

**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING – BOARD OF EDUCATION  
June 8, 2020**

**AGENDA**

- I. Call to order, 6:30 p.m., electronically through Zoom, Boardroom, Educational Support Service Center
  - A. Pledge of Allegiance
  - B. Approval of Agenda/Items for Discussion
  - C. Approval of Minutes – May 11, 2020 Regular Meeting
  - D. Superintendent’s Report
  - E. Call to the Public
  - F. Board Reports & Requests
- II. Action Items
  - A. Payment of Invoices
  - B. New & Revised Policies
  - C. 2020 Chromebook Replacement (2010 Bond)
  - D. Online Instructional Technology Purchase
  - E. Ratification Resolution – Refunding of Bonds
- III. Discussion Items
  - A. Call for July Organizational Meeting (recommend July 13, 2020)
- IV. Information Items
  - A. Future meetings: June 22, 2020, Special, 6:30 p.m., Boardroom, Educational Support Service Center
  - B. Information Items
- V. Adjournment

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



**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 8, 2020 regular meeting be approved and ***that policy be set aside allowing Item II.D. to be treated as an action item.***

Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

I.C. APPROVAL OF MINUTES – MAY 11, 2020 REGULAR MEETING- SEE ATTACHED

(Recommended action): That the minutes of the May 11, 2020 regular 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 May 31, 2020 and the payment of invoices totaling \$1,305,342.65 and payroll obligations totaling \$4,119,965.29.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.B. NEW & REVISED POLICIES (SEE ALTERNATE RESOLUTION BELOW)

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, and the Assistant Superintendent of Personnel and Student Services, adopts the following revised Policies as presented: 2210-Curriculum Development, 2412-Homebound Instruction, 2414-Reproductive Health and Family Planning, 3362.01-Threatening Behavior toward Staff Members, 4162-Controlled Substance and Alcohol Policy, 5200-Attendance, 6107-Authorization to Accept and Distribute Electronic Records, 8210-School Calendar, 8400-School Safety Information, 8462-Student Abuse and Neglect, 8600-Transportation. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

**ALTERNATE RESOLUTION**

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel & Student Services, adopts the revised Board Policies as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.C. 2020 CHROMEBOOK REPLACEMENT (2010 Bond)

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent for Business & Operations, approves the 2020 Chromebook replacement purchase as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_



II.D. ONLINE INSTRUCTIONAL TECHNOLOGY PURCHASE

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent for Business & Operations, approves the purchase of document cameras and accessories as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.E. RATIFICATION RESOLUTION – 2020 REFUNDING BONDS

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent for Business & Operations, approves the authorizing resolution for the 2020 refunding bonds as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

III.A. CALL FOR JULY ORGANIZATIONAL MEETING

(Recommended action): That the Board of Education discusses and determines a date, pursuant to Board policy, for the July organizational meeting: \_\_\_\_\_.

IV.A. FUTURE MEETINGS

June 22, 2020, regular, 6:30 p.m.

IV.B. INFORMATION ITEMS

V. ADJOURNMENT



Hartland Consolidated Schools  
Regular Meeting-Board of Education Minutes  
May 11, 2020

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

Members absent: None

Admin. Present: C. Hughes, S. Bacon, D. Minsker

Guests: B. Laibly, K. Wisinski, Vic, M. Nist, J. Guarr, C. Renaud

President Dumond called the meeting to order at 6:33 p.m. electronically via Zoom. The Pledge of Allegiance was recited.

**5/11/20 AMENDED AGENDA APPROVED**

Motion by Hemeyer, supported by Kenrick, that the amended agenda for the May 11, 2020 regular meeting be approved. Motion carried 7-0.

**4/13/20 MINUTES APPROVED**

Motion by Kenrick, supported by Aberasturi, that the minutes of the April 13, 2020 regular meeting be approved. Motion carried 7-0.

**SUPERTINTENDENT'S REPORT**

Chuck updated the Board about school funding, we are being told that we can expect a foundation decrease between \$250-\$1,000 per pupil in the fall. Looking now at where we can potentially cut back.

Charlie Aberasturi noted this may be a good time for the legislature to close the gap between school funding. Chuck had this conversation with legislators last week.

Chuck talked about the fact that teachers, counselors, and administrators have worked hard to deliver instruction in a way that we were not trained to do. If we need to start online in the fall, we will be in a good place. Chuck asked Dave Minsker to talk about the current delivery of instruction to students. Dave highlighted 2 of the elementary websites that were principal/staff created with resources for parents. The goal is, if needed in the fall, these sites can still be used. If we come back in the fall with online instruction, it will need to be different with accountability and assessing students.

President Dumond and Treasurer Gatewood asked about plans for graduation. Chuck responded that administrators are talking about some options and will let the Board know.

**CALL TO THE PUBLIC**

There was no response to call to the Public.

**BOARD REPORTS**

President Dumond addressed the Board members with students in the district for an update on how things are going. Everyone stressed the challenges of at-home learning and the difficulty being away from friends and school, but teachers have all been doing a great job.

