

**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING – BOARD OF EDUCATION  
March 9, 2020**

**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 – February 10, 2020 regular meeting
  - D. Superintendent’s Report
    - Happenings at Farms Intermediate
    - Happenings in Special Education
    - HEA Presentation – Board of Education Appreciation
  - 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. Renewal – Administrators’ Contracts
  - C. Renewal – Superintendent Contract
  - D. Updated 2019-20 Emergency Operations Plan
  - E. New Hires
  - F. High School Europe Trips - Summer 2021, Pam Iden; Summer 2021, Amy Szabo
  - G. 403b Legal Language Requirement

- III. Discussion Items
  - A. Vehicle Replacement - Cube Van Purchase
  - B. Exterior Door Project

- IV. Information Items
  - A. Future meetings: April 13, 2020, regular, 6:30 p.m., Boardroom, Hartland Educational Support Service Center; May 11, 2020, regular, 6:30 p.m., Boardroom, 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 March 9, 2020 regular meeting be approved.

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

I.C. APPROVAL OF MINUTES – FEBRUARY 10, 2020 MEETING- SEE ATTACHED

(Recommended action): That the minutes of the February 10, 2020 regular meeting be approved.

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

I.D. SUPERINTENDENT’S REPORT

- Happenings at Farms Intermediate
- Happenings in Special Education
- HEA Presentation to the Board

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 February 29, 2020, and the payment of invoices totaling \$1,651,058.52 and payroll obligations totaling \$3,476,704.53.

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

II.B. ADMINISTRATIVE CONTRACT RENEWALS

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves 2-year contract renewals effective July 1, 2020 for Scott VanEpps, David Minsker, Kate Gregory, Jason Reck, Tom Ureche, Emily Aluia, J.D. Wheeler, Nicole Conley, Lawrence Pumford, Chris Chanavier, Mikki Cheney, Ethan Hawker, Dotty Hottum, Tony Howerton, Angelina Kreger, Stephanie Way, and Michelle Otis.

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

II.C. SUPERINTENDENT CONTRACT RENEWAL

(Recommended action): That the Board of Education, upon the recommendation of the Board President, approves a 2-year contract renewal effective July 1, 2020 for Chuck Hughes.

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

II.D. UPDATED 2019-2020 EMERGENCY OPERATIONS PLAN (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Assistant Superintendent for Personnel and Student Services, adopts the updated Emergency Operations Plan as presented. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.E. NEW HIRES (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Sonya Salinas for the remainder of the 2019-20 school year, at the Step 4, MA salary tract (\$51,368), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Carolyn Thompson for the remainder of the 2019-20 school year, at the Step 3, MA salary tract (\$48,922), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion by \_\_\_\_\_, supported by \_\_\_\_\_. \_\_\_\_\_

II.F. HIGH SCHOOL EUROPE TRIPS (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent approves the trips to Europe (Austria, Switzerland, Germany & Peru) in the summer of 2021 as presented, as long as no travel advisories to the destination exist for the travel period.

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

II.G. 403B LEGAL LANGUAGE REQUIREMENT (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent for Business and Operations, adopts the resolutions related to the Hartland Consolidated Schools Tax-Sheltered Annuity Plan for Affiliated Employees as presented.

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

III.A. VEHICLE REPLACEMENT-CUBE VAN PURCHASE

For discussion.

III.B. EXTERIOR DOOR PROJECT

For discussion.

IV.A. FUTURE MEETINGS

April 13, 2020, regular, 6:30 p.m., Boardroom, Hartland Educational Support Service Center

May 11, 2020, regular, 6:30 p.m., Boardroom, Hartland Educational Support Service Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

Hartland Consolidated Schools  
Regular Meeting-Board of Education Minutes  
February 10, 2020

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

Members absent: None

Admin. Present: D. Minsker, S. VanEpps, S. Bacon, S. Way, K. Gregory, M. Otis, T. Howerton, D. Hottum, A. Kreger, M. Marino, L. Archey, L. Pumford, M. Cheney, E. Hawker, N. Conley

Guests: M. Ferris, E. Hale, C. Wood, S. Kinney, K. Butzier, S. Cabaj, O. Mendeville, T. Everett, P. Thomas, N. McKee, B. Fried, L. Luke, A. Wiitanen, K Paquette, A. Preiss, T. Wagner, R. Bell, K. Gerecke, R. Gerecke, L. Halibozek, O. Wiltshire, M. Hull, J. Confeko, I. Griebe, J. Bittner, R. Camilleri, S. Simmer, K. Anderson, K. Jenson, E. Ansbro, A. Mirabatur, A. Perry, K. Matora, C. Jablonski, A. Moody

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

**2/10/20 AGENDA APPROVED**

Motion by Kenrick, supported by Hemeyer that the agenda for the February 10, 2020 regular meeting be approved. Motion carried 7-0.

**1/13/20 MINUTES APPROVED**

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

**SUPERTINTENDENT'S REPORT**

Thom Dumond introduced Mr. Hughes, who spoke to the Board and everyone in attendance about the loss of Bill Cain. He then initiated a moment of silence.

**HAPPENINGS AT VILLAGE ELEMENTARY**

Mr. Hughes introduced Principal Kreger, who introduced several of her staff from Village Elementary, who each play a key part in making social emotional learning the foundation of what they are working on in their building this year.

**HAPPENINGS IN STUDENT NUTRITION**

Mr. Hughes introduced Lisa Archey, Director of Student Nutrition, who gave the Board an annual update on their mission to feed students healthy meals so they can learn. Lisa mentioned May 1<sup>st</sup> is national lunch hero day.

**CALL TO THE PUBLIC**

There was no response to call to the public.

**BOARD REPORTS**

Michelle Hemeyer thanked Matt Marino and the staff on a great job keeping areas clear of snow. Cyndi Kenrick thanked Lisa Archey for understanding the importance of getting good meals to kids. Thom Dumond thanked the High School staff for the invitation to the Unified basketball game. Thom noted the certificate of appreciation to the Hartland Board of Education from Hank Vaupel and Lana Theis for Board Appreciation month. Kristin Coleman thanked Angelina Kreger for the invitation to the Village Victor's lunch in January.

### **PAYMENT OF INVOICES**

Motion by Aberasturi, supported by Gatewood that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of January 31, 2020, and the payment of invoices totaling \$1,672,475.64 and payroll obligations totaling \$2,664,970.26. Motion carried 7-0.

### **2019/20 BUDGET AMENDMENTS: GENERAL FUND, ATHLETICS, and CAFETERIA**

Motion by Hemeyer, supported by Costa that the Board of Education, upon the recommendation of the Assistant Superintendent for Business Operations, approves the 2019/20 budget amendments as presented. Scott Bacon introduced Rachel Bois to update the rest of the Board. The finance committee had reviewed the information a week earlier. Rachel noted we are going to finish better than expected in all three of these funds and that the final amendments, for the smaller funds, will come at the end of the year. Motion carried 7-0.

### **RESOLUTION FOR MAY 5, 2020 BOND ELECTION**

Motion by Coleman, supported by Aberasturi that the Board of Education, upon the recommendation of the Superintendent and Assistant Superintendent for Business and Operations, approves the resolution calling for a bond issue to be placed on the ballot for the May 5, 2020 election. Motion carried 7-0.

### **DISTRICT EMERGENCY OPERATION PLAN**

Scott VanEpps spoke about the need for a formal resolution to go before the Board in March for our Emergency Operation Plan to better position ourselves for potential grant dollars. He has started gathering information to identify a list of needed items such as security cameras, doors, etc. This information needs to be submitted by March 27th for consideration of the grant. This will come before the Board for action at the March 9, 2020 meeting.

### **FUTURE MEETINGS**

President Dumond noted that the next meetings will be held March 9, 2020, regular, at 6:30 p.m. and April 13, 2020, regular, at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

### **ADJOURNMENT**

The meeting was adjourned at 7:37 p.m.

