

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
September 9, 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 – August 15, 2019 Regular Meeting
 - D. Superintendent’s Report
 - Start of the Year Comments
 - Curriculum Department: Assessment Presentation and Plans for the Year
 - September 30th, Partners in Progress Meeting, 6:30 p.m., Boardroom
 - October 2nd, Hartland SOUP, 6:30 p.m., Hartland United Methodist Church
 - 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. Administrative Salary Structure Adjustment
 - C. Resolution – Refunding School Bond Loan Fund
 - D. New Hires
- III. Information Items
 - A. Future meetings: October 14, 2019, regular meeting, 6:30 p.m. Hartland Educational Support Service Center; November 11, 2019, regular meeting, 6:30 p.m. Hartland Educational Support Service Center
 - B. Information Items
- IV. 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 September 9, 2019 regular meeting be approved.

Motion by _____, supported by _____. _____

I.C. APPROVAL OF MINUTES – AUGUST 15, 2019 REGULAR MEETING- SEE ATTACHED

(Recommended action): That the minutes of the August 15, 2019 regular meeting be approved.

Motion by _____, supported by _____. _____

I.D. SUPERINTENDENT’S REPORT

- Start of the year comments
- Curriculum Department
- September 30, 2019 Partners in Progress Meeting
- October 2nd, Hartland SOUP, 6:30 p.m., Hartland United Methodist Church

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 August 31, 2019, and the payment of invoices totaling \$1,677,942.45 and payroll obligations totaling \$3,416,517.75.

Motion by _____, supported by _____. _____

II.B. ADMINISTRATIVE SALARY STRUCTURE ADJUSTMENT

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves the administrative salary structure adjustment, revisions to Board Policy 1410 and 1410.01 as presented. Motion by _____, supported by _____. _____

II.C. RESOLUTION – REFUNDING SCHOOL BOND LOAN FUND

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, and the Assistant Superintendent for Business & Operations approves the refunding of the School Bond Loan as presented. Motion by _____, supported by _____. _____

II.D. NEW HIRES (SEE ATTACHED)

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Lindsay Alt for the 2019/20 school year at the Step 3, MA salary tract (\$48,922), 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 Jason Stidham for the 2019/20 school year at the Step 3, MA +30 salary tract (\$53,937), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion by _____, supported by _____. _____

III.A. FUTURE MEETINGS

October 14, 2019, regular meeting, 6:30 p.m. Hartland Educational Support Service Center

November 11, 2019, regular meeting, 6:30 p.m. Hartland Educational Support Service Center

III.B. INFORMATION ITEMS

IV. ADJOURNMENT

Hartland Consolidated Schools
Special Meeting-Board of Education
August 15, 2019

Members present: T. Dumond, C. Aberasturi, M. Hemeyer, K. Coleman, C. Costa
Members absent: B. Gatewood, C. Kenrick
Admin. Present: C. Hughes, D. Minsker, S. VanEpps, M. Cheney, S. Way, M. Marino,
K. Gregory, N. Conley, T. Howerton, D. Hottum, L. Pumford, M. Otis, A. Kreger
Guests: S. French, B. Guenther

President Dumond called the meeting to order at 7:30 a.m. in the Board Room of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

8/15/19 AGENDA APPROVED

Motion by Hemeyer, supported by Costa that the agenda for the August 15, 2019 regular meeting be approved. Motion carried 5-0.

8/5/19 MINUTES APPROVED

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

SUPERTINTENDENT'S REPORT

Mr. Hughes thanked everyone for working hard to get things ready for the school year. He reminded everyone that Opening Day Breakfast is on Monday, with the breakfast starting at 8:00 followed by the program at 8:30. He asked if Board members were available to hold a Finance Committee meeting on Monday, August 19th at 7:15 a.m. at the High school, in the front conference room, to talk about refinancing the School Bond loan to potentially save the district 2.5-3 million dollars. He pointed out the new Hartland Living banner in the Board room. We have a second banner to use at events. He let the Board know that he will be out of town for the October Board meeting, and we can consider changing the date if he is needed at the meeting that month.