**PAYMENT OF INVOICES**

Motion by Coleman, supported by Gatewood, that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of April 30, 2020, and the payment of invoices totaling \$1,532,940.07 and payroll obligations totaling \$3,023,266.07. Motion carried 7-0.

**LESA BUDGET – 2020/21**

Motion by Kenrick, supported by Costa, that the Board of Education, upon the recommendation of the Superintendent, approves the LESA Budget for 2020/2021 as presented. Motion carried 7-0.



### **RESOLUTION CALLING THE AUGUST 4TH BOND ELECTION**

Motion by Aberasturi, supported by Hemeyer, that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent for Business & Operations, approves the resolution calling the August 4<sup>th</sup> election as presented. Motion carried 7-0.

### **ROUND ELEMENTARY PLAYGROUND EQUIPMENT**

Motion by Hemeyer, supported by Kenrick, that the Board of Education, upon the recommendation of the Superintendent and the Director of Operations, approves the purchase of playground equipment for Round Elementary as presented. Motion carried 7-0.

### **AMENDING RESOLUTION – 2020 REFUNDING BONDS**

Motion by Costa, supported by Gatewood, that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent for Business & Operations, approves the amending resolution for the 2020 refunding of Bonds as presented. Motion carried 7-0.

### **NEW AND REVISED POLICIES**

The Board discussed the proposed new policies and updates, and these will come before the Board for action at the June 8, 2020 meeting.

### **2020 CHROMEBOOK REPLACEMENT (2010) BOND**

Chuck explained the purchase of 786 outdated Chromebooks will be replaced using the last of the 2010 bond dollars. We will probably use the money from the CARE Act (federal funding) to purchase these Chromebooks and save the last bond dollars for when needed in the future.

### **FUTURE MEETINGS**

President Dumond noted that the next meetings will be held June 8, 2020, regular, at 6:30 p.m. and June 22, 2020, regular, at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

### **INFORMATION ITEMS**

President Dumond noted that the Memorial Day parade has been cancelled.

### **ADJOURNMENT**

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,



Michelle Hemeyer  
Secretary



Renee Braden  
Recording Secretary



**HARTLAND CONSOLIDATED SCHOOLS  
BOARD MEETING ON JUNE 8, 2020  
EXPENDITURES FOR THE MONTH OF MAY 2020**

**Check registers and ACH payments:**

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
05/06/2020	A/P Check Run						\$ 23,538.00	\$ 23,538.00
05/07/2020	A/P Check Run	\$ 829,192.68	\$ 130.00	\$ 18.09			\$ 1,500.66	\$ 830,841.43
05/14/2020	A/P Check Run	\$ 137,295.90			\$ 119.00	\$ 3,000.00	\$ 7,618.75	\$ 148,033.65
05/20/2020	A/P Check Run	\$ 3,582.00						\$ 3,582.00
05/21/2020	A/P Check Run	\$ 45,231.74	\$ 412.54				\$ 6,791.77	\$ 52,436.05
05/28/2020	A/P Check Run	\$ 133,604.86	\$ 4,633.00	\$ 907.26			\$ 10,455.27	\$ 149,600.39
05/31/2020	Prepaid Checks							\$ -
05/31/2020	Void Checks	\$ (933.12)	\$ (750.00)				\$ (1,175.00)	\$ (2,858.12)
05/11/2020	Merchant Fees (Comm Ed)	\$ 665.93						\$ 665.93
05/29/2020	Bank fees	\$ 1,866.85						\$ 1,866.85
05/14/2020	PCMI - ACH	\$ 8,879.09						\$ 8,879.09
05/28/2020	PCMI - ACH	\$ 10,049.09						\$ 10,049.09
05/01/2020	EDUSTAFF - ACH	\$ 12,183.50						\$ 12,183.50
05/15/2020	EDUSTAFF - ACH	\$ 24,367.00						\$ 24,367.00
05/26/2020	EDUSTAFF - ACH	\$ 24,367.00						\$ 24,367.00
05/26/2020	PNC VISA - ACH	\$ 17,790.79						\$ 17,790.79
<b>TOTAL</b>		<b>\$ 1,248,143.31</b>	<b>\$ 4,425.54</b>	<b>\$ 925.35</b>	<b>\$ 119.00</b>	<b>\$ 3,000.00</b>	<b>\$ 48,729.45</b>	<b>\$ 1,305,342.65</b>

**Payroll and Benefit expenses:**

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
5/1/2020	5/1/2020 PAYDATE	\$ 787,195.21	\$ 282,699.09	\$ 40,226.97	\$ 409,953.01	\$ 4,840.99	\$ (21,888.55)	\$ 1,503,026.72
5/15/2020	5/15/2020 PAYDATE	\$ 668,177.25	\$ 231,678.67	\$ 33,929.82	\$ 382,198.93	\$ 4,564.85	\$ (21,888.55)	\$ 1,298,660.97
5/29/2020	5/29/2020 PAYDATE	\$ 680,242.19	\$ 236,147.88	\$ 34,641.56		\$ 4,564.85		\$ 955,596.48
5/15/2020	MAY UAAL/ORS				\$ 315,778.70			\$ 315,778.70
MAY HEALTH EQUITY CLAIMS							\$ 46,902.42	\$ 46,902.42
<b>TOTAL</b>		<b>\$ 2,135,614.65</b>	<b>\$ 750,525.64</b>	<b>\$ 108,798.35</b>	<b>\$ 1,107,930.64</b>	<b>\$ 13,970.69</b>	<b>\$ 3,125.32</b>	<b>\$ 4,119,965.29</b>