Respectfully submitted,



Michelle Hemeyer  
Secretary



Renee Braden  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS  
BOARD MEETING ON MARCH 9, 2020  
EXPENDITURES FOR THE MONTH OF FEBRUARY 2020**

**Check registers and ACH payments:**

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
02/06/2020	A/P Check Run	\$ 538,241.07	\$ 4,012.87	\$ 20,256.73			\$ 18,604.46	\$ 581,115.13
02/13/2020	A/P Check Run	\$ 212,625.89	\$ 2,191.83	\$ 19,239.99			\$ 55,329.25	\$ 289,386.96
02/21/2020	A/P Check Run	\$ 386,451.72	\$ 1,586.03	\$ 30,221.57		\$ 400.00	\$ 48,952.78	\$ 467,612.10
02/24/2020	A/P Check Run		\$ 980.00					\$ 980.00
02/28/2020	A/P Check Run	\$ 77,064.65	\$ 4,547.10	\$ 958.60			\$ 54,154.02	\$ 136,724.37
02/29/2020	Prepaid Checks						\$ 30.00	\$ 30.00
02/29/2020	Void Checks						\$ (901.50)	\$ (901.50)
02/10/2020	Merchant Fees (Comm Ed)	\$ 8,778.52						\$ 8,778.52
02/28/2020	Bank Fees	\$ 3,286.01						\$ 3,286.01
02/06/2020	PCMI - ACH	\$ 11,374.22						\$ 11,374.22
02/20/2020	PCMI - ACH	\$ 22,352.93						\$ 22,352.93
02/07/2020	EDUSTAFF - ACH	\$ 40,928.41						\$ 40,928.41
02/21/2020	EDUSTAFF - ACH	\$ 51,884.71						\$ 51,884.71
02/26/2020	PNC VISA - ACH	\$ 37,506.66						\$ 37,506.66
<b>TOTAL</b>		<b>\$ 1,390,494.79</b>	<b>\$ 13,317.83</b>	<b>\$ 70,676.89</b>	<b>\$ -</b>	<b>\$ 400.00</b>	<b>\$ 176,169.01</b>	<b>\$ 1,651,058.52</b>

**Payroll and Benefit expenses:**

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
2/4/2020	RETIREMENT- JANUARY UAAL				\$ 315,778.71			\$ 315,778.71
2/4/2020	RETIREMENT-1/24/20 PAYDATE				\$ 369,042.70			\$ 369,042.70
2/7/2020	2/7/2020 PAYDATE	\$ 935,265.51	\$ 366,130.29	\$ 50,290.50	\$ 493,987.67	\$ 7,365.47	\$ (21,400.55)	\$ 1,831,638.89
2/21/2020	2/22/2019 PAYDATE	\$ 665,856.12	\$ 228,342.80	\$ 33,606.98		\$ 4,784.22	\$ (21,100.55)	\$ 911,489.57
FEB HEALTH EQUITY CLAIMS							\$ 48,754.66	\$ 48,754.66
<b>TOTAL</b>		<b>\$ 1,601,121.63</b>	<b>\$ 594,473.09</b>	<b>\$ 83,897.48</b>	<b>\$ 1,178,809.08</b>	<b>\$ 12,149.69</b>	<b>\$ 6,253.56</b>	<b>\$ 3,476,704.53</b>

## ADMINISTRATIVE EMPLOYMENT CONTRACT

This contract is made and entered into as of the 1<sup>st</sup> day of July 2020 between the Board of Education of the Hartland Consolidated Schools, Livingston County, Michigan (hereinafter called the "Board"), and **CHARLES HUGHES** (hereinafter called the "Superintendent").

Whereas, the Board at a meeting held on the 9th day of March, 2020, approved the employment of the Superintendent in accordance with the terms and conditions of this contract per the attached resolution; and

Whereas, the Superintendent desires to be employed by the Board in accordance with the terms and conditions of this contract;

Now, therefore, in consideration of the mutual promises contained in this contract, it is agreed between the parties, as follows:

1. **Term.** This contract shall take effect on the 1<sup>st</sup> day of July, 2020 and continue in force thereafter through the 30<sup>th</sup> day of June 2022, subject to extension and termination as provided in paragraphs 4 and 10.
2. **Duties.** The Superintendent represents that he meets all Michigan requirements and holds all certificates necessary by law or Board policy for employment by the Board in this administrative position. The Superintendent agrees to perform the duties of Superintendent in a competent and professional manner in compliance with the laws applicable to the school district, the policies and regulations adopted by the Board and such other professional duties as may be from time to time prescribed by the Board which are not expressly contrary to law or the terms of this contract. If at any time the Superintendent fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position assigned as required herein, this contract shall automatically terminate and the Board shall have no further obligation hereunder.
3. **Evaluation.** The Superintendent shall be evaluated not less than annually in accordance with Board policy and applicable law.
4. **Extension.** This contract may be extended or not renewed either by option of the Board or by operation of law, as follows:
  - A. **Board option.** The Board may take action annually prior to March 30 to extend this contract for an additional year, written notification must be given to the Superintendent by March 30 of the final year of this contract.
  - B. **Operation of law.** Unless the Board gives written notice of non-renewal of this contract to the Superintendent at least 90 days before the contract's termination date, this contract will, without further action, be extended an additional year as provided by Public Act 289 of 1995, being section 1229 of the Michigan Revised School Code. The Superintendent shall advise the Board of this obligation during the month of January in the final year of the contract as extended.

5. **Tenure exclusion.** This contract does not confer tenure upon the Superintendent in this position or any other administrative position in the district.
  
6. **Compensation.** The base salary for this contract shall not be less than \$161,532, plus \$9,000 for longevity for a total salary of \$170,532 for each contract year. The salary will be paid in equal installments per normal Board policy. The Board reserves the right to increase the salary of the Superintendent during the term of this contract. The Superintendent will receive a minimal annual salary adjustment equal to the annual teachers' contracted increase or decrease percentage, if applicable. In addition, the Superintendent's salary will increase by \$5,000 a year for up to two years starting on the 1<sup>st</sup> day of July, as long as he receives from the Board either an 'Effective' or 'Highly Effective' rating as part of his previous year's Board performance evaluation. Any other increase in salary made during the term of this contract shall be in the form of a written amendment and, when executed by the Superintendent and the Board, shall become a part of this contract. Consistent with the provisions of Section 1250 of the Revised School Code, the Superintendent's job performance and job accomplishments will be significant factors in determining any adjustment to compensation.
  - A. **Tax-Sheltered Annuity.** The Superintendent shall annually receive a Board paid tax-sheltered annuity starting at the amount equal to 5% of the compensation from Section 6 for the first year of employment. For each additional year after, the amount will increase by 1% annually on the 1<sup>st</sup> day of July for seven (7) years as long as he receives from the Board either an 'Effective' or 'Highly Effective' rating as part of the previous year's Board performance evaluation.
  
7. **Fringe benefits.** The Superintendent shall be given such fringe benefits as are set forth hereafter or as may be authorized by the Board from time to time. The Board shall pay the full premium cost of the following:
  - A. Group term Life Insurance with Accidental Death and Disability at \$225,000 and Long-Term Disability Insurance as offered by the district.
  - B. Up to full family medical insurance, as defined by the district's insurance carrier, including dental and vision insurance.

The Superintendent agrees that the Board has the right to allocate his responsibility for a portion of the medical benefit plan costs and premiums for the plans and products specified above, as may be determined by the Board. The contributions required of the Superintendent shall not be less than the amount determined by the Board to be necessary to comply with the Publicly Funded Health Insurance Contribution Act, 2011 PA 152. The Board will notify the Superintendent of the amounts which he is responsible in excess of the Board contributed medical benefit plan costs and premiums. To the extent that the medical benefit plan costs and premiums associated with the above plans and products exceed the level of the Board's contributions, the Superintendent hereby authorizes payroll deduction for all excess medical benefit plan costs and premium amounts required to maintain enrollment.

The Board reserves the right to change the identity of the insurance carrier, policyholder, or third party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this contract. The Board shall not be required to remit medical benefit plan costs or premiums for any insurance coverages for the Superintendent and his eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third party administrator. The terms of any contract or policy issued by any insurance company or third party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. The Superintendent is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The Board, by remitting the above costs and premium contributions required under this contract to provide the above-described plans and products shall be relieved from all liability with respect to insurance benefits.

8. **Retirement.** The Board shall contribute to the Michigan Public School Employees' Retirement System on Behalf of the Superintendent in accordance with applicable laws.
9. **Vacation.** The Superintendent shall be granted a vacation period not to exceed 25 days for each contract year. A maximum of ten (10) vacation days per year may be cashed in each year of the contract.
10. **Termination.** During the term of this contract the Superintendent shall be subject to discharge for good and just causes. For purposes of this agreement, the term "just cause" shall include, but is not limited to, when the Board determines that the Superintendent has committed acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetence, or if the Superintendent materially breaches the terms and conditions of the agreement. These criteria for termination of this contract during its term shall not be applicable to non-renewal of this contract which shall be discretionary with the Board. In the event the Superintendent's employment is terminated during the term hereof for just cause, this contract shall terminate and the Board shall have no further obligation hereunder. No discharge shall be effective until written charges have been served upon him, and he shall have an opportunity for a hearing before the Board not sooner than ten (10) business days following the Superintendent's receipt of written notice. At such hearing, he may have legal counsel at his expense.
11. **Hold Harmless.** The District agrees that it shall defend, hold harmless and indemnify the Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Superintendent in his individual capacity, or in his official capacity as agent and Employer of the District, provided the incident arose while the Superintendent was acting within the scope of his employment.

The Board shall provide liability insurance for the Superintendent to cover legal expenses, defense of claims and payment of judgments resulting from his functioning as Superintendent, and will reimburse him for any portion of such expense and judgments not covered by insurance. In no case will individual Board members be considered personally liable for indemnifying the Superintendent against such demands, claims, suits, actions and legal proceedings.