CALL TO THE PUBLIC

There was no response to call to the public.

PAYMENT OF INVOICES

Motion by Costa, supported by Hemeyer that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations, approves the financial report as of July 31, 2019, and the payment of invoices totaling \$2,283,438.62 and payroll obligations totaling \$3,476,524.54. Motion carried 5-0.

MOTION TO RECOGNIZE TENURE

Motion by Coleman, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, recognizes the successful completion of the probationary teaching requirements and achievement of tenure as of August 29, 2019 for the following teachers: Rachel Camilleri, Kari House, Stacey Maffeo, Melanie Rabusky and Andrea Sprague. Motion carried 5-0.

NEW HIRES

Motion by Hemeyer, supported by Costa that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Bradley Guenther for the 2019/20 school year at the Step 2, BA salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable. Motion carried 5-0. Principal Way introduced Mr. Guenther.

Motion by Coleman, supported by Hemeyer that the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Stacey French for the 2019/20 school year at the Step 2, MA +30 salary tract, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable for the 2019/20 school year as presented. Motion carried 5-0. Mrs. Cheney introduced Mrs. French.

WHEELCHAIR LIFT REPLACEMENT AT ROUND

Motion by Hemeyer, supported by Costa that the Board of Education, upon the recommendation of the Assistant Superintendent for Business & Operations and the Director of Maintenance, approves the wheelchair lift replacement for Round Elementary as presented. Motion carried 5-0.

ADMINISTRATIVE SALARY ADJUSTMENTS

Mr. Hughes talked about how the district took care of all employee groups during the last negotiations, with the exception of administrators. He put together a package that he presented to an Ad Hoc Committee on Monday, August 12th. Charlie Aberasturi said that after the Committee meeting on Monday, he compared data on the MDE Bulletin 1014 to the District audit regarding administrative costs in the state, and Hartland is ranked very low, number 767 in the state. He supports that administrators are due to receive at least the increase Chuck is suggesting. Thom talked about working with Jan in the past years and agrees an increase in administrator pay is overdue. This will come before the Board at the September meeting for approval.

FUTURE MEETINGS

Mr. Dumond noted that the next meeting is scheduled for September 9, 2019, regular, at 6:30 p.m. in the Boardroom of the Educational Support Service Center, and October 14, 2019, regular, at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

ADJOURNMENT

The meeting was adjourned at 7:43 a.m.

Respectfully submitted,



Michelle Hemeyer
Secretary



Renee Braden
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON SEPTEMBER 9, 2019
EXPENDITURES FOR THE MONTH OF AUGUST 2019**

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
08/02/2019	A/P Check Run	\$ 152,998.08	\$ 1,817.69	\$ 1,130.00			\$ 6,858.12	\$ 162,803.89
08/05/2019	A/P Check Run						\$ 2,500.00	\$ 2,500.00
08/06/2019	A/P Check Run	\$ 180.00						\$ 180.00
08/09/2019	A/P Check Run	\$ 88,313.61	\$ 1,028.01		\$ 59,804.76		\$ 9,429.14	\$ 158,575.52
08/15/2019	A/P Check Run	\$ 336,779.38	\$ 1,616.58	\$ 12,261.84	\$ 42,142.00	\$ 2,000.00	\$ 18,563.92	\$ 413,363.72
08/22/2019	A/P Check Run	\$ 210,868.59	\$ 7,504.52	\$ 1,687.19			\$ 41,214.90	\$ 261,275.20
08/29/2019	A/P Check Run	\$ 566,869.19	\$ 7,779.76	\$ 38,950.55	\$ 2,317.00		\$ 9,374.24	\$ 625,290.74
08/31/2018	Prepaid Checks	\$ 4,621.00						\$ 4,621.00
08/31/2018	Void Checks	\$ (2,750.00)	\$ (80.00)					\$ (2,830.00)
08/10/2019	Merchant Fees (Comm Ed)	\$ 8,066.85						\$ 8,066.85
08/08/2019	PCMI - ACH	\$ 5,531.47						\$ 5,531.47
08/22/2019	PCMI - ACH	\$ 5,531.47						\$ 5,531.47
08/23/2019	EDUSTAFF - ACH	\$ 2,183.00						\$ 2,183.00
08/27/2019	PNC VISA - ACH	\$ 30,849.59						\$ 30,849.59
TOTAL		\$ 1,410,042.23	\$ 19,666.56	\$ 54,029.58	\$ 104,263.76	\$ 2,000.00	\$ 87,940.32	\$ 1,677,942.45