Book	Policy Manual
Section	Vol. 34, No. 2 - February 2020
Title	Vol. 34, No. 2 - February 2020 - OVERVIEW
Code	1 - OVERVIEW
Status	From Neola



***POLICY UPDATE SERVICE***  
PROVIDED BY NEOLA, INC.

Local Policy Update

## **VOLUME 34 NUMBER 2**

FEBRUARY 2020

### **MASB Policy Services Provided by Neola**

Effective policies are at the core of successful school district governance. Maintaining policies that reflect both local oversight and ever-changing state and federal laws is an enormous task. School board members can rely on the MASB-Neola Partnership to keep their policy manuals up-to-date. Under this partnership, Neola provides comprehensive policy services for MASB members on behalf of MASB. Working together, MASB and Neola produce uniform school policies and guidelines to better serve all Michigan school districts.

### **Policy Development and Updating**

Neola, with assistance from MASB if and when needed, will work with the board, administrators and committee(s) to develop a comprehensive policy manual that suits your district's needs. Each manual is based on templates that have been thoughtfully prepared, then vetted by Neola's outside counsel and MASB's legal counsel. These templates are customized to the district's unique circumstances through choices made by the board and administrative team. The bylaws, policies and administrative rules/regulations are a unique collection assembled by educators and attorneys. The end result will be a policy manual that's in line with law and court decisions containing legal citations, footnoted reference material, and will be searchable by keyword or phrase.

## **OVERVIEW AND COMMENTS**

All production related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Please do not retype Neola materials before returning them for processing. We prefer to have the original materials returned after you have marked them indicating which changes and additions you choose to have/not have for your District. If a District chooses not to adopt a policy or an administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that section.

The proposed new, revised, and replacement policies, administrative guidelines and forms included in this update have been thoughtfully prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes, or substitute in its entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review district-specific edits to update materials or District-specific policies for statutory compliance.



If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may choose to accept one, many or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want included in the replacement policy. If so, any wording from the current policy should be added using "Track Changes" or the editing tools in the BoardDocs platform in the replacement policy or guideline before returning it electronically to the Coshocton office for processing.

If the District alters language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

Policies that are to be deleted from the policy manual require Board action to rescind the policy.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

### **Processing Update Materials**

If you will be making changes to these Update documents electronically, use "Track Changes" or editing tool in the BoardDocs platform to mark the Neola materials indicating which of the proposed revisions and additions you choose to include or not include for your District, or to make additional edits, before returning them electronically for processing. Be sure to leave the "track changes" and marked up version as the one you submit to the production office in Coshocton, Ohio.

### **District-Specific Material**

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by Neola, then the District agrees to hold Neola harmless for those District-specific edits and acknowledges that Neola's warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

- A. Materials from the District's existing materials that the District requests be incorporated during the drafting process;
- B. New materials that the District develops in their entirety and exclusive of Neola; and
- C. Revisions or deletions that substantively depart from Neola's templates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such District-specific materials be incorporated. Neola reserves the right to, but is not obligated to, advise the District to seek its own legal review of District-specific materials.

### **Notice Regarding Legal Accuracy**

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by Varnum, LLP (Grand Rapids, MI) for consistency with Federal and State law.

## **DOL Final Rule Changing Salary Threshold for Exempt White-Collar Employees to Take Effect January 1, 2020**

On September 24, 2019 (and as reported in Volume 34 Number 1 Update Legal Alert) the U.S. Department of Labor (DOL) issued a final rule changing the minimum salary that white-collar employees must be paid to qualify as exempt from the overtime requirements under the Fair Labor Standards Act (FLSA).



The final rule takes effect on January 1, 2020, and raises the current minimum salary level for exempt employees from \$455 per week or \$23,660 annually, to \$684 per week or \$35,568 annually. This is similar to the proposed rule issued in March 2019 and was generally considered non-controversial – unlike more dramatic changes that were proposed in 2016 which would have raised the minimum salary level to \$47,476 but never took effect as they were halted by a Texas Federal court. There are currently no legal challenges to the final rule that would prevent it from taking effect on January 1, 2020.

This final rule will have a significant impact on employers. In fact, the DOL estimates that 1.3 million additional U.S. workers will be eligible for overtime in January.

Under current DOL regulations, most white-collar employees – executives (supervisors), administrative employees and professionals – are exempt from the FLSA rules and need not be paid overtime for workweeks in which they work more than 40 hours if they satisfy the following two (2) conditions:

- A. they must perform what the DOL has defined as exempt duties; and
- B. they must receive a guaranteed salary of at least \$455 per week or approximately \$23,660 annually.

The final rule only changes the minimum salary requirement.