12. **Entire Agreement.** This contract contains the entire agreement and understanding between the Board and the Superintendent with respect to his employment and no prior or current representations, promises, contracts, or understandings, written or oral, not considered herein, shall be of any force or effect. All prior contracts or other agreements (written or oral) pertaining to the terms of this contract or previous School District employment are cancelled and are superseded by the terms of this contract. No amendment or modification of this contract shall be valid or binding unless it is in writing, approved by official action of the Board reflected in its minutes, and signed by the Superintendent and authorized Board members. No valid waiver of any provision of this contract, at any time, shall be deemed a waiver of any other provision of this contract at such time or at any other time.
13. **Severability.** If any provision of this contract becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this contract shall continue in full force and effect without said provision(s).

In witness whereof, the parties have duly executed this Superintendent's Employment Contract as of the Day and year written in the opening paragraph.

**SUPERINTENDENT**

**BOARD**

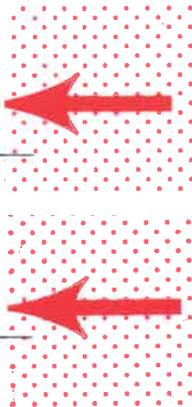
Hartland Consolidated Schools  
Livingston County, Michigan

\_\_\_\_\_  
Charles Hughes

By \_\_\_\_\_  
Thomas Dumond, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michelle Hemeyer, Secretary



New Hire  
March 9, 2020

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Sonya Salinas

**ADDRESS:** 2388 Matthew Court  
Hartland, MI 48353

**EDUCATION:** M.A., Aquinas College - 2006  
B.A., Eastern Michigan University - 2003

**MAJOR:** English

**MINOR:** Speech

**CERTIFICATION:** Secondary Standard Teaching Certificate with an endorsement in English (BA).

**EXPERIENCE:** Since 2019 Sonya has been teaching 8<sup>th</sup> grade ELA for the Fowlerville School District. From 2008 – 2019 Sonya taught HS, 7<sup>th</sup> and 8<sup>th</sup> grades in Texas.

**SALARY STEP:** MA, Step 4

**ASSIGNMENT:** English Language Arts at Hartland Middle School at Ore Creek

**Recommended Action:**

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Sonya Salinas for the remainder of the 2019-2020 school year, at the Step 4, MA salary tract, (\$51,368), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

**New Hire**  
**March 9, 2020**

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Carolyn Thompson

**ADDRESS:** 770 McMunn Street  
South Lyon, MI 48178

**EDUCATION:** M.A., University of Alaska Southeast - 2015  
B.A., Eastern Michigan University - 2009

**MAJOR:** Special Education

**MINOR:**

**CERTIFICATION:** Elementary Professional Teaching Certificate with an endorsement in Cognitive Impairment (SA).

**EXPERIENCE:** Since 2017 Carolyn has been a Special Education teacher at Centennial Middle School in South Lyon. From 2016 to 2017 Carolyn was a Special Education teacher with Livingston Educational Service Agency in Howell. From 2013 to 2017 Carolyn taught in the Resource Room at Riverbend Elementary in Juneau, Alaska.

**SALARY STEP:** MA, Step 3

**ASSIGNMENT:** Special Education at Village Elementary School

**Recommended Action:**

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Carolyn Thompson for the remainder of the 2019-2020 school year, at the Step 3, MA salary tract, (\$48,922), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.



Renee Braden &lt;reneebraden@hartlandschools.us&gt;

**Fwd: EF: International Travel @ Hartland High**

1 message

Pam Iden &lt;PamIden@hartlandschools.us&gt;

Tue, Feb 11, 2020 at 9:50 AM

To: Renee Braden &lt;ReneeBraden@hartlandschools.us&gt;, Kate Gregory &lt;KateGregory@hartlandschools.us&gt;

Cc: Chuck Hughes &lt;ChuckHughes@hartlandschools.us&gt;

Hello Renee,

I am forwarding to you for the March School Board meeting information plus an attachment that my EF Representative provided so that we could go ahead and enroll participants on the proposed trip, while assured that all monies will be refunded if the board ultimately did not approve it. The end date for set by EF for a decision by the board is April 1st, 2020. After that date, any trip refunds would be determined per their published policies.

By having travelers put the \$95 deposit down, we get a better sense of who "wants" to go on the trip and who is "committing" to go. As of January 23rd, our trip is sold out (43 students and parents and 6 chaperons)! The EF company changed our bus from 50 passengers to 54 and we added 3 more travels and one more chaperon. We are at capacity!

In a separate email, I am forwarding the itinerary and the power point slide show provided by EF that we played at 2 parent meetings.

Thanks, Pam

----- Forwarded message -----

From: **Amanda Cox** <amanda.cox@ef.com>

Date: Fri, Nov 8, 2019 at 7:48 PM

Subject: EF: International Travel @ Hartland High

To: pamiden@hartlandschools.us &lt;pamiden@hartlandschools.us&gt;

Hi Pam,

Happy Friday! I hope this email finds you well.

Per our conversation yesterday, I wanted to follow up on a few things for your school board:

1. **EF's School Board Guarantee**
2. **EF's Peace of Mind Policy**
3. **EF's arrangement for a Group Leader Takeover**

Attached, I have included a PDF of **EF's School Board Guarantee Document**. Simply put, the document states that all travelers who have put forth money will be fully refunded all they have given to EF if the school board ultimately vetoes the trip you are offering. The intent to cancel must be submitted to EF by 4/1/20 in order for all refunds to be processed. This document allows the students to take advantage of the current (lowest it will ever be) price, optimal amount of months to make payments on the trip, and most importantly- it allows the students to take advantage of our \$200-early-enrollment-scholarship; that of which can only be offered prior to 1/1/20.



Education First

***Educational Tours***

# From Vienna to Lucerne

13 days | June 2021



## Your itinerary

### Day 1: Board your overnight flight to Austria

### Day 2: Vienna

#### Arrive in Vienna

Vienna has long played a central role in the changing face of Europe and has adapted many times to war, revolution, siege and the rise and fall of empire. Filled with buildings of imposing elegance and beauty, the capital of Austria also doubles as the capital of Classical music. Mozart, Beethoven, Haydn, Strauss, Brahms, and Schubert are just some of the musical geniuses that resided, composed and performed in Vienna.

### Day 3: Vienna

#### Guided sightseeing of Vienna

The residence of the imperial court for six centuries, Vienna is marked with the seal of the Habsburgs, a family who once ruled over half of Europe. Your sightseeing tour takes you down the Ring, a series of wide boulevards commissioned by Emperor Franz Josef in 1857. Ride past the Parliament, the flower-adorned Rathaus (Town Hall), and the Hofburg, where the powerful Habsburg dynasty ruled until 1918.

#### Visit Schönbrunn Palace

You'll also visit the beautiful Schönbrunn Palace, where Marie Antoinette (the most famous of Empress Maria Theresa's 16 children) spent her childhood. When the six-year-old Mozart played for the empress inside the palace, he told Marie Antoinette, "I'll marry you when I'm grown up!" After viewing the elegant interior, stroll through the palace's beautifully landscaped gardens.

#### Explore Vienna on your own

Enjoy this afternoon to explore Vienna on your own. You might choose to visit the city's fine museums and churches or spend your time in one of Vienna's many cafés sampling the local delicacies.

### Day 4: Vienna

#### Group Leader-arranged activities

Today your Group Leader will arrange activities for your group. *(Please note that any costs associated with these activities have not been included in your total Program Price. See your Group Leader for more details.)*

### Day 5: Vienna | Salzburg

#### Travel via Melk Abbey to Salzburg

Stop by the town of Melk to visit the Benedictine abbey which is still active today. Tour the Abbey Museum as you admire the Marble Hall and ornate library within.

#### Arrive in Salzburg

Welcome to Salzburg - famed for its alpine views, chocolate production, stylish architecture and being the setting for *The Sound of Music*. One of Austria's most charming and accessible cities awaits you.

#### Visit the Hohensalzburg Fortress (time permitting)

Hohensalzburg Fortress, built in 1077 by Archbishop Gebhard and considerably enlarged by Archbishop Leonhard von Keutschach (1495-1519), is the largest, fully-preserved fortress in central Europe. The medieval princes' apartments and the Fortress Museum are of particular interest and since 1892 the fortress is easily reached by funicular railway departing from the Festungsgasse.

### Day 6: Salzburg | Munich

#### Excursion to the salt mines

Here you'll begin a fascinating underground journey through the 450-year-old salt mines-via train, boat, and wooden slides! Dressed in traditional mining costumes and under the dim light of miners' lamps, you'll trace the story of the "white gold" that brought wealth and prosperity to Bavaria and nearby Salzburg literally meaning "fortress of salt".

#### Visit the Hangar-7 Museum (time permitting)

Take a moment to visit this unique building, a modern aircraft hangar containing a collection of planes, helicopters and Formula One race cars.

