

**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING – BOARD OF EDUCATION  
October 14, 2019**

**AGENDA**

- I. Call to order, 6:30 p.m., Boardroom, Educational Support Service Center
  - A. Pledge of Allegiance
  - B. Approval of Agenda/Items for Discussion
  - C. Approval of Minutes – September 9, 2019
  - D. Superintendent’s Report
    - 2018-19 Auditors’ Report (Scott Bacon)
    - Happenings at Lakes Elementary (Dave Minsker)
    - Happenings in Maintenance (Scott Bacon)
  - E. Call to the Public

*This portion of the agenda is for citizens to address any questions or comments to the Board. Attendees must register their intention to participate upon arrival at the meeting.*

*The Board will listen and take comments and questions under advisement but will not respond at this time. The presiding officer will refer questions to the superintendent for investigation and respond at a later date.*

*Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments. Each speaker may be limited to three (3) minutes. No participant may speak more than once.*

- F. Board Reports & Requests
- II. Action Items
  - A. Payment of Invoices
  - B. Ratification Resolution – Refunding School Bond Loan
- III. Discussion Items
  - A. High School Europe Trip (Dave Minsker)
- IV. Information Items
  - A. Future Meetings: November 11, 2019, Regular Meeting, 6:30 p.m., Hartland Educational Support Service Center; December 9, 2019, Regular Meeting, 6:30 p.m., Hartland Educational Support Service Center
  - B. Information Items
- V. Adjournment

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

DETAILED AGENDA

- I. CALL TO ORDER
- I.A. PLEDGE OF ALLEGIANCE
- I.B. APPROVAL OF AGENDA/ITEMS FOR DISCUSSION  
(Recommended action): That the agenda for the October 14, 2019 regular meeting be approved.  
Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- I.C. APPROVAL OF MINUTES – September 9, 2019 REGULAR MEETING- SEE ATTACHED  
(Recommended action): That the minutes of the September 9, 2019 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 September 30, 2019, and the payment of invoices totaling \$989,276.72 and payroll obligations totaling \$2,644,761.60.  
Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- II.B. RATIFICATION RESOLUTION – REFUNDING SCHOOL BOND LOAN  
(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent for Business & Operations, approves the refunding of the School Bond Loan as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_
- III.A. HIGH SCHOOL EUROPE TRIP (SEE ATTACHED)  
For discussion.
- IV.A. FUTURE MEETINGS  
November 11, 2019, regular meeting, 6:30 p.m. Hartland Educational Support Service Center  
December 9, 2019, regular meeting, 6:30 p.m. Hartland Educational Support Service Center
- IV.B. INFORMATION ITEMS
- V. ADJOURNMENT

Hartland Consolidated Schools  
Regular Meeting-Board of Education  
September 9, 2019

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

Members absent: B. Gatewood, C. Kenrick

Admin. Present: C. Hughes, D. Minsker, S. VanEpps, M. Cheney, S. Usher, S. Way, M. Marino, K. Gregory, J. Reck, E. Aluia, C. Chanavier, N. Conley, T. Howerton, D. Hottum, L. Pumford, M. Otis, A. Kreger, JD Wheeler, L. Archey, E. Hawker. T. Ureche, S. Pearson

Guests: B. Saunders, T. Wagner, A. Adams, L. Alt, J. McCarthy, N. Chilton, Evan C., R. Everett, G. Pasterik, C. Lamberger, M. Nist, J. Macias, A. Gilber, M. Ollinger, D. Rhodes, C. Rhodes, B. Toggart, E. Paajanen, K. Hamlin, B. Avenall, J. Miller, K. Darish, L. Rodockel, T. Pence, R. Bois, C. Luke, B. Ostervik, L. Fraser, B. Busby, C. Schuster, A Schuster, J. Stidham, A. Cutting

President Dumond called the meeting to order at 6:32 p.m. in the Board Room of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

#### **9/9/19 AGENDA APPROVED**

Motion by Hemeyer, supported by Costa that the agenda for the September 9, 2019 regular meeting be approved. Motion carried 5-0.

#### **8/15/19 MINUTES APPROVED**

Motion by Aberasturi, supported by Coleman that the minutes of the August 15, 2019 regular meeting be approved. Motion carried 5-0.

#### **SUPERTINTENDENT'S REPORT**

Mr. Hughes welcomed all the students in attendance.

He introduced Dave Minsker who shared the success of students on the district and state assessments. We were well above average in MSTEP/PSAT/SAT compared to the county and the state. Mr. Hughes talked about the economically disadvantaged students who are performing and growing at the same rate as other students due to the intervention focus of early and often. Dave gave credit to the Math and ELA coaches who work hard to get into classrooms for professional development. The SEL program is making it so our culture in the buildings is more conducive to learning and instruction. Dave gave credit to the administrators and principals who are in the buildings getting it done and thanked the Board for all of their support.