## REMINDERS

- The Minimum Wage in Michigan increased to \$9.65 on January 1, 2020.
- The Internal Revenue Service (IRS) issued Notice 2020-05 which provides the 2019 mileage rate at 57.5 cents per mile for business travel (0.5 cents less than 2019 rate).
- The U.S. Department of Labor maintains regulatory authority over state and local government employers, including public school districts. Note that the following federal laws have poster requirements which apply to school districts (no federal or federally-assisted contracts or subcontracts):
  - The Employee Polygraph Protection Act (EPPA)
  - The Fair Labor Standards Act (FLSA) Minimum Wage Notification
  - The Family and Medical Leave Act (FMLA)
  - Uniformed Services Employment and Reemployment Rights Act (USERRA)
  - Occupational Safety and Health Act (Workplace Safety)
  - Whistleblower Protections

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

## LEGAL ALERTS

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

2. Legal Alert
3. Annual Random Drug Testing Rate Increase and New FMCSA Clearinghouse
4. Pupil Accounting Manual Updates

## BYLAWS AND POLICIES

### Policy 2210 – Curriculum Development – Approved Courses (Revised)

This policy revision is based on additional requirements put forth in MDE's Pupil Accounting Manual 2019-2020.

This revision should be adopted to maintain accurate policies.



**Policy 2412 - Homebound Instruction Program (Revised)**

This policy revision is based on changes in MDE's Pupil Accounting Manual 2019-2020 that allow certification by a licensed physician's assistant for count purposes.

This revision should be adopted to maintain accurate policies.

**Policy 2414 - Reproductive Health and Family Planning (Revised)**

This correction is consistent with the policy revisions (Policy 2410/2414/2418) issued as a Special Update in October 2019 to comply with a revision to Section 166. This correction of a scrivener's error may be processed as a Technical Correction.

This revision is recommended for adoption.

**Policy 3362.01 - Threatening Behavior toward Staff Members (Revised)**

Revision of this policy is in response to client requests to provide more clarity to the characterization of "threatening behavior".

This revision is recommended for adoption.

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

See Legal Alert - Annual Random Drug Testing Rate Increase and New FMCSA Clearinghouse. Specific notification and reporting requirements have been added in response to audit recommendations from the Department of Transportation officials.

Revisions to this policy reflect current Federal regulations and should be adopted.

**Policy 5200 - Attendance (Revised)**

This policy revision is based on additional requirements (definition of the full-time status student) put forth in MDE's Pupil Accounting Manual 2019-2020.

This revision should be adopted to maintain accurate policies.

**Policy 5335 - Care of Students with Chronic Health Conditions (NEW)**

This new policy is provided at the request of clients wanting a structure and implementation guidance for the growing demand for accommodations/modifications/interventions for students with chronic health conditions.

This policy should be considered for adoption.

**Policy 6107 - Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures (Revised)**

This revision recognizes and authorizes the use of electronic signatures and electronic records for the broader range of applications and transactions that are part of the school business function. Such specific authorization has been requested by clients when dealing with Medicaid assistance for IEP services. It should be noted that the District should implement procedures with the use of electronic signatures and electronic records that protect the integrity and security of the information included in such records.

This revision is recommended for adoption.

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

This policy revision is based on additional requirements put forth in MDE's Pupil Accounting Manual 2019-2020.

This revision should be adopted to maintain accurate policies.

**Policy 8400 - School Safety Information (Revised)**

This policy has been revised to reflect the latest reporting and posting requirements of the statute regarding disciplinary action taken and incidents of crime occurring at school.

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



**Policy 8462 - Student Abuse and Neglect (Revised)**

Revisions to this policy include updating the name of the reporting agency to the Michigan Department of Health and Human Services (MDHHS) and delineating the specific reporting requirements of mandatory reporters from reporting responsibilities of other individuals. Optional language is provided to address the prevention of sexual abuse of children. Currently, districts are not required to have a policy addressing sexual abuse of children, but if a district has such a policy, it must comply with statutory requirements as set out in this proposed revision (M.C.L. 380.1505).

Revisions to this policy should be reviewed and considered for adoption.

**Policy 8600 - Transportation (Revised)**

This policy has been revised as a part of the regular review and update of policy templates. Revisions reflect current statutory provisions and MDE regulations. Transportation provisions required by Federal law for homeless students and children in foster care (Policies 5111.01 and 5111.03 have been added.

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

**ADMINISTRATIVE GUIDELINES****AG 2412 - Homebound Instruction (Revised)**

See note on Policy 2412.

**AG 4162B - Handling of Test Results, Record Retention, and Confidentiality (Revised)**

See note on Policy 4162.

**AG 5460.01 - Graduation Requirements Career and Technical Education (CTE) (Revised)**

This AG is revised to include all requirements for graduation, including English Language Arts.

**AG 8431A - Integrated Pest Management (Revised)**

This AG is revised to reflect the most recent model policy issued by the Michigan Department of Agriculture and Rural Development (MDARD).

**FORMS****4162 F4 - Authorization to Conduct Limited Query (NEW)**

This form has been provided to facilitate recent changes in DOT regulations (see Policy 4162). Although this form does not need to be used, each applicable employee must provide authorization before the district can comply with its obligation to query the Clearinghouse.