#### Travel to Munich

Welcome to Munich! This center of culture boasts over 45 museums, 10 university buildings and two opera houses. The city is also home to the Olympic center with full facilities and more than the occasional beer-hall.

#### Walking tour of Munich

Stroll through the very heart of Munich as you pass the twin copper domes of the Frauenkirche, a long-standing symbol of the city. Arrive at Marienplatz, once the intersection of medieval trade routes. Here you can see the neo-Gothic Rathaus and the golden Mariensäule, a monument commemorating Munich's divine salvation from rampaging Swedish hordes.

### Day 7: Munich

#### Excursion to Dachau Concentration Camp Memorial Site

Once merely another sleepy German village, Dachau has since 1933 gained notoriety as Germany's first Nazi concentration camp. Today, the old administration building houses a museum documenting the rise of Hitler and the horrors of camp life. Commemorative chapels and memorials have also been built on the site, which stands as an eternal memorial to those who endured life here until liberation by Allied forces.

#### Visit Nymphenburg Palace

Visit the baroque summer palace of the Wittelsbachs and enjoy its French decor, Rococo interior, and symmetrical gardens. Don't miss Ludwig I's Gallery of beauties, which features portraits of every woman to strike the King's fancy between 1827 and 1850. Also see the outrageously gilded coaches and sleighs of Mad King Ludwig II.

### Day 8: Munich

#### Group Leader-arranged activities

Today your Group Leader will arrange activities for your group. *(Please note that any costs associated with these activities have not been included in your total Program Price. See your Group Leader for more details.)*

## Day 9: Munich | Tyrol region

### Visit the Neuschwanstein Castle

Visit "Mad" King Ludwig's fairy-tale castle of Neuschwanstein, the real-life model for the Disney World castles. Ponder the young king's mysterious death as you learn the story of one of Europe's most eccentric rulers. King Ludwig so preferred dreams over reality that his servants could address him only from behind a screen. In fact, the original plans for the castle were drawn up by a theater set designer, not an architect.

### Travel to the Tyrol region

Your motor coach winds its way below rugged, snow-capped mountains as you arrive at your hotel in the spectacular Austrian province of Tyrol. This is the mecca of winter sports, where skiers, snowboarders and ice mountaineers come to test their nerve on towering Alpine peaks.

## Day 10: Tyrol region | Lucerne region

### Travel via Liechtenstein to the Lucerne region

Journey to Liechtenstein, an alpine principality which dates back to the Holy Roman Empire. Today the country is one of the world's largest producers of false-teeth! Have a taste of the local flavor during your midday stop here, before passing the royal family's hilltop castle as you continue through the mountains.

### Arrive in the Lucerne region

Recall the legends of folk hero William Tell (and his fortunate aim) as you overnight in the Vierwaldstättersee (Lake Lucerne) region.

## Day 11: Lucerne region

### Walking tour of Lucerne

The majestic Alps provide a stunning backdrop to your tour of Lucerne, where composer Richard Wagner wrote several of his major works. You'll view the Löwendenkmal (Lion Monument), a sandstone statue commemorating the Swiss Guards slain in the 1792 Paris storming of the Tuileries. According to Mark Twain, it is "the saddest and most compassionate piece of rock on earth." Stroll down narrow, winding streets and across the Kapellbrücke, a covered bridge whose history dates back to medieval days-the murals lining its walls are nearly identical to those painted in the 14th century.

### Excursion to the Swiss Alps

Begin this breathtaking journey with a cruise around Lake Lucerne. You will then ascend the mountain by way of the world's steepest cogwheel railway- a marvel of Swiss ingenuity and design. At the summit you will have stunning views across the country before you begin your cable car descent over the serene forests of Kriens.

## Day 12: Lucerne region | Heidelberg

### Travel via Freiburg to Heidelberg

Stop in Freiburg, a 12th-century town known for its medieval gates, surrounding vineyards, and Gothic cathedral.

### Arrive in Heidelberg

Arrive in Heidelberg, one of Germany's most beautiful towns, standing proudly on the River Neckar. While its castle dominates the skyline, the town also has wonderful shopping and a vibrant nightlife due to its large university population

### Walking tour of Heidelberg

Become acquainted with Germany's oldest university city (the university dates back to 1386). See Heidelberg's 700-year-old Schloß (palace) and its famous Faß (wine barrel), the world's largest. From the castle's rose-colored walls and historic battlements, enjoy a stunning view of the Neckar Valley, where Homo heidelbergensis roamed 500,000 years ago. You'll also see the town's medieval streets and Marktplatz, where witches were once burned at the stake. Writers as diverse as Mark Twain (who once floated down the Neckar on a raft) and Goethe (who was inspired by the view from the Schloß) have long praised Heidelberg's enduring beauty.

## Day 13: Depart for home

### Transfer to the Frankfurt airport for your return flight

Your Tour Director assists with your transfer to the airport, where you'll check in for your return flight home.

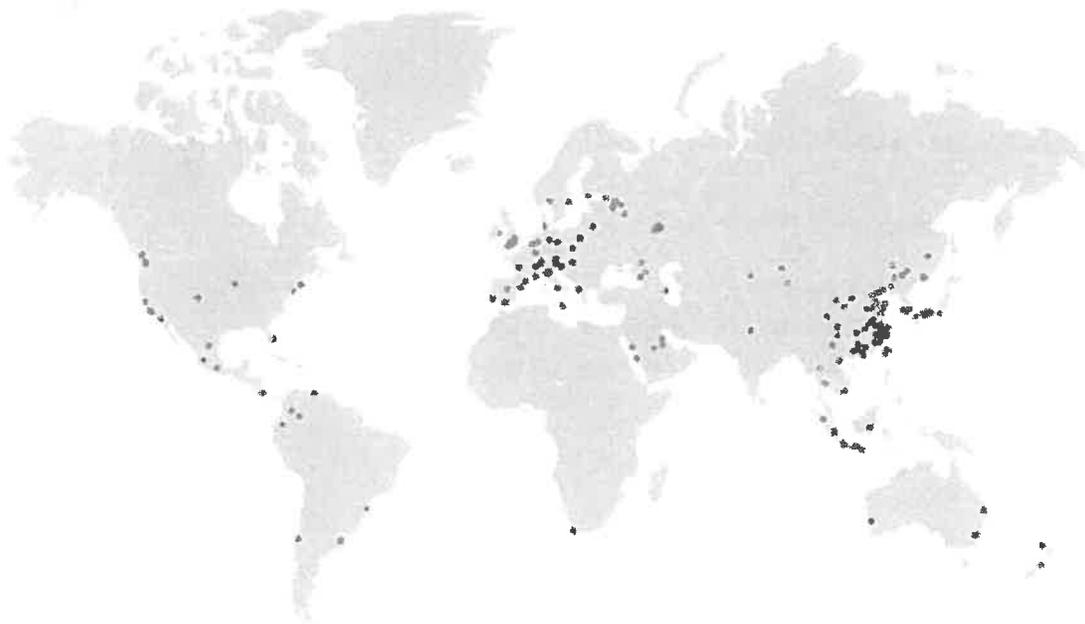
Itinerary is subject to change

For complete financial and registration details, please refer to the Booking Conditions at [www.eftours.com/bc](http://www.eftours.com/bc).



**Educational Tours**

# International Tour Proposal



**Figure 1:**  
*EF's World Presence:*  
120 Cities, 50 Countries,  
612 Offices & Schools

*Peru: Cuzco, Machu Picchu and Lake Titicaca*

June 2021

**Prepared for:** Amy Szabo  
HARTLAND HIGH SCHOOL

November 18, 2019

## Price details

In addition to the support you receive before and after tour, along with the logistical support you receive on tour, your guaranteed lowest price covers all of the details.

# Tour Price Quote

## Peru: Cuzco, Machu Picchu and Lake Titicaca

Prepared For  
Amy Szabo

Prepared On  
November 18, 2019

Tour Page  
[www.ef-tours.com/FML](http://www.ef-tours.com/FML)

## Your travel details

Total Length  
9 days

Departing From  
Detroit (MI)

Requested Travel Dates  
Monday, June 14, 2021 - Tuesday, June 22, 2021

Your Departure Date Range

Earliest  
Thu. Jun. 10

Requested  
Mon. Jun. 14

Latest  
Fri. Jun. 18

## Guaranteed Lowest Price

Price valid for travelers enrolled November 18, 2019 - November 30, 2019\*

Student  
**\$3,840**

or \$208 / 18 mos

Adult  
**\$4,290**

or \$234 / 18 mos

### Price Breakdown

Program Price	\$3,675
Global Travel Protection	\$165
weShare – Personalized Learning	FREE

\*Adult supplement required for travelers age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [ef-tours.com/baggage](http://ef-tours.com/baggage). All prices subject to verification by an EF Tour Consultant. Program price validity excludes special discounts. To view EF's Booking Conditions, visit [ef-tours.com/bo](http://ef-tours.com/bo).

## Your experience includes

### An All-Inclusive Tour

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered. Discover all of your itinerary details at [www.ef-tours.com/FML](http://www.ef-tours.com/FML).