Thom Dumond thanked administrators, principals and staff for all they continue to do; and said we've had a lot thrown at us over the years, and we continue to grow in spite of it.

Mr. Hughes reminded everyone of the Partners in Progress meeting on September 30<sup>th</sup>, and the next Hartland SOUP on October 2<sup>nd</sup>. He said the location of the next SOUP may change due to a large group expected, and suggested checking the Hartland Living website for details as it gets closer to the date.

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

Parent Michelle Nist spoke about the success of the Band/Music Department at the High school. Parent Cathy Luke passed out flyers listing upcoming band and choir performances.

#### **PAYMENT OF INVOICES**

Motion by Coleman, supported by Aberasturi that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of August 31, 2019, and the payment of invoices totaling \$1,677,942.45 and payroll obligations totaling \$3,416,517.75. Motion carried 5-0.

### **ADMINISTRATIVE SALARY STRUCTURE ADJUSTMENT**

Motion by Aberasturi, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, approves the administrative salary structure adjustment as presented.

Motion carried 5-0.

### **RESOLUTION – REFUNDING SCHOOL BOND LOAN FUND**

Motion by Costa, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent for Business & Operations, approves the refunding of the School Bond Loan as presented. Motion carried 5-0.

### **NEW HIRES**

Motion by Hemeyer, supported by Costa that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Lindsay Alt for the 2019/20 school year at the Step 3, MA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Principal Hottum introduced Ms. Alt.

Motion by Costa, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Jason Stidham for the 2019/20 school year at the Step 3, MA +30 salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Mrs. Gregory introduced Mr. Stidham.

### **FUTURE MEETINGS**

Mr. Dumond noted that the next meeting is scheduled for October 14, 2019, regular, at 6:30 p.m. in the Boardroom of the Educational Support Service Center, and November 11, 2019, regular, at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

Mr. Hughes reminded the Board that he will be out of town for the October meeting. He feels confident the Board and administrators can proceed with business as usual in his absence, but if there is something that requires his attendance at the meeting, he asked if it would be possible to reschedule to a different date in October.

### **ADJOURNMENT**

The meeting was adjourned at 7:13 p.m.

Respectfully submitted,



Michelle Hemeyer  
Secretary



Renee Braden  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS  
BOARD MEETING ON OCTOBER 14, 2019  
EXPENDITURES FOR THE MONTH OF SEPTEMBER 2019**

**Check registers and ACH payments:**

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
09/05/2019	A/P Check Run	\$ 105,555.05	\$ 5,461.44	\$ 11,342.20	\$ 209.00		\$ 12,985.69	\$ 135,553.38
09/12/2019	A/P Check Run	\$ 211,989.75	\$ 1,422.95	\$ 40,717.13			\$ 15,555.56	\$ 269,685.39
09/19/2019	A/P Check Run	\$ 117,376.50	\$ 1,444.15	\$ 19,702.18			\$ 42,464.82	\$ 180,987.65
09/20/2019	A/P Check Run	\$ 360.68					\$ 5,496.00	\$ 5,856.68
09/24/2019	A/P Check Run	\$ 73,581.00						\$ 73,581.00
09/26/2019	A/P Check Run	\$ 117,453.22	\$ 14,109.46	\$ 26,115.05	\$ 363.75		\$ 20,286.87	\$ 178,328.35
09/30/2019	Void Checks	\$ (1,821.16)	\$ (375.00)					\$ (2,196.16)
09/10/2019	Merchant Fees (Comm Ed)	\$ 9,924.09						\$ 9,924.09
09/30/2019	Bank Fees	\$ 7,782.04						\$ 7,782.04
09/05/2019	PCMI - ACH	\$ 8,068.53						\$ 8,068.53
09/19/2019	PCMI - ACH	\$ 13,905.65						\$ 13,905.65
09/06/2019	EDUSTAFF - ACH	\$ 19,757.58						\$ 19,757.58
09/20/2019	EDUSTAFF - ACH	\$ 32,293.94						\$ 32,293.94
09/18/2019	GoPay (Soccer Officials)	\$ 1,297.75						\$ 1,297.75
09/25/2019	PNC VISA - ACH	\$ 54,450.85						\$ 54,450.85
<b>TOTAL</b>		<b>\$ 771,975.47</b>	<b>\$ 22,063.00</b>	<b>\$ 97,876.56</b>	<b>\$ 572.75</b>	<b>\$ -</b>	<b>\$ 96,788.94</b>	<b>\$ 989,276.72</b>