**COMMENTS****Reviewing Board Minutes**

A feature of your subscription to the Update Service is the review of your District's Board minutes to identify actions that result in new policy or revision to existing policy. If such action has been taken and copies of the related materials have not been submitted to the Coshocton Office, the District will be contacted and additional information regarding the action will be requested. Please take advantage of this valuable service by sending copies of your Board minutes to the Coshocton Office for review.



# Hartland Consolidated Schools

*Scott A. Usher, Technology Director*

9525 E. Highland Road  
Howell, MI 48843



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

April 30, 2020

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

RE: 2020 Chromebook Replacement Recommendation from 2010 Bond

Dr. Mr. Hughes,

A large number of our student Chromebooks will reach Google's Auto Update End of Life (EOL) in June 2020.

In all, 786 (23 district carts plus some stand-alone devices) of our Chromebooks will reach Google Auto Update EOL in June 2020. While the devices will continue to function as basic browsers, they will no longer continue to receive Google Chrome Updates and thus may not function as viable devices for annual online testing and they will also be more vulnerable to cyberattacks since they will not receive all important security updates and we will eventually lose the ability to manage the devices using Google's management tool. In order for us to be prepared for online learning and testing in 2021, we need to replace these devices this Summer. The devices that I am recommending we purchase this summer (HP Chromebook 11EE G8) will be supported by Google through June 2026. I am also recommending the purchase of 12 additional carts some of which will be used to house the Chromebooks that are no longer being updated by Google but still usable for certain activities across the district. We also have some carts that have damaged locking mechanisms or power plugs and need to be replaced. I plan to use some of the new carts to replace those damaged carts.

As we replace our Chromebooks which fall off Google's Auto Update Policy, we do continue to use the expired devices as long as it is reasonable and considered safe to do so. Once we truly no longer have any use for a device, it will be recycled through our annual recycling project.

The devices purchased this summer will from the 2020 REMC SPOT Bid. We have been using the REMC Bid and REMC SPOT Bid annually since 2014 for all our Chromebook and Chromebook Cart acquisitions. Each year, REMC sends out an RFP for many standard configurations of computers including Chromeboxes, Chromebooks, PC laptops and desktops, and Apple laptops and desktops. The buying power of all REMC schools brings the prices of



# Hartland Consolidated Schools

Scott A. Usher, Technology Director

9525 E. Highland Road  
Howell, MI 48843



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

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

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

## **2020 Summer Chromebook and Chromebook Cart Purchase** **Chromebooks and Carts**

---

**TOTAL: \$159,375.18**

Upon approval by the Board of Education, HCS will issue PO's to the appropriate vendors so they can be received and installed during the summer of 2020.

Sincerely,

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

Scott A. Usher  
Technology Director



# Hartland Consolidated Schools

*Scott A. Usher, Technology Director*

9525 E. Highland Road  
Howell, MI 48843



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

May 29, 2020

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

RE: 2020 Document Camera Procurement Recommendation from the Sinking Fund or CARES Act

Dr. Mr. Hughes,

As we look ahead to the 2020-2021 school year it is realistic to assume that we will need to be prepared for an online component for day-to-day instruction. After many hours of research and testing, I would like to make a recommendation for the equipment that we would need to procure in order to provide our teachers with the equipment necessary to provide an effective online instructional component to their daily lessons.

The iPevo VZ-R document camera can connect to a computer via USB cable and provide an 8-megapixel video signal and audio signal that can be used with open-source software to record daily lessons. To ensure the document camera can easily be moved to a portion of the room necessary to capture the lesson, we will also need an extension cord, CAT 6 patch cable, CAT6/USB extenders, braided sleeving, and reusable cable ties for each classroom across the district.

While there are other document cameras on the market that do have a built-in microphone, high-resolution imaging, portability, and ease of use, none that I have found have all the features combined like the iPevo VZ-R. It is extremely portable and can easily be moved from location to location in the classroom, but still has a sturdy build and solid weighted base. It is extremely easy to operate, has an 8-megapixel video signal, a 12x digital zoom, a high-quality built-in microphone, transmits video at 30 fps, and comes in at a price point under \$200.00 per unit.

Below you will find the components that would be needed in order to provide each classroom across our district with the ability to create and post online video lessons.



# Hartland Consolidated Schools

Scott A. Usher, Technology Director

9525 E. Highland Road  
Howell, MI 48843



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

Based upon district needs and the evaluation of other products, I would like to present the following to be approved by the Board of Education:

## 2020 Summer Document Camera and Accessory Purchase

QTY	Description	Unit Price	Total Cost
300	iPevo VZ-R HDMI/USB Dual Mode 8MP Document Cameras	\$199.00	\$59,700.00
300	Monoprice 25ft Extension Cords	\$11.29	\$3,387.00
300	Tripp lite 1-Port USB 2.0 over Cat5Cat6 Extender Kit	\$99.00	\$29,700.00
300	Monoprice Flexboot Cat6 Ethernet Patch Cable	\$6.44	\$1,932.00
40	Boxes of 150' Wrap Around Braided Sleeving	\$67.26	\$2,690.40
15	StarTech.com 100ft Hook and Loop Roll - Cut-to-Size Reusable Cable Ties	\$31.39	\$470.85

---

**TOTAL: \$97,409.40**

Upon approval by the Board of Education, HCS will issue PO's to the appropriate vendors so they can be received and installed during the summer of 2020.