### Full-time Tour Director

Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

### Expert Local Guides

Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

### weShare—Personalized Learning

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

### Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

### Worldwide Presence

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

### 24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team.

### Peace of Mind Program

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at [ef-tours.com/peaceofmind](http://ef-tours.com/peaceofmind).

## Your Tour Consultant



Amanda Cox  
617-619-2290  
[Amanda.Cox@ef.com](mailto:Amanda.Cox@ef.com)

## What you'll experience on your tour

### Day 1: Fly to Peru

- Meet your Tour Director at the airport in Lima. Built on a coastal oasis at the foot of the Andes, Lima has served as Peru's capital since 1535. See vestiges of the city's rich colonial heritage, including the Government Palace, the Cathedral and the 17th-century San Francisco monastery. Prior to the Spanish conquest, the area was home to several Indian civilizations. You'll get a taste of contemporary Lima in the suburbs of San Isidro and Miraflores, which overlook the Pacific. At the Larco Museum, located in an 18th-century mansion built over a 7th-century pre-Columbian pyramid, you'll find the finest gold and silver collection from Ancient Peru, along with other outstanding examples of art and archaeological artifacts.

### Day 2: Lima

- Take an expertly guided tour of Lima: Government Palace; Archbishop's Palace; City Hall; Lima Cathedral
- Visit the San Francisco Monastery
- Visit the Larco Museum
- Take a walking tour of Miraflores

### Day 3: Lima | Cuzco

- Fly to Cuzco, the "navel of the Earth" and the former epicenter of a vast empire stretching from Colombia to Chile. Once you've adjusted to the altitude, journey to the exquisitely preserved canals and narrow streets of Ollantaytambo.
- Take an expertly guided tour of Ollantaytambo

### Day 4: Sacred Valley

- Travel by train to Machu Picchu
- Visit Machu Picchu, the fabled "Lost City of the Inca" and one of the New Seven Wonders of the World. A 35-mile-long trail winds through desert, cloud forest and an orchid-filled jungle before reaching this UNESCO World Heritage Site. Archaeologists have yet to determine why the site, perched atop a mist-shrouded peak, was abandoned. See remnants of temples and terraces that have yet to reveal the true purpose of Machu Picchu—some believe only an elite Incan priesthood knew of its former existence. Your visit will consist of both a guided tour and free time to explore on your own.
- Return by train to Sacred Valley

### Day 5: Sacred Valley | Pisac | Cuzco

- Travel to Cuzco by way of Pisac
- Free time to explore the Indian market in Pisac
- Take an expertly guided tour of Cuzco: Koricancha Temple; Cuzco Cathedral
- Visit the Sacsayhuaman Fortress

### Day 6: Raqchi | Puno

- Visit Raqchi Temple
- Travel to Puno

### Day 7: Puno

- Enjoy a boat ride on Lake Titicaca
- Visit Taquile and Uros islands
- Enjoy hiking and visiting native communities

### Day 8: Lima | Depart for home

- Travel to Juliaca
- Fly to Lima, then depart for home

### Day 9: Arrive home

### ~~2-DAY TOUR EXTENSION~~

### ~~Day 8: Travel to Paracas~~

### ~~Day 9: Paracas~~

- Enjoy an Islas Ballestas boat cruise
- Visit the Julio C. Tello Site Museum
- Take a walk through the desert to the Morón oasis

### ~~Day 10: Lima | Depart for home~~

- Visit Paracas National Park
- Transfer to Lima, and board an overnight flight for home

### Day 11: Arrive home

## TOP THREE THINGS I WILL SEE, DO, TRY OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Restatement of the Hartland Consolidated Schools Tax-Sheltered Annuity Plan for Affiliated Employees  
Prepared by: Rachel Bois  
March 9, 2020

Enclosed in the board packet for review and approval are the Adoption Agreement, Basic Plan Document, and Hardship Distribution Amendment for the Hartland Consolidated Schools Tax-Sheltered Annuity Plan for Affiliated Employees.

Recent changes in law require us to amend our 403(b) plan for affiliated employees to conform to new regulations governing hardship distributions. These changes took effect January 1, 2020, and must be adopted by the District no later than March 31, 2020. The Hardship Distribution Amendment makes the following changes to the Plan:

- Expands needs that qualify for safe harbor hardship distributions to include (a) residential casualty losses to the participant's primary residence; and (b) expenses incurred by a participant with a primary residence in a federal disaster area.
- Allows participants to receive hardship distributions without first taking a loan.
- Relieves the participant and the plan from the obligation to suspend elective deferrals (employee contributions) on account of a participant's receipt of a hardship distribution.
- Requires that the participant certify, as a condition of receiving the hardship distribution, that he/she has insufficient cash or other liquid assets reasonably available to satisfy the hardship need.

In addition to the hardship distribution amendment, the plan has been restated to an IRS-approved plan document. This allows the Plan to rely upon an IRS opinion letter confirming that the plan document and related adoption agreement are acceptable under Code section 403(b). This protects the District if the Plan is ever audited by the IRS. Please note that none of the terms of the plan have changed; only the format of the legal documents governing the Plan.

Given the timing of issuance of the final regulations relative to the March 31 deadline, this has been included as an action item on the March 9, 2020 board agenda. Please feel free to contact me regarding any questions you have related to these documents.

HARTLAND CONSOLIDATED SCHOOLS

ADOPTING RESOLUTIONS

The undersigned, as President of the Board of Education of the Hartland Consolidated Schools (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on \_\_\_\_\_, 2020, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the Hartland Consolidated Schools Tax-Sheltered Annuity Plan for Affiliated Employees (the Plan) is hereby restated by adoption of the attached Restatement of the Plan effective January 1, 2010; and

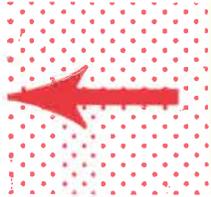
FURTHER RESOLVED, that the attached Hardship Distribution Amendment to the Plan is hereby adopted effective January 1, 2020; and

FURTHER RESOLVED, that the Superintendent of the Employer is hereby authorized to execute the Plan and Amendment on behalf of the Employer and to undertake all other acts necessary to effectuate this resolution.

HARTLAND CONSOLIDATED SCHOOLS  
BOARD OF EDUCATION

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Thom Dumond  
Its: President





## Operations Department

**Matt Marino, Director of Operations**

9525 Highland Rd

Howell, MI 48843

Phone: 810-626-2189

Email: [mattmarino@hartlandschools.us](mailto:mattmarino@hartlandschools.us)

Date: March 4, 2020  
To: Scott Bacon  
From: Matt Marino   
Subject: Vehicle Replacement

---

This year I am looking to continue the district's past practice of scheduling the replacement of district equipment. We will be retiring one of the vehicles from service, which is 17+ years old and has significant frame rust and mechanical issues.

I am requesting that we purchase one new cube van through the MIDeal bid system as outlined below and on the attached quote. I am asking for the replacement at this time because currently the vehicles are available in the system now. If we wait until the end of the school year we run the risk that they may no longer be available.

We use this vehicle for moving equipment and supplies around the district such as choir risers, sidewalk salt, and copy paper. This truck also serves as a backup to the food service vehicle if it is ever needed. As we have done in the past, we plan to take bids on the sale of the retired vehicle however, we will also get current scrap metal pricing as scrapping the vehicle might provide more payback.

This year we budgeted \$75,000 for the replacement of the cube van however, the bid came in much lower at \$43,113.00 therefore the funds are currently available for the replacement.

Todd Wenzel Buick GMC of Westland  
2019 GMC Savana Special \$43,113.00

**\$43,113.00**

DISTRICT VEHICLE INVENTORY FEB 2020

Disposition Order	I.D.	YEAR	DESCRIPTION	MILEAGE	CONDITION	DRIVER	SELL BY
3	G-03	1999	FORD F-150 4X4	145000	FAIR	GARAGE	20/21
	G-06	2015	GMC 2500 4X4	18000	GOOD	GARAGE	
1	MT-17	2003	CHEVY 3500 CUBE VAN	90000	POOR	MAINT	19/20
2	MT-21	2000	CHEVY 2500 4X4 SILVER	73000	FAIR	FUEL TRUCK	20/21
4	MT-22	2003	CHEVY 2500 4X4 CAB AND A HALF	143000	FAIR	BECKY	21/22
	MT-24	2011	GMC 2500 4X4	43000	GOOD	UTILITY	
	MT-25	2011	GMC 3500 CUBE VAN	48000	GOOD	FOOD SERVICE	
	MT-26	2016	GMC 2500 4X4 RED	13000	GOOD	HIGH SCHOOL	
	MT-27	2016	GMC 2500 4X4 RED	10000	GOOD	UTILITY	
	MT-28	2017	GMC 2500 4X4 WHITE	8200	GOOD	SLOAN	
	MT-29	2017	GMC 2500 4X4 WHITE	7200	GOOD	GIBSON	
	MT-30	2017	GMC 2500 4X4 WHITE	7900	GOOD	BOYDE	
	MT-31	2018	GMC 2500 4X4 WHITE	6000	GOOD	DAVIS	
	DO-22	2018	GMC 2500 4X4 WHITE EXT CAB	6000	GOOD	MATT	
	MT-32	2019	CHEVY 5500 DUMP TRUCK WHITE	1100	NEW	MAINT	
	SEN-07	2010	CHEVY IMPALA	138000	FAIR	SENIOR CAR	
	SEN-09	2014	FORD SENIOR BUS	110000	GOOD	SENIOR BUS	
	CE-02	2004	FORD E-150 VAN	147000	FAIR	TRANS	
5	CE-04	2008	FORD E-150 VAN	138000	GOOD	HS SECURITY	21/22

