

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
November 11, 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 – October 14, 2019
 - D. Superintendent’s Report
 - Happenings at Creekside Elementary
 - Instructional Coaches
 - 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. Resolution – Summer Tax Collection
- III. Discussion Items
 - A. New & Revised Policy Review- 2410, 2414, 2418, 1420, 2265, 2628, 3210, 3220, 5230, 6800, 7300, 7440.03, 8400, 8462
 - B. 2020-2021 High School Curriculum Guide
- IV. Information Items
 - A. Future Meetings: December 9, 2019, Regular meeting, 6:30 p.m., Hartland Educational Support Service Center; January 13, 2020, 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 November 11, 2019 regular meeting be approved.
Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – OCTOBER 14, 2019 REGULAR MEETING (SEE ATTACHED)

(Recommended action): That the minutes of the October 14, 2019 regular meeting be approved.
Motion by _____, supported by _____. _____

I.D. SUPERINTENDENT'S REPORT

- Happenings at Creekside
- Instructional Coaches

I.E. CALL TO THE PUBLIC

I.F. BOARD REPORTS & REQUESTS

II.A. PAYMENT OF INVOICES (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of October 31, 2019, and the payment of invoices totaling \$2,513,258.03 and payroll obligations totaling \$2,750,287.07.
Motion by _____, supported by _____. _____

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

(Recommended action): That the Board of Education, pursuant to the Revised School Code, hereby imposes a summer tax levy for July 1, 2020, as presented. Motion by _____, supported by _____. _____

III.A. NEW & REVISED POLICY REVIEW – SEE ATTACHED

2410, 2414, 2418, 1420, 2265, 2628, 3210, 3220, 5230, 6800, 7300, 7440.03, 8400, 8462
For discussion.

III.B. 2020-21 HIGH SCHOOL CURRICULUM GUIDE

For discussion.

IV.A. FUTURE MEETINGS

December 9, 2019, regular, 6:30 p.m. Board Room, Educational Support Center
January 13, 2020, regular, 6:30 p.m. Board Room, Educational Support Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

Hartland Consolidated Schools
Regular Meeting-Board of Education
October 14, 2019

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

Members absent: C. Costa

Admin. Present: D. Minsker, S. VanEpps, S. Bacon, T. Howerton, S. Way, A. Kreger, K. Gregory, N. Conley, M. Cheney, S. Pearson, D. Hottum, M. Marino.

Guests: Boatman, P. Iden, C. Eddy, S. Eddy, K. Eddy, M. Young, L. Egeland, A. Larson, L. Villar, S. Osterhoff, A. Brown, L. Caramagno, N. Maly, K. Niemi, A. Balog, M. Marino, B. McCollum, O. Green, B. Bayerl, S. Terry, D. Wasoyke, D. Avenall, M. Jones, L. Raven, A, Tiano, T. Terski, H. Bosna, T. Allen, C. Flynn

President Dumond called the meeting to order at 6:30 p.m. in the Board Room of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

10/14/19 AGENDA APPROVED

Motion by Kenrick, supported by Hemeyer that the agenda for the October 14, 2019 regular meeting be approved. Motion carried 6-0.

9/9/19 MINUTES APPROVED

Motion by Aberasturi, supported by Gatewood that the minutes of the September 9, 2019 regular meeting be approved. Motion carried 6-0.

SUPERTENDENT'S REPORT

2018-19 AUDITORS' REPORT

Scott Bacon introduced Rachel Bois who introduced the auditors from Plante Moran to go over the audit report. Jeff Higgins expressed his opinion on the financial status of the district. He reported an unmodified, or clean opinion, of the district's financial statements for the year ending June 30, 2019, the highest level they can provide on financial statements.

Thom Dumond thanked Scott Bacon and Rachel Bois for all their hard work.

HAPPENINGS AT LAKES ELEMENTARY

Dave Minsker introduced Principal Tony Howerton who introduced second grade teachers Lori Egeland, Michelle Young, Lisa Villar and special education teachers Sheri Osterhoff and Doreen Avenall. They talked about the intervention block that was put in place last year to make sure kids get additional instruction where needed. This explicit instruction is for students who are at or below grade level, 8-12 of the lowest readers in each class, in addition to their regular classroom instruction. These students all made significant progress.