Sincerely,

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

Scott A. Usher  
Technology Director



IPEVO INC  
4000 Pimlico Dr, Suite 114119  
Pleasanton, CA 94588

(408)490-3085  
sales-america@ipevo.com

## Estimate

Date	Estimate No.
2020-06-02	E20VUNN
Exp. Date	
2020-08-03	

Bill To
Hartland Consolidated Schools Scott Usher 9525 EAST HIGHLAND RD, HARTLAND, MI 48353, USA Tel No.: 810-626-2119

Ship To
Hartland Consolidated Schools Scott Usher 9525 EAST HIGHLAND RD, HARTLAND, MI 48353, USA Tel No.: 810-626-2119

Ship via		P.O. Number	Account Mgr	
UPS , GROUND			Brian Yu	
Product No.	Product Name	Quantity	Unit Price	Amount
5-898-4-01-00	VZ-R HDMI/USB-C Dual Mode 8MP Document Camera	300	\$ 199.00	\$ 59,700.00

Remarks: This order should be fulfilled before Aug. 7. Contract awarded: PEPPM CA & PA 528899-078, 528897-122 TIPS 200105

Valid for 62 days from the date of this quotation.  
Please email us at sales-america@ipevo.com  
If you have any questions regarding this quote.

Subtotal	\$ 59,700.00
Shipping Fee	\$ 0.00
Tax (6.000%)	\$ 3,582.00
<b>Total</b>	<b>\$ 63,282.00</b>

Accepted By

Accepted Date

IPEVO Inc

sales-america@ipevo.com

(408)490-3085



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

A regular meeting of the board of education of the Issuer (the "Board") was held electronically pursuant to Michigan Executive Order 2020-75 through Zoom, with identification number 757 8967 2481 (if applicable), on the 8th day of June, 2020, at 6:30 o'clock in the p.m.

The meeting was called to order by \_\_\_\_\_, President.

Present:       Members

Absent:        Members

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

**WHEREAS:**

1. By resolutions adopted on April 13, 2020 and May 11, 2020 (collectively, the "Bond Resolution"), this Board authorized the issuance of not to exceed Fifty-One Million Dollars (\$51,000,000) 2020 Refunding Bonds (General Obligation - Unlimited Tax) (Federally Taxable) (the "Bonds") for the purpose of (i) refunding that portion of the Issuer's 2011 Refunding Bonds, Series B which are callable on or after May 1, 2021, and are due and payable May 1, 2022 through May 1, 2029 (the "Refunded Bonds"), and (ii) refunding a portion of the outstanding debts under the School Board Loan Fund and/or School Loan Revolving Fund (the "SLRF Balance"); and

2. In the Bond Resolution, the Issuer authorized the Superintendent of Schools to accept a bid on behalf of this Board for the sale of the Bonds within the parameters set forth in such resolution; and

3. Based upon information provided by the Issuer's financial consulting firm and Raymond James & Associates, Inc. (the "Underwriter"), the Issuer selected a negotiated sale to allow for flexibility in the timing, sale and structure of the Bonds in response to changing market conditions and to allow for flexibility in sizing the defeasance escrow necessary to accomplish the refunding of the Refunded Bonds; and

4. The Underwriter presented an offer to purchase the Bonds to the Superintendent on May 21, 2020, which the Superintendent accepted pursuant to the authority delegated in the Bond Resolution.

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

1. The Superintendent's acceptance of the Underwriter's offer as set forth in the bond purchase agreement (the "Bond Purchase Agreement"), and the terms and conditions set forth therein, presented to the Superintendent on May 21, 2020, to purchase the Bonds in the principal amount of \$41,945,000 at a purchase price of \$41,846,429.25, which is the par value of the Bonds, less the Underwriter's discount of \$98,570.75, is hereby ratified and affirmed. The Bonds shall be issued in the aggregate principal sum of \$41,945,000 and designated 2020 Refunding Bonds (General Obligation - Unlimited Tax) (Federally Taxable). The Underwriter has agreed in the



Bond Purchase Agreement that it shall initially offer the Bonds to the public at the yields set forth in Exhibit A hereto.

2. The Bonds shall be dated June 23, 2020, and shall mature on May 1 of the years 2021 to 2029, inclusive, on which interest is payable commencing November 1, 2020 and semi-annually thereafter on May 1 and November 1 at the rates and in the principal amounts set forth in Exhibit A. The Bonds shall be initially offered to the public at the initial offering yields as set forth in Exhibit A hereto.

3. Bonds of this issue are not subject to redemption prior to maturity.

4. Blank Bonds with the manual or facsimile signatures of the President and Secretary of the Board affixed thereto, shall, upon issuance and delivery and from time to time thereafter as necessary, be delivered to the Paying Agent for safekeeping to be used for registration and transfer of ownership.

