/Student Handbooks. Following is a listing of the significant changes from 2017/18.

District-wide Changes

Transportation:

Bus Responsibilities of Students

- #14 . . . permission for their student to ***get picked up or dropped off*** . . .
- #20 . . . ***Students with larger musical instruments must sit in the front of bus.***

Consequences For Misconduct on The School Bus

- Verbal Warning - . . . The driver may also have a conference with the student on the bus or ***change*** the students assigned seat.

Appeal Process and Restrictions

- First Level: delete, ***Transportation Review Officer.***

Bus Responsibilities of Parents

- #1 - add ***Parents should park vehicles on the same side of the roadway as the bus. For additional information please visit the Transportation webpage at www.hartlandschools.us***

Road Closures

- Delete . . . ***for pick up.***

Student Nutrition:

Lunch Program

- Add reference to ***Administrative Guideline 8500D and Board Policy 8500*** in paragraph regarding negative balance.
- Add department phone number - ***810-626-2868***
- Intermediate Handbook: delete #8 from Lunchroom Procedures and Expectations.
- Secondary Handbook: Lunch Program - revise second sentence to read: ***Breakfast is offered daily.***

Secondary Handbook Changes (see 3 attachments for specifics)

- Revised Hartland Middle School Discipline Rubric
- Revised Hartland High School Discipline Rubric
- Revisions for:
 - Student Code of Conduct
 - Appearance
 - Attendance Policy
 - Athletic Participation
 - Traffic & Parking
 - Testing Out

Hartland Middle School Discipline Rubric

1. School rules apply to HMS students who attend school sponsored activities after school hours, on or off campus.
2. School officials will evaluate each situation individually based on the information available. This means teacher/admin has full authority to deviate from these guidelines as necessary. Please note that these possible consequences are not in any specific order.

Level 1	1st Incident: <i>Teacher</i>	2nd Incident: <i>Teacher</i>	3rd Incident: <i>Teacher</i>	4th Incident: <i>Administrator</i>
<ul style="list-style-type: none"> ◆ Dress code violation ◆ Gum chewing ◆ Food in the halls or classrooms ◆ Inappropriate language ◆ Minor misconduct ◆ Tardiness to class without a written pass 	<ul style="list-style-type: none"> ◆ Verbal warning ◆ Request that student change behavior ◆ Parent contact when appropriate ◆ Detention 	<ul style="list-style-type: none"> ◆ 1 hour detention ◆ Parent contact when appropriate ◆ Detention 	<ul style="list-style-type: none"> ◆ 2 hour detention ◆ Parent contact 	<ul style="list-style-type: none"> ◆ 1 day in-school suspension ◆ Parent contact ◆ Behavior contract when appropriate
Level 2	1st Incident: <i>Teacher</i>	2nd Incident: <i>Teacher</i>	3rd Incident: <i>Administrator</i>	4th Incident: <i>Administrator</i>
<ul style="list-style-type: none"> ◆ Verbal conflict ◆ Insubordination ◆ Failure to attend HW Hall ◆ Cheating, plagiarism, or forgery ◆ Disrespect to staff members or students ◆ Truancy/skipping class ◆ Disruptive behavior or misconduct 	<ul style="list-style-type: none"> ◆ 1 hour detention ◆ Parent contact when appropriate 	<ul style="list-style-type: none"> ◆ 2 hour detention ◆ Parent contact 	<ul style="list-style-type: none"> ◆ 1 day in-school suspension ◆ Parent contact 	<ul style="list-style-type: none"> ◆ 1-5 day out-of-school suspension ◆ Parent contact ◆ Behavior contract when appropriate ◆ Restorative justice referral when appropriate
Level 3	1st Incident: <i>Administrator</i>	2nd Incident: <i>Administrator</i>	3rd Incident: <i>Administrator</i>	4th Incident: <i>Administrator</i>
<ul style="list-style-type: none"> ◆ Bullying ◆ Physical fighting ◆ Theft ◆ Vandalism ◆ Lewd or licentious behavior ◆ Tobacco use, possession or paraphernalia 	<ul style="list-style-type: none"> ◆ 1-5 day out-of-school suspension ◆ Parent contact ◆ Behavior contract when appropriate ◆ Restorative justice referral when appropriate ◆ Possible expulsion hearing 	<ul style="list-style-type: none"> ◆ 1-10 day out-of-school suspension ◆ Parent contact ◆ Behavior contract when appropriate ◆ Restorative justice referral when appropriate ◆ Possible expulsion hearing 	<ul style="list-style-type: none"> ◆ 5-10 day out-of-school suspension ◆ Parent contact ◆ Behavior contract when appropriate ◆ Restorative justice referral when appropriate ◆ Possible expulsion hearing 	<ul style="list-style-type: none"> ◆ 10 day out-of-school suspension ◆ Parent contact ◆ Behavior contract when appropriate ◆ Restorative justice referral when appropriate ◆ Expulsion hearing
Level 4	1st Incident: <i>Administrator</i>	2nd Incident: <i>Administrator</i>	3rd Incident: <i>Administrator</i>	4th Incident: <i>Administrator</i>
<ul style="list-style-type: none"> ◆ Alcohol use or possession ◆ Drug use, possession or paraphernalia ◆ Physical assault ◆ Sexual harassment ◆ Weapon possession ◆ Extreme misconduct or illegal activity 	<ul style="list-style-type: none"> ◆ 5-10 day out-of-school suspension ◆ Parent contact ◆ Restorative justice referral when appropriate ◆ Expulsion hearing ◆ Referral/contact with the Livingston County Sheriff's Department 	<ul style="list-style-type: none"> ◆ 5-10 day out-of-school suspension ◆ Parent contact ◆ Restorative justice referral when appropriate ◆ Expulsion hearing ◆ Referral/contact with the Livingston County Sheriff's Department 	<ul style="list-style-type: none"> ◆ 10 day out-of-school suspension ◆ Parent contact ◆ Expulsion hearing ◆ Referral/contact with the Livingston County Sheriff's Department 	<ul style="list-style-type: none"> ◆ 10 day out-of-school suspension ◆ Parent contact ◆ Expulsion hearing ◆ Referral/contact with the Livingston County Sheriff's Department