HAPPENINGS AT MAINTENANCE

Thom Dumond introduced Director of Maintenance Matt Marino who noted the new truck that was recently purchased was in the parking lot for Board members to see. He talked about the maintenance staff and the buildings they take care of and the utility staff and each of their duties. He listed the numerous projects that have been completed over the last year and some of the upcoming projects like the handicapped lift replacement being done at Round Elementary. Scott Bacon commended Matt for all the preventative maintenance that he does, prolonging the life of things in the district to save money.

CALL TO THE PUBLIC

There was no response to call to the public.

BOARD REPORTS

Bill Gatewood thanked the students in attendance for coming to the meeting. He said they got a chance to see first-hand things occurring in the district and walk away with some knowledge of how the district spends money and how hard maintenance works to take care of the buildings to make sure they have a great place to go to school.

PAYMENT OF INVOICES

Motion by Kenrick, supported by Hemeyer 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 carried 6-0.

RATIFICATION RESOLUTION – REFUNDING SCHOOL BOND LOAN

Motion by Aberasturi, supported by Coleman 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 6-0.

Scott Bacon introduced Paul Stauder from PFM, who talked about how he presented an opportunity to borrow at a much lower interest rate than we had been paying. Based on good credit ratings, the result is an interest rate of 2.37 percent, which will result in 5.5 million dollars in savings to the district.

HIGH SCHOOL EUROPE TRIP

Dave Minsker introduced Pam Iden who talked about the 2020 trip to Austria. She priced 2 trips, one is a longer trip and more costly, but they will have the opportunity to visit more places. She talked about her idea of making the trip available to other Hartland students, not just the German club, in order to get a larger group of kids.

FUTURE MEETINGS

Mr. Dumond noted that the next meeting is scheduled for November 11, 2019, regular, at 6:30 p.m. in the Boardroom of the Educational Support Service Center, and December 9, 2019, regular, at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

ADJOURNMENT

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

Respectfully submitted,



Michelle Hemeyer
Secretary



Renee Braden
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON NOVEMBER 11, 2019
EXPENDITURES FOR THE MONTH OF OCTOBER 2019**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
10/02/2019	A/P Check Run	\$ 481.32						\$ 481.32
10/03/2019	A/P Check Run	\$ 177,022.47	\$ 2,263.67	\$ 29,682.89	\$ 9.46	\$ 153.30	\$ 29,500.46	\$ 238,632.25
10/10/2019	A/P Check Run	\$ 474,172.66	\$ 6,255.33	\$ 28,800.02			\$ 32,899.86	\$ 542,127.87
10/14/2019	A/P Check Run		\$ 290.00					\$ 290.00
10/17/2019	A/P Check Run		\$ 320.00					\$ 320.00
10/17/2019	A/P Check Run	\$ 521,425.73	\$ 4,234.39	\$ 12,238.33			\$ 32,751.04	\$ 570,649.49
10/25/2019	A/P Check Run	\$ 653,038.88	\$ 3,424.22	\$ 42,793.96			\$ 19,279.84	\$ 718,536.90
10/31/2019	A/P Check Run	\$ 142,431.88	\$ 1,679.98	\$ 12,133.98			\$ 21,699.42	\$ 177,945.26
10/31/2019	Prepaid Checks						\$ 1,864.00	\$ 1,864.00
10/31/2019	Void Checks	\$ (100.00)	\$ (395.00)					\$ (495.00)
10/31/2019	Merchant Fees (Comm Ed)	\$ 11,377.51						\$ 11,377.51
10/31/2019	Bank Fees	\$ 3,508.45						\$ 3,508.45
10/03/2019	PCMI - ACH	\$ 33,157.09						\$ 33,157.09
10/10/2019	PCMI - ACH	\$ 646.08						\$ 646.08
10/17/2019	PCMI - ACH	\$ 68,881.78						\$ 68,881.78
10/31/2019	PCMI - ACH	\$ 16,274.24						\$ 16,274.24
10/04/2019	EDUSTAFF - ACH	\$ 46,229.09						\$ 46,229.09
10/18/2019	EDUSTAFF - ACH	\$ 47,423.65						\$ 47,423.65
10/09/2019	GoPay (Soccer Officials)	\$ 933.75						\$ 933.75
10/17/2019	GoPay (Soccer Officials)	\$ 1,259.50						\$ 1,259.50
10/30/2019	GoPay (Soccer Officials)	\$ 1,402.25						\$ 1,402.25
10/28/2019	PNC VISA - ACH	\$ 31,812.55						\$ 31,812.55
TOTAL		\$ 2,231,378.88	\$ 18,072.59	\$ 125,649.18	\$ 9.46	\$ 153.30	\$ 137,994.62	\$ 2,513,258.03