The Bonds are registered as to principal and interest and are transferable as provided in the Bond Resolution only upon the books of the Issuer kept for that purpose by the Paying Agent, by the registered owner thereof in person or by an agent of the owner duly authorized in writing, upon the surrender of the Bond together with a written instrument of transfer satisfactory to the Paying Agent duly executed by the registered owner or agent thereof and thereupon a new Bond or Bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the Bond Resolution, and upon payment of the charges, if any, therein provided. The Bonds are issuable in denominations of \$5,000, or any integral multiple thereof, not exceeding the aggregate principal amount for each maturity.

If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bonds, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution of the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft and indemnity may be submitted to the Paying Agent, and if satisfactory to the Paying Agent and the Issuer, the Issuer at the expense of the owner, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver a new Bond of like tenor and bearing the statement required by Act 354, Public Acts of Michigan, 1972, as amended, being sections 129.131 to 129.134, inclusive, of the Michigan Compiled Laws, or any applicable law hereafter enacted, in lieu of and in substitution of the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

5. UMB Bank, N.A., Grand Rapids, Michigan, is hereby approved as Escrow Agent under the proposed Escrow Agreement (the "Escrow Agreement") presented to the Board. The Escrow Agreement providing for payment and redemption of the Refunded Bonds is hereby approved. The President or Secretary shall execute and deliver the Escrow Agreement substantially in the form presented to the Board with such changes and completions as shall be necessary as determined by Thrun Law Firm, P.C., in order to accomplish refunding the Refunded Bonds in accordance with the law and the Bond Resolution. The Escrow Agent is further authorized to act as the Issuer's Agent, an attorney-in-fact for the purpose of acquiring on behalf of the Issuer the



federal securities, if necessary, as defined in the Escrow Agreement to meet the Board's obligations under the Escrow Agreement.

6. Upon delivery of the Bonds, the accrued interest, if any, shall be deposited in the Debt Retirement Fund for the Bonds and the balance of the Bond proceeds shall be used as follows:

A. The approximate sum of \$10,506,000.00 shall be paid to the Michigan Department of Treasury for payment of the SLRF Balance.

B. The approximate sum of \$172,057.25 shall be used to pay the cost of issuance of the Bonds, and any balance remaining from that sum shall be deposited in the Debt Retirement Fund for the Bonds.

C. The sum of \$31,168,372.00 from the Bonds shall be paid to the Escrow Agent and then invested by it as provided in the Bond Resolution and Exhibit C of the Escrow Agreement for payment of principal and interest on the Refunded Bonds. Any funds from the Bond proceeds not used for the Escrow Account shall be deposited in the Debt Retirement Fund for the Bonds.

7. The President and Secretary are hereby authorized to provide the Bonds in conformity with the specifications of this resolution by causing their manual or facsimile signatures to be affixed thereto, and upon the manual execution by the authorized signatory of the Paying Agent, the Treasurer be and is hereby authorized and directed to cause said Bonds to be delivered to the Underwriter upon receipt of the purchase price and accrued interest, if any.

8. The Preliminary Official Statement, dated May 13, 2020, is deemed final for purposes of SEC Rule 15c2-12(b)(1), relating to the Bonds and its use and distribution by the Underwriter is hereby authorized, approved and confirmed.

9. The Superintendent is authorized and directed to execute and deliver the final Official Statement on behalf of the Issuer. The Superintendent is further authorized to approve, execute and deliver any amendments and supplements to the final Official Statement necessary to assure that the statements therein are true, as of the time the Bonds are delivered to the Underwriter, and that it does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements, in light of the circumstances under which they were made, not misleading. In the absence of the Superintendent, the President may execute the above documents.

10. The President or Vice President, the Secretary, the Treasurer, the Superintendent, and/or all other officers, agents and representatives of the Issuer and each of them shall execute, issue and deliver any certificates, statements, warranties, representations, or documents necessary to effect the purposes of this resolution, the Bonds or the Bond Purchase Agreement.

11. The officers, agents and employees of the Issuer are authorized to take all other actions necessary and convenient to facilitate sale and delivery of the Bonds.

12. The Issuer hereby appoints UMB Bank, N.A., Grand Rapids, Michigan, as Paying Agent-Bond Registrar and directs the Superintendent to execute for and on behalf of the Issuer a Paying Agent-Bond Registrar Agreement.



13. The debt levy heretofore certified for the 2019 tax year is hereby reallocated for the December 2019 levy as shown on the attached Exhibit B.

14. The Board hereby authorizes the use of facsimile signatures on all documents in connection with the issuance and closing of the Bonds.

15. 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

Resolution declared adopted.

---

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 the Board at a regular meeting held on June 8, 2020, 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, Public Acts of Michigan, 1976, as amended).