**Payroll and Benefit expenses:**

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
9/6/2019	9/6/2019 PAYDATE	\$ 728,062.83	\$ 256,389.11	\$ 38,008.81	\$ 353,529.69		\$ (20,343.91)	\$ 1,355,646.53
9/20/2019	9/20/2019 PAYDATE	\$ 655,597.53	\$ 224,566.54	\$ 33,527.43	\$ 353,627.99	\$ 17.86	\$ (20,322.25)	\$ 1,247,015.10
	SEPT HEALTH EQUITY CLAIMS						\$ 42,099.97	\$ 42,099.97
<b>TOTAL</b>		<b>\$ 1,383,660.36</b>	<b>\$ 480,955.65</b>	<b>\$ 71,536.24</b>	<b>\$ 707,157.68</b>	<b>\$ 17.86</b>	<b>\$ 1,433.81</b>	<b>\$ 2,644,761.60</b>

Hartland Consolidated Schools, Livingston County, Michigan (the “Issuer”)

A regular meeting of the board of education of the Issuer (the “Board”) was held in the Boardroom, Hartland Educational Support Service Center, within the boundaries of the Issuer, on the 14th day of October, 2019, at 6:30 o’clock in the p.m.

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

Present:       Members

Absent:        Members

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

**WHEREAS:**

1.       By resolution adopted on September 9, 2019 (the “Bond Resolution”), this Board authorized not to exceed Forty-Four Million Dollars (\$44,000,000) 2019 Refunding Bonds (General Obligation - Unlimited Tax) (Federally Taxable) (the “Bonds”) for the purpose of refunding all or a portion of the Issuer’s School Bond Loan Fund and School Loan Revolving Fund balances (the “Refunded Obligations”); and

2.       In the Bond Resolution, the Issuer authorized the Superintendent of Schools to accept the offer of J.P. Morgan Securities LLC, Miami, Florida (the “Underwriter”), within the parameters set forth in such resolution; and

3.       Based upon information provided by the Issuer’s financial consulting firm and 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 accomplish the refunding of the Refunded Obligations; and

4.       The Underwriter presented an offer to purchase the Bonds to the Superintendent on October 4, 2019, which the Superintendent accepted pursuant to the authority delegated in the Bond Resolution.

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

1.       The offer of the Underwriter 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 October 4, 2019, to purchase the Bonds in the principal amount of \$38,980,000 at a purchase price of \$38,911,205.23, which is the par value of the Bonds, less the Underwriter’s discount of \$68,794.77, is hereby ratified and affirmed. The Bonds shall be issued in the aggregate principal sum of \$38,980,000 and designated 2019 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 November 5, 2019, and shall mature on May 1 of the years 2023 to 2031, inclusive, on which interest is payable commencing May 1, 2020 and semi-annually thereafter on November 1 and May 1 at the rates and in the principal amounts set forth in Exhibit A and shall be subject to optional redemption as set forth herein. The Bonds shall be initially offered to the public at the initial offering yields as set forth in Exhibit A hereto.

3. The Bonds or portions of Bonds in multiples of \$5,000, maturing on or after May 1, 2030, shall be subject to redemption prior to maturity, at the option of the Issuer in such order as the Issuer may determine and by lot within any maturity, on any date occurring on or after May 1, 2029, at par plus accrued interest to the redemption date.

4. Notice of redemption of any Bond shall be given not less than thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption by mail to the registered owner's or owners' registered address shown on the registration books kept by the Paying Agent (the "Paying Agent"). The Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of Bonds obtained by dividing the denomination of the Bond by \$5,000, and such Bonds may be redeemed in part. The notice of redemption for Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed a new Bond or Bonds in an aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the registered owner thereof.

If less than all of the Bonds of any maturity shall be called for redemption prior to maturity, unless otherwise provided, the particular Bonds or portions of Bonds to be redeemed shall be selected by the Paying Agent, in such manner as the Paying Agent in its discretion may deem proper, in the principal amounts designated by the Issuer. Any Bonds selected for redemption which are deemed to be paid in accordance with the provisions of the Bond Resolution and this resolution will cease to bear interest on the date fixed for redemption. Upon presentation and surrender of such Bonds at the corporate trust office of the Paying Agent, such Bonds shall be paid and redeemed.

5. 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.

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 \$38,750,000 shall be paid to the Michigan Department of Treasury for payment of the Refunded Obligations.

B. The approximate sum of \$161,205.23 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.

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 September 25, 2019, 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 of Schools to execute for and on behalf of the Issuer a Paying Agent-Bond Registrar Agreement.