*Level 4 incidents may result in law enforcement intervention.

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/online) Theft Vandalism 	<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.

RATIONALE FOR CHANGES: CLARIFY APPEAL PROCEDURES

VI. APPEAL PROCEDURE ~~At any step in the disciplinary process, a student and/or the student's parents or guardian have the right to appeal any disciplinary action taken by school officials.~~ Appeals may be directed at any findings relative to a student's guilt in violation of the Student Code of Conduct or at any disciplinary action taken. The student and/or the student's parents, or guardian should appeal to the school officials ~~as follows~~ in the following order:

- Building Principal - the appeal must be in writing and submitted to the Principal within three (3) days of an action.
- Board of Education Hearing Officer - the appeal must be in writing and submitted to the Hearing Officer within five (5) days of an action. The Hearing Officer will take action not more than four (4) days from receiving the request.
- Superintendent of Schools - the appeal request must be in writing and submitted within five (5) days of any action taken by the Hearing Officer.
- Board of Education - the appeal request must be in writing and submitted to the Board within five (5) days of any action by the Superintendent. In the appeal process, the school official to whom the appeal has been made has the authority to set aside any disciplinary action that may have been imposed if it was appropriate to do so.

All school administrators are charged with informing students and/or their parents of their rights to appeal in cases involving disciplinary action.

RATIONALE FOR CHANGES: EXPLICITLY BAN COSTUMES

Appropriate dress for secondary students prevents the wearing of hats, bandanas, any objects or clothing with spikes, cut-offs, mini-apparel, see-through clothing (including holes), tube tops, halter tops, half T-shirts or tank tops, ~~and~~ bare midriffs, and costumes.

RATIONALE FOR CHANGES: NOT ALL DISCIPLINE ITEMS LISTED ON THE RUBRIC HAVE A CORRESPONDING NUMBER LISTED IN THE CURRENT 33 OFFENSES LISTED IN THE HANDBOOK. THIS PROVIDES US A NUMBER TO CORRESPOND TO IN DISCIPLINE LETTERS

34. All other violations as specified in the Hartland High School Discipline Rubric.

RATIONALE FOR CHANGES: CLARIFICATION THAT PARKING CAN BE REVOKED FOR MISCONDUCT

18. Multiple parking infractions or other types of misconduct may result in loss of parking privileges currently and/or in future years.