NEW = PUT IN SERVICE THAT YEAR

GOOD = NO RUST OR MECH ISSUES

FAIR = SOME RUST/ MECH ISSUES

POOR = MAJOR RUST/ MECH ISSUES

**TODD WENZEL BUICK GMC of WESTLAND**

35100 FORD RD  
WESTLAND, MI 48185

ALBERT LI

Fleet / Municipal Sales

Ph (734) 721-1144 x 4265 Fax (734) 467-7181

[aclix@hotmai.com](mailto:aclix@hotmai.com)

State of Michigan MiDeal Contract # 071B7700184

MiDeal Spec # CAV-0141

**Hartland Consolidated Schools Pricing**

**(MiDeal Pricing)**

**2019 GMC Savana Special 3500 DRW w/ 15' Van w/ Gate**

<b>12300# GVWR</b>	<b>Gas / Auto Trans</b>	<b>15' Alum Hi-Cube</b>
<b>SPEC 141 – 2019 GMC Savana 3500 Cutaway Chassis</b>		<b>\$ 25,879.00</b>
Supreme 15' Alum Van Body		\$ 8,571.00
Thieman Railgate w/ 2-pc Alum. Platform, E-Track, B-Up		\$ 7,659.00
	Sub-Total	\$ 42,109.00
HD Mesh Running Boards, Galvanealed		\$ 925.00
Delivery per MiDeal (FOB Hartland, MI)		\$ 79.00
	<b>Total</b>	<b>\$ 43,113.00</b>

Prices Quoted are for a MiDeal Dealer Stock Purchase.  
Available for Immediate Upfit; Subject to Prior Sale.  
Liftgate ETA 5-6 weeks ARO.  
FOB Hartland, MI



# Todd Wenzel Buick-GMC of Westland

Albert Li | (734) 713-1065 | ali@toddwenzel.com

Vehicle: [Fleet] 2019 GMC Savana Commercial Cutaway (TG33803) 3500 Van 159" (✔ Complete)

## Price Summary

### PRICE SUMMARY

	<b>MSRP</b>
Base Price	\$31,400.00
Total Options	\$2,968.00
Vehicle Subtotal	\$34,368.00
Destination Charge	\$1,195.00
<b>Grand Total</b>	<b>\$35,563.00</b>

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 10301. Data Updated: Feb 10, 2020 10:26:00 PM PST.



# Todd Wenzel Buick-GMC of Westland

Albert Li | (734) 713-1065 | ali@toddwenzel.com

Vehicle: [Fleet] 2019 GMC Savana Commercial Cutaway (TG33803) 3500 Van 159" ( Complete )

## Selected Model and Options

### MODEL

CODE	MODEL
TG33803	2019 GMC Savana Commercial Cutaway 3500 Van 159"

### COLORS

CODE	DESCRIPTION
GAZ	Summit White

### OPTIONS

CODE	DESCRIPTION
ZW9	Body, standard
R05	Wheel configuration, rear, dual
FE9	Emissions, Federal requirements
L96	Engine, Vortec 6.0L V8
MYD	Transmission, 6-speed automatic, heavy-duty
C7N	GVWR, 12,300 lbs. (5579 kg)
GT4	Rear Axle, 3.73 Ratio
1WT	3500 Van Preferred Equipment Group
QT4	Wheels, 6 - 16" x 6.5" (40.6 cm x 16.5 cm) 8-lug painted steel, heavy duty
XHF	Tires, front LT225/75R16E all-season, blackwall
YHF	Tires, rear LT225/75R16E all-season, blackwall
ZY1	Paint, solid
GAZ	Summit White
93G	Medium Pewter, Custom Cloth seat trim
ZX2	Seating arrangement, driver and front passenger high-back bucket
C60	Air conditioning, single-zone manual
U0F	Audio system, AM/FM stereo with MP3 player
DRJ	Mirror, inside rearview
ZR7	Chrome Appearance Package
ZQ2	Power Convenience Package
ZQ3	Driver Convenience Package

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Vehicle: [Fleet] 2019 GMC Savana Commercial Cutaway (TG33803) 3500 Van 159" (✔ Complete)

## OPTIONS

CODE	DESCRIPTION
BNC	Body, soft-mount donut and bolt
V46	Bumper, front chrome with step-pad
V22	Grille, chrome
DHC	Mirrors, outside wide-stance sail panel mounted (Velvac).
VK3	License plate kit, front
G7K	Antenna equipment
AS5	Seats, front bucket with Custom Cloth trim, head restraints and inboard armrests
BA3	Console, engine cover
K34	Cruise control
AU3	Door locks, power
A31	Windows, power
UVC	Rear Vision Camera
8E1	Fuel, additional 3-gallons

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### Options Total

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Vehicle: [Fleet] 2019 GMC Savana Commercial Cutaway (TG33803) 3500 Van 159" (✔ Complete)

## Standard Equipment

### Mechanical

Engine, 4.3L V6 with Direct Injection and Variable Valve Timing, includes aluminum block construction (276 hp [206 kW] @ 5200 rpm, 298 lb-ft of torque [404 Nm] @ 3900 rpm) (STD) (Requires (C4M) 9900 lbs. (4490 kg) GVWR or (C7A) 10,000 lbs. (4536 kg) GVWR. Not available with (YF2) Ambulance Package, (ANC) Shuttle Bus Package, (B3D) School Bus Package or (C7N) 12,300 lbs. (5579 kg) GVWR. Not available with (ENC) HVAC system auxiliary rear heat provisions. Includes external engine oil cooler. Reference the Engine/Axle page for availability.)

Transmission, 8-speed automatic electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD)

Rear axle, 3.42 ratio (Requires (R04) single rear wheel configuration.)

Body, standard (STD)

GVWR, 9900 lbs. (4490 kg) (STD) (Includes (R04) single rear wheel configuration. Not available with (R05) dual rear wheel combination. Reference the Engine/Axle page for availability.)

Tow/haul mode selector, instrument panel-mounted

Transmission oil cooler, external

Rear wheel drive

Cooling, external engine oil cooler

Battery, 600 cold-cranking amps maintenance-free with rundown protection and retained accessory power

Alternator, 150 amps

Frame, ladder-type

Incomplete vehicle certification

Suspension, front independent with coil springs and stabilizer bar

Suspension, rear hypoid drive axle with multi-leaf springs

Steering, power

Brakes, 4-wheel antilock, 4-wheel disc

Fuel tank capacity, mid-frame and approximately 33 gallons (124.9L)

Exhaust, aluminized stainless-steel muffler and tailpipe

### Exterior

Wheels, 4 -16" x 6.5" (40.6 cm x 16.5 cm), 8-lug painted steel, heavy-duty (STD) (Only available with (R04) single rear wheel configuration.)

Tires, front LT245/75R16E all-season, blackwall (STD) (Requires (R04) single rear wheel configuration. Jack and spare tire equipment bracket are not included.)

Tires, rear LT245/75R16E all-season, blackwall (STD) (Requires (R04) single rear wheel configuration. Jack and spare tire equipment bracket are not included.)

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Vehicle: [Fleet] 2019 GMC Savana Commercial Cutaway (TG33803) 3500 Van 159" (✔ Complete)

## Exterior

Wheel configuration, rear, single (STD) (Not available with (C7A) 10,000 lbs. (4536 kg) GVWR or (C7N) 12,300 lbs. (5579 kg.) GVWR.)

Bumper, front painted Black with step-pad (Deleted when (ZR7) Chrome Appearance Package is ordered.)

Grille, Black composite (Not available with (ZR7) Chrome Appearance Package.)

Headlamps, dual halogen composite

Flasher, heavy duty light emitting diode (LED)

Glass, Solar-Ray light-tinted, all windows

Mirrors, outside delete (Not available with (5Q7) Upfitter option Blank Sail Panel Delete when ordered with (YF2) Ambulance Package.)

Wipers, front intermittent wet-arm with pulse washers

## Entertainment

Audio system, AM/FM stereo with MP3 player seek-and-scan, digital clock, TheftLock, random select, auxiliary jack and 2 front door speakers (STD) (Not available with (U2K) SiriusXM Radio.)