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
10/4/2019	10/4/2019 PAYDATE	\$ 745,250.35	\$ 259,960.42	\$ 38,499.94	\$ 374,785.51	\$ 4,821.55	\$ (20,322.25)	\$ 1,402,995.52
10/18/2019	10/18/2019 PAYDATE	\$ 677,661.29	\$ 232,313.19	\$ 34,552.07	\$ 376,124.05	\$ 4,629.62	\$ (20,447.25)	\$ 1,304,832.97
11/1/2019	11/1/2019 PAYDATE						\$ (20,297.25)	\$ (20,297.25)
OCT HEALTH EQUITY CLAIMS							\$ 62,755.83	\$ 62,755.83
TOTAL		\$ 1,422,911.64	\$ 492,273.61	\$ 73,052.01	\$ 750,909.56	\$ 9,451.17	\$ 1,689.08	\$ 2,750,287.07

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

A regular meeting of the Board of Education (the "Board") of the District was held in the Boardroom, Educational Support Service Center, in the District, on the 11th day of November 2019, at 6:30 in the evening.

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

Present:

Absent:

The following preamble and resolution were offered by Member _____ and supported by Member _____:

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2020 its previously adopted ongoing resolution imposing a summer tax levy of all of annual school property taxes, including debt service, upon property located within the District and continuing from year to year until specifically revoked by this Board and requests each city and/or township in which this District is located to collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2020 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2020.

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

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

Ayes:

Nays:

Motion 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 said Board of Education at a regular meeting held on November 11, 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, PA 1976, as amended).

Secretary, Board of Education

Subject: Special Update - October 2019

Policy Update

SPECIAL RELEASE- Prohibition of Referral or Assistance

OCTOBER 2019

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

Publication of this Special Release is in response to recent legislative action which included an amendment to State School Aid Act Section 166 (MCL 388.1766), with immediate effect. As amended, Section 166 requires school boards to adopt and implement a policy that prohibits school officials, board members, and school employees from referring a student for an abortion or assisting a student in obtaining an abortion. Parents/legal guardians of such a student are not subject to this policy.

Failure to adopt such a policy is no longer subject to a \$100,000 forfeiture of state aid, but rather, a violation of

Section 166 will be enforced through a complaint procedure, which could result in a 1% forfeiture of state aid, if the violation is substantiated by MDE. As amended, Section 166 no longer includes "other persons" in the prohibition, nor does it impose a fine against an employee who violates the policy.

These revised policies and administrative guideline reflect the current state of the law and should be adopted in order to maintain accurate policies and guidelines.

The following documents are included in this Special Release:

Policy 2410 - Prohibition of Referral or Assistance (Revised)

Policy 2414 - Reproductive Health and Family Planning (Revised)

Policy 2418 - Sex Education (Revised)

AG 2418 - Sex Education (Revised)

District-Specific Material

If the District chooses to adopt a new policy or guideline or incorporate District-specific material into an existing policy or guideline other than what has been proposed 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:

Materials from the District's existing materials that the District requests be incorporated during the drafting process;

New materials that the District develops in their entirety and exclusive of Neola; and

Revisions or deletions that substantively depart from Neola's templates.

All questions should be directed to the Production Office at 632 Main 43812 (phone 800-407-5815, fax 740622-2557). Street, Coshocton, Ohio

Cross References

Special Update - October 2019 Disposition Sheet - Disposition Sheet

Notice Regarding Legal Accuracy

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by Michigan legal counsel. Should any question arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola's counsel will 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.

LEGAL ALERT

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

- A. Recent Legislative Changes and Legal Issues
- B. FMLA Guidance Released by the Department of Labor (DOL)
- C. FLSA - DOL Proposes Changes to the Minimum Salary Threshold for Overtime Exemption
- D. Employee Wellness Programs
- E. Standards of Evidence

BYLAWS AND POLICIES

Policy 1420 - School Administrator Evaluation (Revised)

Revisions to this policy (and Policy 3220) reflect S.B 122 and S.B. 202 annual year-end evaluations for teachers and school and district administrators who are regularly involved in instructional matters.