RATIONALE FOR CHANGES: WE NO LONGER USE THE STOPPED PROGRAM

Traffic and Parking Regulations The following rules and regulations apply to all students attending Hartland High School. Any student found in violation of any rule or regulation regarding student automobiles and parking lot privileges will be subject to disciplinary action as provided for in the Student Code of Conduct and subject to temporary or permanent removal of his/her parking lot sticker. ~~Hartland High School is participating in the STOPPED Program in cooperation with the Sheriff's Association. Parking privileges require students to sign up for this program in order to park on campus.~~

1. Students who drive to school must fill out the Student Driving Permit Form and have it signed by a parent or legal guardian. The form is to be returned to the office. The office will issue a numbered permit tag as well as an assigned parking space and number tag. ~~The STOPPED tag is to be affixed in a clearly visible area in the upper left corner of the windshield.~~ The number tag is to be hung on the rearview mirror.

RATIONALE FOR CHANGES: PROVIDE FLEXIBILITY FOR ATHLETIC DIRECTOR AND COACHES IN REGARDS TO DROPPING A SPORT

Dropping or Changing a Sport An athlete should develop the traits of perseverance and commitment, not only in a contest, but also in a sport. An athlete dropping a sport after the team has been selected will not be allowed to compete in one-fourth of the contests of the succeeding season in which the athlete participates. Exceptions may be made for students-athletes who are in good-standing and depart a team with coach's and/or Athletic Director approval.

RATIONALE FOR CHANGES: BRING TEST-OUT STANDARD IN LINE WITH HHS STANDARD BASED GRADING

Students who achieve a ~~C+ (77%)~~ 2.3 or better by testing out will be allowed to skip that course and may not be allowed to receive credit for a lower-level course in that subject area.

Typos/ Formatting Issues

Page 10- Extra space between (4) and (5).

Page 14- Spacing 4.

RATIONALE FOR CHANGES: 1. CLARIFICATION OF THE DIFFERENCE BETWEEN ATTENDANCE LETTERS/TRUANCY AND CLASS ATTENDANCE FOR CREDIT. 2. REDUCE THE NUMBER OF ALLOWED ABSENCES/TARDIES TO IMPROVE ATTENDANCE. 3. PUT PROCEDURES IN PLACE FROM CHRONIC MEDICAL ISSUES.
HARTLAND HIGH SCHOOL ATTENDANCE POLICY

The Hartland Board of Education believes that regular school attendance is essential to a quality education. The State of Michigan requires that all students between the ages of 6 and 18 attend school regularly. A student who reaches the age of majority while attending Hartland High

School must continue to follow the school attendance policy. When a student is absent, the school requires an explanation from the parent or guardian for each absence.

The school may require a physician's verification of illness when it is deemed necessary to confirm a student's absence. Attendance at school is critical for the successful evaluation of student learning. In the event that a student is consistently absent from the course, a teacher would not be able to accurately assess learning. A student's incomplete academic achievement information will result in a No-Credit (NC) for the course(s). These guidelines explain the procedures regarding attendance and loss of credit due to absences. A student may be referred to the attendance officer (Livingston Educational Service Agency) for the following attendance violations:

1. not properly enrolled in school;
2. absent 10 consecutive days without notification;
3. habitually truant from school;
4. numerous explained absences where there is reasonable doubt of the truthfulness of the excuses.
5. Missing 20 or more days during the school year (excused and unexcused).

Any questions regarding the attendance policy or its interpretation should be brought to the attention of the building administrator.

Attendance Guidelines

Absences Procedures:

-All absences must be verified by a telephone call or a note from a parent within 48 hours of the absence. The attendance phone line (810-626-2205) operates 24 hours a day.

-Any absence not excused within 48 hours will be coded as an unexcused absence.

-If a student must leave school during the regular school hours, parental/guardian permission must be presented (regardless of student age) prior to the student's signing out. Please refer to the section on Early Dismissal Procedure.

Pupil Accountability and Attendance Letters:

All letters regarding attendance refer to the entire school year and not semester.