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
8/2/2019	RETIREMENT-7/26/19 PAYDATE				\$ 324,173.23			\$ 324,173.23
8/3/2018	JULY UAAL/ORS				\$ 288,343.24			\$ 288,343.24
8/9/2019	8/8/2019 PAYDATE	\$ 627,787.89	\$ 222,459.98	\$ 32,884.33	\$ 322,824.37	\$ 4,197.47	\$ (275.00)	\$ 1,209,879.04
8/23/2019	8/23/2019 PAYDATE	\$ 661,419.42	\$ 231,161.47	\$ 34,297.39	\$ 344,473.32	\$ 4,503.43	\$ 150.00	\$ 1,276,005.03
8/22/2019	AUGUST UAAL/ORS				\$ 312,578.28			\$ 312,578.28
AUGUST HLTH EQ CLAIMS							\$ 5,538.93	\$ 5,538.93
TOTAL		\$ 1,289,207.31	\$ 453,621.45	\$ 67,181.72	\$ 1,592,392.44	\$ 8,700.90	\$ 5,413.93	\$ 3,416,517.75

1410 - ADMINISTRATIVE SALARY STRUCTURE

PURPOSE

To establish a continuing process for administrative salaries.

SCOPE

This policy applies to all ~~line~~ administrators **noted in the salary schedule**, ~~assistant superintendents, building principals, assistant principals, the Athletic Director, Director of Technology and the Director of Community Education.~~

DESCRIPTION

District administrators, as described in the scope of this policy, who are performing at an **satisfactory level Effective or Highly Effective level** can expect to move up one (1) salary step on the salary schedule each year until Step 5 is reached. Administrators receiving ~~an unsatisfactory~~ **a Minimally Effective or Ineffective** evaluation will not receive the step increment raise or longevity. His/Her salary shall be frozen, and s/he may face possible termination. **(Note: last two sentences moved from end of this policy)**

After administrators **finish the year at salary Step 5**, a longevity benefit replaces step increases **in year six and only after the administrator accumulates five complete years of service in the district.**

Merit Pay: All Administrators referenced in this policy who are rated Effective or Highly Effective will either move up on the salary schedule or after reaching Step 5 be eligible for an off-schedule payment of \$1,000 at the end of the 6th year and each consecutive year thereafter.

The ~~Personnel Committee~~ **(Superintendent)** will recommend an update to the salary grid **each year when necessary to ensure that the district is offering competitive compensation.** At the discretion of the Superintendent, proposals can be moved through a standing committee or ad hoc committee of the Board prior to being considered by the entire Board of Education. ~~The formula to use as the basis for consideration in making the recommendation is as follows:-~~

- ~~A. Survey school districts in Livingston County and those in contiguous counties with a foundation allowance within ten percent (10%) of the District.~~
- ~~B. Use the average from the survey to establish Step 3 of the schedule.~~
- ~~C. Maintain an increment between steps of \$1,000.~~

Salary Schedule – ~~2018/2019~~ **2019-20 and 2020-21**

Assistant Superintendents **or Chief Financial Officer**

Step 1	Step 2	Step 3	Step 4	Step 5
\$114,060	\$115,154	\$116,248	\$117,340	\$118,433
\$116,560	\$119,060	\$121,560	\$124,060	\$126,560