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

Policy 2265 - Child Care Center Staff and Volunteers (New)

This new policy is provided to comply with a change to the Child Care Organizations Act requiring more intensive background checks for anyone who works in a qualifying program, including volunteers if they have unsupervised contact with kids. The Act requires districts to have a policy regarding volunteer supervision. Although a policy is not required on background checks, the district is required to do them.

This new policy reflects current law and should be adopted in order to maintain accurate policies.

Policy 2450 - Community and Adult Education (Revised)

Not recommending

The addition to this policy is provided for districts that offer adult education/job training programs that are eligible for tuition funds paid by the U.S. Department of Veterans Affairs and enforced at Institutions of Higher Learning, Non-College Degree Programs, and Flight Schools. The recently enacted Veterans Benefits and Transition Act of 2018 requires Michigan's State Approving Agency (SAA) to disapprove all courses at educational institutions that have a policy inconsistent with the following criteria for recipients of Chapter 31 and Chapter 33 of the G.I. Bill.

This revision reflects the current Federal law and should be adopted if the district provides such adult education/job training programs.

Policy 2628 - State Aid Incentives (Revised)

The revision to this policy reflects the current "At-Risk" characteristics specified in Section 31a(20) of the Michigan School Aid Act.

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

Policy 3210 - Staff Ethics (Revised)

This policy has been revised to include the provisions of the recently approved (May 2019) Michigan Code of Educational Ethics (Code). The Code is adapted from the Model Code of Ethics for Educators (MCEE), adopted by the National Association of State Directors of Teacher Education and Certification Board of Directors.

Revisions to this policy are recommended for adoption.

Policy 3220 - Professional Staff Evaluation (Revised)

Revisions to this policy (and Policy 1420) reflect S.B 122 and S.B. 202 annual year-end evaluations for teachers and school and district administrators who are regularly involved in instructional matters.

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

Policy 5230 - Late Arrival and Early Dismissal (Revised)

This revision provides an option for the District to require photo identification when releasing a student to a non-parent/guardian.

This option is recommended, but not required.

Policy 5330.02 - Opioid Antagonists (Revised) *Not recommending*

~~This policy has been revised to reflect the changes of Public Act 38 and Public Act 39 resulting in the creation of the new Administration of Opioid Antagonist Act (AOAA). The Act is effective as of September 24, 2019.~~

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

Policy 6800 - System of Accounting (Revised)

This policy has been revised to reflect the reporting requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84) regarding student and school-related activity funds.

This revision reflects the requirements in the Michigan Public Schools Accounting Manual and should be adopted.

Policy 7300 - Disposition of Real Property (Revised)

This policy has been revised to specifically list certain options that are available to districts regarding disposition of real property.

Revisions to this policy are recommended, although not required.

Policy 7440.03 - Small Unmanned Aircraft Systems (New)

Neola first issued guidance on drones in August 2015, providing a sample resolution for districts to prohibit the operation of small unmanned aircraft systems on school property, to be in compliance with MHSAA bylaws. Such aircraft systems are regulated by the Federal Aviation Administration (FAA), with rulemaking by that agency in the early stages at that time. However, rulemaking has become somewhat settled with the issuance of SMALL UNMANNED AIRCRAFT RULE (PART 107). This new policy and administrative guideline reflect the provisions of that rule (Part 107) and the prohibition advanced by the MHSAA.

This policy and guideline are recommended.

Policy 8400 - School Safety Information (Reissued)

This policy and corresponding AG are being reissued as a part of this update. When revised in January 2015, the optional language was offered dealing with Threat Assessment procedures and considerations. Very few clients selected the Threat Assessment language at that time. However, given the current focus on such precautions, the template is being reissued (with no further revision) for consideration.

This policy and guideline are recommended.

Policy 8462 - Student Abuse and Neglect (Revised)

This policy has been revised to include all "mandatory reporters" as specified by Michigan statute. Given recent additions to the list of individuals required to report suspicion of child abuse, the term "professional staff" was not sufficiently inclusive.

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

ADMINISTRATIVE GUIDELINES

AG 2240B - Alternative Learning Activities for Opt-Out Students (Revised)

Language has been added to this guideline to provide an alternative for a student who objects to dissection activities, in accordance with Michigan State Board of Education policy.

This guideline should be approved and implemented.