-When students reach 5 and 10 absences, a letter will be sent home alerting parents.

~~b. A second letter will be sent home at 12 absences.~~

-Once your student reaches 15 absences, a student meeting will be held with administration and District Attendance Officer.

Class Attendance for Credit:

If a student exceeds any combination of ~~45~~ 10 absences and tardies per semester, he/she will lose credit for the course(s). The following procedures will then occur for credit to be restored: Students in violation of the attendance limit will be required to make up the time over ~~45~~ 10 absences/tardies per class.

- One absence or tardy over ~~45~~ 10 limit = 1 hour of makeup time.

~~-One tardy over 15 limit = ½ hour of makeup time~~

Administration will notify students of any makeup hours at the end of each semester. Students may ask for a meeting with administration if they feel there is a discrepancy in their attendance. Makeup time will be in predetermined supervised locations at the end of the school day. Students will be required to study, do school work, or read during makeup hours. Sleeping, phone use or any non-academic work will not be permitted. Failure to follow makeup session rules will result in dismissal for the session with makeup voided for that session. If a student loses credit in multiple classes and only partially completes the makeup time, the makeup time earned will be used to reinstate the credit in some of those courses (dependent on the number of hours needed to restore credit in a specific class.) Students may only make-up 5 hours per class and not more than 15 hours total. If a student exceeds the maximum of 5 hours in a class or the 15 hours allotted for make-up time, they may receive NCs in all or some of their courses depending on their overage.

Tardies:

Student tardies are recorded on an hour-by-hour basis. The following guidelines are in place for each progress period:

1. A student is considered tardy if s/he enters the classroom without a valid pass within the first five minutes (10 minutes for first hour) after class has begun. An unexcused absence is recorded after this period of time.
2. A student coming into the building after the beginning of first hour must sign in at the Main Office. Signing into the office does not excuse the tardy and a parent phone call, note or sign-in is still required.

Make-up Work Guidelines Students will be held accountable for all work missed based upon these guidelines:

Excused Absence - The student is responsible to get all the work the first day back. For routine assignments, the student will be given 2 days per day missed up to one full week to complete assignments. Long-term assignment dates need not be adjusted and tests announced in advance need not be postponed (unless student was absent when new material was presented). For extremely long absences, other arrangements may be made. This procedure also applies to unexcused absences.

In-school Suspension - The student must do all assigned work and turn it in prior to leaving on the day of suspension.

Out-of-school Suspension - The student is responsible to get all work that is missed. The work must be made up and is due the first day back in class. Exceptions for extended time can be made at the discretion of the teacher and administration.

Pre-arranged Absences- All work due will be submitted on the day of return unless prior arrangements have been made agreeable to the teacher. This also applies to school related absences. All students should establish "homework buddies" in each class to call to obtain assignments on days of absence. Parents may contact the school for help in obtaining assignments for students who will be absent more than two consecutive days.

Chronic Medical Absences:

Students who have a chronic medical issues must notify their counselor or Assistant Principal to schedule a meeting to discuss how the student's medical issue will impact their academic

success. It is extremely important for students to provide a detailed medical note that explains how their condition impacts the student's ability to come to school.

Pre-arranged Absences This involves the student accompanying his/her parents or guardians on a business trip or a vacation which the parents consider necessary. All family trips must be arranged at least five days in advance through the Assistant Principal's office using a trip form that must be signed by all of the student's teachers and returned to the Assistant Principal before leaving on a trip. PLEASE NOTE: Pre-arranged absences will count toward the 45 10 allowable attendance days for the semester.

DISCIPLINE RUBRIC:

RATIONALE FOR CHANGES:

- 1. INCREASE THE NUMBER OF CATEGORIES FROM 4 TO 5.***
- 2. PREVIOUS CAT 4 ITEMS MOVE TO CAT 5.***
- 3. DIVIDE CAT 3 ITEMS BY SEVERITY. MOVE THE ITEMS THAT THROUGH PAST PRACTICE THAT WE TYPICALLY GIVE MORE SEVERE CONSEQUENCES (FIGHTING) OR THAT WE BELIEVE SHOULD MORE SEVERE BASED ON OTHER DISTRICTS (TOBACCO/VAPE) SHOULD BE INCREASED.***