- ~~A. The first step of the assistant superintendent's salary schedule will be three percent (3%) above Step 5 of the high school principal's salary schedule.~~
- ~~B. Additionally, annual salary increases commensurate with the teachers' salary increase will be addressed in the individual assistant superintendent contracts.~~

High School Principal

Step 1	Step 2	Step 3	Step 4	Step 5
\$106,367	\$107,459	\$108,553	\$109,645	\$110,738
\$108,867	\$111,367	\$113,867	\$116,367	\$118,867

Middle School Principal

Step 1	Step 2	Step 3	Step 4	Step 5
\$99,536	\$100,628	\$101,721	\$102,814	\$103,907
\$102,036	\$104,536	\$107,036	\$109,536	\$112,036

Director of Student Services (Depending on the job description created, this position can be assigned to a different salary category)

Step 1	Step 2	Step 3	Step 4	Step 5
\$99,534	\$100,628	\$101,721	\$102,814	\$103,907
\$102,034	\$104,534	\$107,034	\$109,534	\$112,034

Intermediate School Principal

Step 1	Step 2	Step 3	Step 4	Step 5
\$96,520	\$97,613	\$98,706	\$99,800	\$100,892
\$99,020	\$101,520	\$104,020	\$106,520	\$109,020

Elementary School Principals

Step 1	Step 2	Step 3	Step 4	Step 5
\$93,507	\$94,601	\$95,694	\$96,787	\$97,880
\$96,007	\$98,507	\$101,007	\$103,507	\$106,007

Assistant Principals, Athletic Director, Community Education Director, Director of Community Education and Legacy Principal

Step 1	Step 2	Step 3	Step 4	Step 5
\$91,322	\$92,415	\$93,509	\$94,602	\$95,695
\$93,820	\$96,322	\$98,822	\$101,322	\$103,822

Administrative Dean of Students and Director of Technology – Hartland High School

Step 1	Step 2	Step 3	Step 4	Step 5
\$81,097	\$82,166	\$83,232	\$84,302	\$85,369
\$83,597	\$86,097	\$88,597	\$91,097	\$93,597

Annual salary increases commensurate with the teachers' salary formula will be addressed in the individual contracts (Frozen for 2019-20) if it is currently in force.

Apply the same salary increase percent as the annual teachers' salary increase.

It shall be at the discretion of the Personnel Committee Board of Education upon the recommendation of the Superintendent to modify compensation as needed to be fiscally prudent and protect personnel from salary decreases.

New administrators in the District, without administrative experience in a comparable position, shall begin on salary Step 1. New administrators from outside the district with experience may be placed on the salary schedule as determined by the Superintendent with years toward longevity starting at year one.

LONGEVITY – Building Level Administrators, Directors

Administrators receiving a "satisfactory" an Effective or Highly Effective evaluation will move up one (1) step each year until they reach Step 5 (Merit). After that, they will qualify for additional longevity as follows:

Step 6	Step 7	Step 8	Step 9	Step 10
\$2,000	\$2,500 \$3,000	\$3,000 \$4,000	\$3,500 \$5,000	\$4,000 \$6,000
Step 11	Step 12	Step 13	Step 14	
\$4,500	\$5,000	\$5,500	\$6,000	

LONGEVITY – Superintendent, Asst. Superintendents, CFO, High School Principal

Administrators receiving a "satisfactory" an Effective or Highly Effective evaluation will move up one (1) step each year until they reach Step 5 (Merit). After that, they will qualify for additional longevity as follows:

Step 6	Step 7	Step 8	Step 9	Step 10
\$3,000 \$5,000	\$3,750 \$6,000	\$4,500 \$7,000	\$5,250 \$8,000	\$6,000 \$9,000
Step 11	Step 12	Step 13	Step 14	
\$6,750	\$7,500	\$8,250	\$9,000	

Asst. Superintendents, High School Principal, High School Athletic Director, Director of Technology, and Director of Community Education are eligible to cash in a maximum of five vacation days at the end of the year by notifying the Superintendent by May 15 of each year.