---

Secretary, Board of Education

JJS/keh



# EXHIBIT A

## BOND PRICING

Hartland Consolidated Schools  
2020 Refunding Bonds  
(General Obligation - Unlimited Tax)  
(Federally Taxable)  
FINAL NUMBERS

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Serial Bond:					
	05/01/2021	525,000	0.913%	0.913%	100.000
	05/01/2022	5,950,000	0.963%	0.963%	100.000
	05/01/2023	5,775,000	1.036%	1.036%	100.000
	05/01/2024	5,625,000	1.182%	1.182%	100.000
	05/01/2025	5,465,000	1.332%	1.332%	100.000
	05/01/2026	5,220,000	1.618%	1.618%	100.000
	05/01/2027	5,110,000	1.818%	1.818%	100.000
	05/01/2028	4,985,000	1.979%	1.979%	100.000
	05/01/2029	3,290,000	2.079%	2.079%	100.000
		41,945,000			

Dated Date	06/23/2020	
Delivery Date	06/23/2020	
First Coupon	11/01/2020	
Par Amount	41,945,000.00	
Original Issue Discount		
Production	41,945,000.00	100.000000%
Underwriter's Discount	-98,570.75	-0.235000%
Purchase Price	41,846,429.25	99.765000%
Accrued Interest		
Net Proceeds	41,846,429.25	



# EXHIBIT B



PFM Financial Advisors LLC

555 Branwood Circle  
Suite 333  
Ann Arbor, MI 48106

734.994.9700  
734.994.9710 fax  
www.pfm.com

## HARTLAND CONSOLIDATED SCHOOLS

### 2019 Tax Base:

\$1,352,988,337	Taxable Value
0	Plus Equivalent IFT Valuation
8,080,211	Plus Small Taxpayer Personal Property Tax Loss Valuation
\$1,361,068,548	Total Taxable Value
0	Less TIFA/DDA Captures
\$1,361,068,548	Net Taxable Valuation

### DEBT RETIREMENT MILLAGE ALLOCATIONS

	2010 B	2011	2011 B	2015 A	2015 B	2016	2019	2020	Total
	Debt Fund	Debt Fund	Debt Fund	Debt Fund	Debt Fund	Debt Fund	Debt Fund	Debt Fund	
2019 December Mills	0.8000	1.4000	0.8000	0.3000	3.6000	1.3500	0.0000	0.0000	8.0500
Re-Allocated Mills	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Total Mills	0.8000	1.4000	0.8000	0.3000	3.6000	1.3500	0.0000	0.0000	8.0500
Millage as % of Total	9.9379%	17.3913%	7.4534%	3.7267%	44.7205%	16.7702%	0.0000%	0.0000%	100.0000%

### DEBT RETIREMENT FUND CASH FLOW

<b>06/30/19 Fund Balance</b>	\$250,856	\$59,580	\$84,580	\$12,786	\$153,203	\$57,951	\$0	\$0	\$618,936
Federal Subsidy	332,380	0	0	0	0	0	0	0	332,380
11/1/19 Payment	(404,985)	(131,338)	(686,388)	(31,250)	(274,350)	(597,975)	0	0	(2,126,285)
11/1/19 SBLF Borrowing	0	71,758	601,808	18,484	121,147	540,024	0	0	1,353,220
<b>11/2/19 Balance</b>	\$178,251	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$178,251
Revenue from Dec. '19 levy (92%)	1,001,746	1,753,056	751,310	375,655	4,507,859	1,690,447	0	0	10,080,074
<b>Revenue prior to May '20 Payments</b>	\$1,179,997	\$1,753,056	\$751,310	\$375,655	\$4,507,859	\$1,690,447	\$0	\$0	\$10,258,325
Federal Subsidy	332,380	0	0	0	0	0	0	0	332,380
5/1/20 Payments	(404,985)	(3,906,338)	(686,388)	(1,106,250)	(11,646,350)	(1,727,975)	(435,368)	0	(20,116,854)
5/1/20 Set Aside Payment	(839,414)	0	0	0	0	0	0	0	(839,414)
5/1/20 Transfer Agent Fees	(500)	(500)	(500)	(500)	(500)	(500)	(500)	0	(3,500)
5/1/20 SBLF Borrowing	0	2,153,781	0	731,095	7,341,991	38,028	435,868	0	10,700,764
<b>6/2/20 Balance</b>	\$267,478	\$0	\$64,422	\$0	\$0	\$0	\$0	\$0	\$331,901
Plus: County Delinq. Reimbursement	67,108	152,440	65,331	32,666	391,988	146,995	0	0	876,528
Account Re-Allocation	0	0	(129,754)	0	0	0	129,754	0	0
<b>Estimated 6/30/20 Fund Balance</b>	354,587	152,440	0	32,666	391,988	146,995	0	129,754	1,208,429
Federal Subsidy	332,380	0	0	0	0	0	0	0	332,380
11/1/20 Payment	(404,985)	(65,275)	0	(20,500)	(146,919)	(569,725)	(445,263)	(215,329)	(1,870,996)
11/1/20 Transfer Agent Fees	0	0	0	0	0	0	0	0	0
11/1/20 SBLF Borrowing	0	0	0	0	0	422,730	445,263	85,576	953,568
<b>11/2/20 Balance</b>	\$261,962	\$87,165	\$0	\$12,166	\$242,069	\$0	\$0	\$0	\$623,381

Final Pricing Hartland CS 5.20.20 - Taxable.xlsm