13. 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

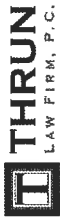
Resolution declared adopted.

\_\_\_\_\_  
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 October 14, 2019, 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  
 County of Livingston, State of Michigan  
 2019 Refunding Bonds  
 (General Obligation - Unlimited Tax) (Federally Taxable)  
 Final Numbers

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Takedown
2019 Serial Bonds (Taxable):						
	05/01/2023	2,340,000	1.794%	1.794%	100.000	1.350
	05/01/2024	2,625,000	1.874%	1.874%	100.000	1.350
	05/01/2025	2,925,000	2.053%	2.053%	100.000	1.350
	05/01/2026	3,325,000	2.153%	2.153%	100.000	1.350
	05/01/2027	3,725,000	2.241%	2.241%	100.000	1.350
	05/01/2028	5,000,000	2.291%	2.291%	100.000	1.350
	05/01/2029	5,375,000	2.341%	2.341%	100.000	1.350
	05/01/2030	6,100,000	2.461%	2.461%	100.000	1.350
	05/01/2031	7,565,000	2.561%	2.561%	100.000	1.350
		38,980,000				

Dated Date	11/05/2019	
Delivery Date	11/05/2019	
First Coupon	05/01/2020	
Par Amount	38,980,000.00	
Original Issue Discount		
Production	38,980,000.00	100.000000%
Underwriter's Discount	-68,794.77	-0.176487%
Purchase Price	38,911,205.23	99.823513%
Accrued Interest		
Net Proceeds	38,911,205.23	



**FIELD TRIP REQUEST FORM**

Teacher: Pamela Iden	School/ Class: High School 8 <sup>th</sup> – 12 <sup>th</sup>	Request Date: 9/27/2019
TRIP DATE: 6/9/2018	Destination: Munich, Germany, Vienna Austria, Lucern, Switzerland	
Number of Students: 18?	Number of Staff/ Chaperones: 3( 1 per every 6 paying students)	Supervisor Ratio: 1 to 6 plus 24/7 guide from tour company
Handicapped accessibility required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<p>Mode of Transportation: Other                  If Other, please explain: Airline, public transit, coach buses</p>
<p>Purpose of Trip: Hands on learning. Cultural immersion. Authentic language usage and communication. Gain perspective on other cultures. Better understand history.</p> <p>*If this is an overnight trip, The <i>Proposal for Overnight Trips</i> Form must accompany this form.</p>
<p>Course of Study: German 1 – German 4 with emphasis on older students who have studied German the longest.</p>
<p>Specific Learning Objectives to be Accomplished: First hand understanding and usage of language and culture. Immersing the students into real world experiences encompassing everything they have been learning in class.</p>
<p>Student Behaviors that will Confirm Achievement of Learning Objectives: Discussions concerning cultural differences (everything from dress, public toilets, ediquette, history, diet, public transit, etc) and how they feel about the interaction and differences that they experience.</p>
<p>Course Objectives Related to the Learning Objectives: Language acquisition and cultural comparisons.</p>
<p>Pre-Trip Lessons/Activities to be Done in the Classroom: Multiple years of language instruction in the classroom.</p>
<p>Post Trip Lessons/Activities to Reinforce/Extend Learning: Students teaching other students about their real life experiences, sharing photos, bringing back realia, using more language in class and gaining the knowledge and confidence to plan trips to other countries or learn more languages post trip.</p>

Yes  No  N/A

Contacted Transportation for bus availability and estimated cost

Date: Click to enter a date

Yes  No  N/A

Requested handicapped bus if applicable

Yes  No  N/A

Will inform Central Kitchen

Yes  No  N/A

Identified Special Accommodations  
(transportation, meds, allergies, etc.)

Yes  No

Prepared Parent Consent For Field Trip (parental permission form)?

- Date and time of trip
- Destination of the trip
- Name(s) of adult supervisor(s)
- The mode of transportation
- Field trip description (fees, student rules, dress code, etc.)
- Medical consent

Please describe the alternative programs that have been planned for students who will not participate in the field trip activity:

This does not apply as the trip is scheduled outside of the school calendar year.

If private vehicles are used:

Yes  No Will licensed drivers drive all cars?

Yes  No Are cars and drivers insured?

Yes  No Do the owners of the vehicles know their vehicles are being used for this purpose?

Yes  No Do you have Emergency Contact Information for students on trip to provide to drivers?

Teacher signature: *Pamela A. Allen* Date: 27/sept./2019

**FIELD TRIP APPROVAL**

Trip

Trip

Approved:

Disapproved:

Principal:

*[Signature]*

Date:

10/1/19