Revised 12/21/95
Revised 6/15/99
Revised 8/13/01
Revised 2/12/07
Revised 7/21/14
Revised 2/12/15
Revised 8/1/2018

policy

**BOARD OF EDUCATION
HARTLAND CONSOLIDATED SCHOOLS**

ADMINISTRATION
1410.01/page 1 of 1

COMPENSATION AND LONGEVITY SCHEDULE - HCS DIRECTOR
AND SUPERVISOR POSITIONS

Director/Supervisor Tier 1	Supervisor Tier 2
Student Nutrition Director Accounting Department Supervisor Payroll Supervisor Transportation Director Custodial and Maintenance Coordinator Administrative Assistant to Superintendent Assistant Director for Community Education	Technology and Student Services Assistant Assistant to Director of Student Nutrition Personnel Coordinator School Nurse Director of Senior Center *Transportation Dispatcher = Longevity only *Head Mechanic & Mechanic = Longevity only (positions are hourly with existing pay schedule)

Compensation Schedule

Year 1	Base Salary
Year 2	1%
Year 3	1%
Year 4	1%
Year 5	1%

	\$2,000	Year 6	Longevity	Year 6-8	\$1,000	
3000	\$2,500	Year 7		Year 9-14	\$2,100	3000
4000	\$3,000	Year 8		Year 15-19	\$2,600	3000
5000	\$3,500	Year 9		Year 20-24	\$3,100	4000
6000	\$4,000	Year 10		Year 25	\$3,600	5000
	\$4,500	Year 11				
	\$5,000	Year 12				
	\$5,500	Year 13				
	\$6,000	Year 14				

*Consistent with
Admin Schedule*

*Data Tech and Computer Tech positions have separate compensation & longevity grid

*This compensation schedule may change year to year depending on District financial conditions and measures necessary to ensure fiscal responsibility and operational efficiency. Administration will periodically review market values and employment conditions.

Adopted 12/14/15

New Hire
September 9, 2019

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Lindsay Alt

ADDRESS: 5804 Sedge Lane
Linden, MI 48451

EDUCATION: M.A., Michigan State University - 2010
B.A., Michigan State University - 2003

MAJOR: Elementary Education

MINOR: English and Earth Science

CERTIFICATION: Elementary Professional Teaching Certificate with endorsements in K-5 All Subjects (ZG) and English (BA).

EXPERIENCE: Since 2017 Lindsay has been teaching a half-time Reading Recovery assignment for Linden Schools. Lindsay taught Kindergarten at Charyl Stockwell Academy in Howell from August of 2013 through February of 2015. From August of 2005 through June of 2013, Lindsay taught first and second grades at the academy.

SALARY STEP: MA, Step 3

ASSIGNMENT: First Grade at Round Elementary School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Lindsay Alt for 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.

New Hire
September 9, 2019

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Jason Stidham

ADDRESS: 8990 Redstone Drive
Pinckney, MI 48169

EDUCATION: M.A., Marygrove College - 2001
B.S., Eastern Michigan University - 1996

MAJOR: English

MINOR:

CERTIFICATION: Secondary Professional Teaching Certificate with endorsements in English (BA) and Geography (CB).

EXPERIENCE: Jason has been teaching CTE classes at Ypsilanti Community Schools since March of 2019. From January of 1998 through June of 2018 Jason worked at Whitmore Lake Middle School and High School teaching ELA classes.

SALARY STEP: MA+30, Step 3

ASSIGNMENT: English at Hartland High School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Jason Stidham for the 2019-2020 school year, at the Step 3, MA+30 salary tract, (\$53,937), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.