GMC 4G LTE and available built-in Wi-Fi hotspot for up to 7 devices; includes data trial for 1 month or 3GB (whichever comes first) (Included and only available with (UE1) OnStar. Available Wi-Fi requires compatible mobile device, active OnStar service and data plan. Data plans provided by AT&T. Visit onstar.com for details and system limitations.)

## Interior

Mirror, inside rearview (STD) (Included and only available with (UVC) Rear Vision Camera.)

Seating arrangement, driver and front passenger high-back bucket includes head restraints and vinyl or cloth trim (STD) (Not available with (AJ3) driver-side only frontal airbag.)

Air conditioning, single-zone manual (Not available with (R6G) air conditioning delete.) (STD)

Seats, front bucket with vinyl trim and head restraints includes inboard armrests (Requires (\*\*W) trim. Not available with SEO (ZP0) delete driver and passenger seats. Includes only driver high-back bucket seat with vinyl trim when ordered with (ZX1) driver-only high-back bucket seating arrangement.)

Cup holders, 3 on the engine console cover

Power outlets 2 auxiliary on engine console cover with covers, 12-volt

Power outlet, 120-volt

Floor covering, Black rubberized-vinyl front

Instrumentation, analog with speedometer, odometer with trip odometer, fuel level, voltmeter, engine temperature and oil pressure

Driver Information Center includes fuel range, average speed, oil life, fuel used, ice warning, engine hours, average fuel economy, tachometer, and maintenance reminders

Warning tones, headlamp on and key-in-ignition

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Data Version: 10301. Data Updated: Feb 10, 2020 10:26:00 PM PST.



# Todd Wenzel Buick-GMC of Westland

Albert Li | (734) 713-1065 | ali@toddwenzel.com

Vehicle: [Fleet] 2019 GMC Savana Commercial Cutaway (TG33803) 3500 Van 159" (✔ Complete)

## Interior

Oil life monitor  
Theft-deterrent system, vehicle, PASS-Key III  
Heater and defogger with front and side window defoggers  
Headliner, cloth, over driver and passenger  
Visors, driver and front passenger, cloth, padded  
Assist handles, driver and right-front passenger  
Lighting, interior with dome light and door handle-activated switches

## Safety-Exterior

Daytime Running Lamps

## Safety-Mechanical

StabiliTrak, traction assistance and vehicle stability enhancement system  
Brake/transmission shift interlock for automatic transmissions  
Hill Start Assist

## Safety-Interior

Airbags, frontal, driver and front passenger (Included and only available with (ZX2) driver and front passenger high-back bucket seats or (ZP0) driver and passenger temporary seats. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Airbags, driver and right-front passenger, seat-mounted side-impact and roof-rail side-impact (Included and only available with (C4M) 9900 lb. (4490 kg) GVWR or (C7A) 10,000 lb. (4536 kg) GVWR. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Airbag deactivation switch, frontal, passenger-side (Not available with (AJ3) frontal, driver-side only airbag. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and GMC connected services capable (Not available with (YF2) Ambulance Package or (UXZ) radio provisions only audio system. Included with (FDR) Fleet Daily Rental order types. Fleet orders receive a 3-month trial. Visit onstar.com for coverage map, details and system limitations. Services vary by model.)

GMC Connected Access with 10 years of standard connectivity which enables services such as, Vehicle Diagnostics, Dealer Maintenance Notification, GMC Smart Driver, Marketplace and more (Included and only available with (UE1) OnStar. Limitations apply. Not transferable. Standard connectivity available to original purchaser for ten years from the date of initial vehicle purchase for model year 2018 or newer GMC vehicles. See onstar.com for details and further plan limitations. Connected Access does not include emergency or security services. Availability and additional services enabled by Connected Access are subject to change.)

Rear Vision Camera

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Albert Li | (734) 713-1065 | ali@toddwenzel.com

Vehicle: [Fleet] 2019 GMC Savana Commercial Cutaway (TG33803) 3500 Van 159" (✔ Complete)

## Safety-Interior

Tire Pressure Monitor System (does not monitor spare tires) (Required with (C4M) 9900 lbs. (4490 kg) GVWR and (R04) single rear 4 - 16" x 6.5" (40.6 cm x 16.5 cm) wheels.)

## WARRANTY

Basic Years: 3  
Basic Miles/km: 36,000  
Drivetrain Years: 5  
Drivetrain Miles/km: 60,000  
Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles  
Corrosion Years (Rust-Through): 6  
Corrosion Years: 3  
Corrosion Miles/km (Rust-Through): 100,000  
Corrosion Miles/km: 36,000  
Roadside Assistance Years: 5  
Roadside Assistance Miles/km: 60,000  
Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles  
Maintenance Note: 1 Year/1 Visit

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28130 Groesbeck Hwy.  
Roseville, MI 48066  
(586) 774-4900



Fax: (586) 772-1280  
e-mail: [dpetit@nbcte.com](mailto:dpetit@nbcte.com)  
Web Site: [www.nbctruckequip.com](http://www.nbctruckequip.com)

## Sales Order

February 18, 2020

Ref: Hartland Community Schools

Todd Wenzel Buick GMC  
35300 Ford Rd  
Westland, MI 48185  
734-791-1144  
Albert Li  
[aclix@hotmai.com](mailto:aclix@hotmai.com)

Terms: Net 10 Days  
Salesmen: David Petit

Dealer Code 21-044

Year: 2019	Make: GMC	Model: 3500 Inner city Cutaway	WB/CA: 159"	15'
Supreme Inner city				

Install (1) 12 volt Back Up Alarm

Install (1) Row of surface mount e-track, sides only; \_\_\_\_\_" Center of Track

Thieman Railgate Liftgate / Two Piece folding platform  
Model SP TVLR 16A AL 90 x 36" +12" +12" FACS  
Steel Frame  
Above bed Travel  
Two-piece aluminum platform, main section 36" deep  
Load area 90" wide x 48" + 12" ramp, Platform main section 36" deep  
**Foot Activated Cart Stops**  
Rollers on bottom of sliders in lieu of pads  
Gas Strut assist open close of platform.  
LED light kit  
1,600 lift capacity

Complete package installed fob dealership: \$7,659.00

DAVID PETIT  
NBC TRUCK EQUIPMENT, INC

PURCHASED BY: \_\_\_\_\_

DATE:

28130 Groesbeck Hwy.  
Roseville, MI 48066  
(586) 774-4900



Fax: (586) 772-1280  
e-mail: [dpetit@nbcte.com](mailto:dpetit@nbcte.com)  
Web Site: [www.nbctruckequip.com](http://www.nbctruckequip.com)

## SALES INVOICE

July 17, 2019

15' Inner city w/ Ramp

Todd Wenzel Buick GMC  
35300 Ford Rd  
Westland, MI 48185  
734-791-1144

Terms: Net 10 Days  
Salesmen: David Petit

**Albert Li**  
[aclixx@hotmail.com](mailto:aclixx@hotmail.com)

Year: 2019	Make: GMC	Model: 3500 TG33803	WB/CA: 159" WB	VIN#
K1334255				

15' SIGNATURE SERIES ALUMINUM "INNER-CITY" VAN BODY  
85" Inside Height  
96" Outside Width (90-3/4" interior width)  
3/8" Plywood Lining on Side Walls  
"FRP" Front Wall  
Extruded Aluminum Front Corner Post  
2" x 6" Dense Pine Wood Flat Floor  
Galvanealed All-Steel Rear Frame with Internal Steel Corner Gussets  
Puck Mounted Body For A Smoother Ride  
Whiting Premium Grade Roll-Up Rear Door with Side Seals  
Clear Opening Of 88" Wide x 79" High \*\*\*Maximum Security (MS) Door  
Pre-painted .040 Aluminum Side Panels  
Composite Cast Corners with Aluminum Radius Wind Deflector  
**Translucent Roof**  
**[1] Row of E-Track recess in plywood 24" to center of track from floor, sides only**  
[1] Dome Light With Rear Switch (hot wired)  
One-Way "Full Width" Step Bumper  
[2] Aluminum Grab Handles  
Welded All Steel Underframe with Undercoating Finish  
LED Marker Lights with Sealed Wire Harness  
LED Stop/Turn/Tail Lights Recessed in Rear Corner Post  
3-Year / 36,000 Mile Bumper to Bumper Body Warranty  
Five Year "Unlimited Mileage" Structural Warranty

**Complete package installed fob dealership.....\$ 8,571.00**

DAVID PETIT  
NBC TRUCK EQUIPMENT, INC



# Operations Department

**Matt Marino, Director of Operations**

9525 Highland Rd

Howell, MI 48843

Phone: 810-626-2189

Email: [mattmarino@hartlandschools.us](mailto:mattmarino@hartlandschools.us)

Date: March 3, 2020

To: Scott Bacon

From: Matt Marino

Subject: Exterior Door Replacement

The district went out for public bid for replacement of exterior doors at Hartland High School, Ore Creek Middle School and Lakes Elementary School. The scope of this project is for removal and replacement of the exterior doors, which have significant rust. These doors are beyond repair. All five of the exterior doors scheduled for replacement are original to their building. The high school front doors listed for replacement would include unbreakable safety glass.

Three bids have been received and below is a breakdown of the bids. Becki Wallace, Maintenance Manager and I reviewed the bids and conducted follow up interviews of the two low bidders. Based on some better references, I am recommending that the contract be awarded to Rayhaven Group for the contract sum of \$89,978.00. This project will be funded by the Maintenance Capital Project account.

The sooner this project is approved the more likely the project would have a completion by June 30<sup>th</sup> and would be paid out of the current year's budget. If approval is delayed past March the project start time would be after July 20<sup>th</sup> with completion of August 14<sup>th</sup>.

	HS Door #1 R	HS Door #1 L	HS Door #27	Lakes Door #3	OC Door #14	Total
Page Hardware	\$35,050	\$27,650	\$8,725	\$6,545	\$7,975	\$85,945
Rayhaven Group	\$34,560	\$27,555	\$11,234	\$7,657	\$8,967	\$89,973
Grand Rapids Door	\$36,731	\$29,626	\$12,356	\$9,961	\$11,296	\$99,970

# Main Entrance #1 – Far “Left”



Existing Entrance #1 – Far Left



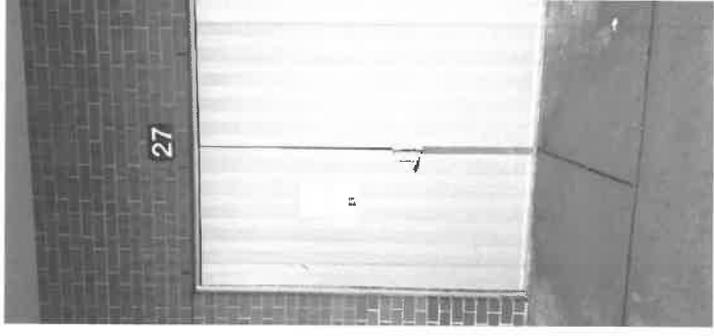
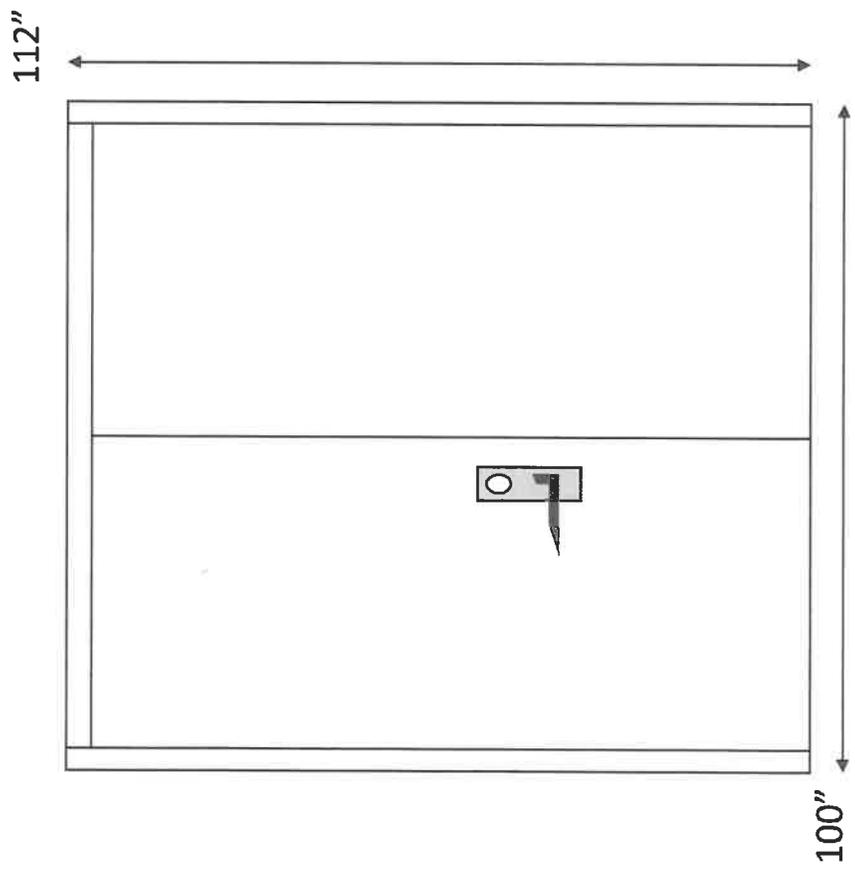
# Main Entrance #1 – Far “Right”



Existing Entrance #1- Far Right

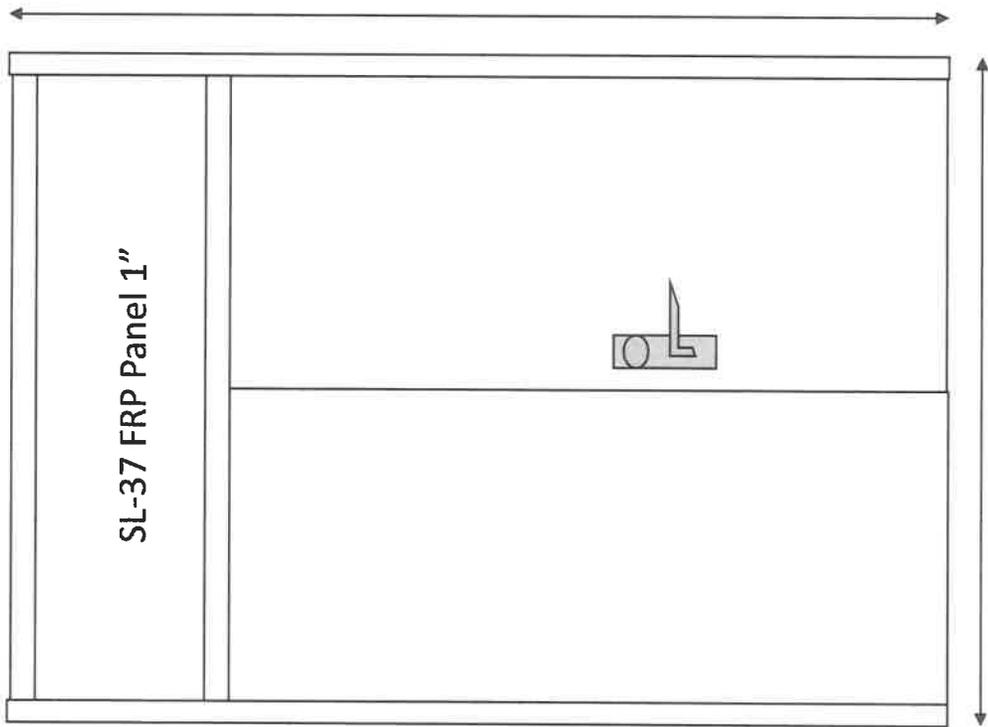


# Receiving #27— High School



# Lakes – #3

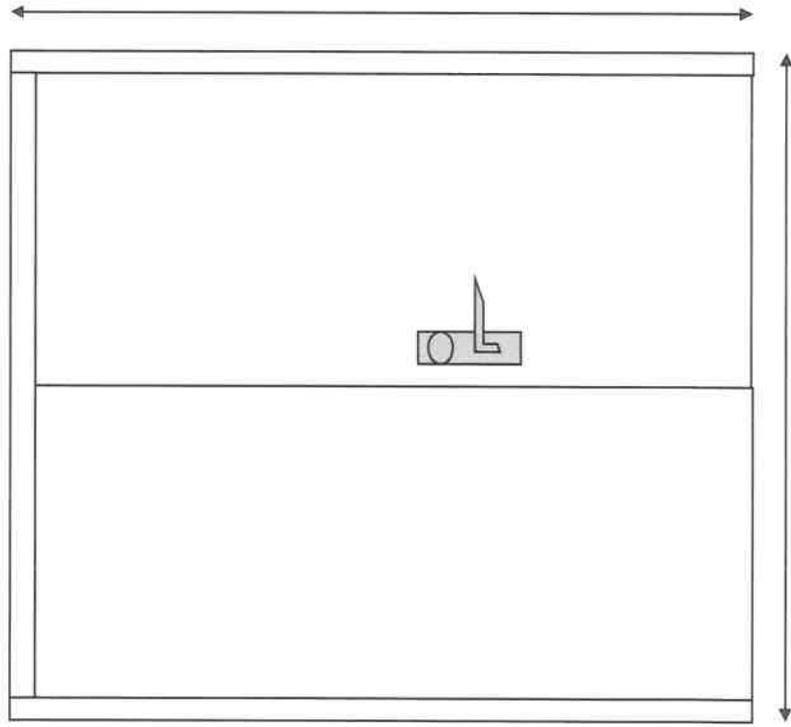
104-1/2"



76-1/4"

# Middle School @ Ore Creek #14

88 1/4"



76"