HARTLAND CONSOLIDATED SCHOOLS

REGULAR MEETING – BOARD OF EDUCATION
Hartland Educational Support Service Center
April 15, 2024 – 6:30 p.m.

AGENDA

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 on the agenda.
Guests are expected to act with civility and not interrupt this school business meeting. Anyone being disruptive will be asked to leave. This meeting may be recorded.

I. Call to Order
   A. Pledge of Allegiance
   B. Approval of Agenda/Items for Discussion
   C. Consent Agenda
      The following items are items of a routine nature normally approved at Board meetings and will be approved by one vote unless a board member desires to have a separate vote on any of these items.
      1. Approval of Minutes – March 18, 2024 Regular Meeting
      2. Payment of Invoices
   D. Superintendent's Report
      - Athletics: Winter Sports Highlights
      - Continuity of Learning Plan
   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 in the public participation portion of the meeting prior to the start of the meeting. Individuals may not register others to speak during public participation.

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. Committee & Building Reports

II. Action Items
   A. New & Revised Policies (Legislative Changes)
   B. District Vehicle Replacement
   C. Administrator Contract Replacements
   D. FOIA Fee Appeal 3-18-24
   E. FOIA Fee Appeal 4-3-24

III. Discussion Items
   A. LESA Budget 2024-25
   B. Special Education Millage Renewal
   C. LESA Parent Advisory Committee Representatives
   D. District Radio Upgrades

IV. Information Items
   A. Future Meetings: May 13, 2024, regular, 6:30 p.m., Boardroom, Hartland Educational Support Service Center
   B. Information Items (Superintendent Evaluation Update-President Glabach)

V. Adjournment

HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING
BOARD OF EDUCATION
APRIL 15, 2024

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 April 15, 2024 regular meeting be approved.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

I.C. CONSENT AGENDA
(Recommended action): That the consent agenda for the April 15, 2024 regular meeting be approved.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

1. APPROVAL OF MINUTES – MARCH 18, 2024
(Recommended action): That the minutes of the March 18, 2024 regular meeting be approved.
2. PAYMENT OF INVOICES
(Recommended action): That the Board of Education, upon the recommendation of the Chief Financial Officer, approves the financial report as of March 31, 2024, and the payment of invoices totaling $2,584,040.85 and payroll obligations totaling $3,790,242.79.

I.D. SUPERINTENDENT'S REPORT
- Athletics: Winter Sports Highlights-Brian Hassler
- Continuity of Learning Plan-Rachel Bois

I.E. CALL TO THE PUBLIC

I.F. COMMITTEE & BUILDING REPORTS

II.A. NEW & REVISED POLICIES (LEGISLATIVE CHANGES) **(SEE ALTERNATE RESOLUTION BELOW)**
That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, adopts revised policy #0122: Board Powers as presented.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, adopts revised policy #1420: School Administrator Evaluation as presented.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, adopts revised policy #3131: Staff Reductions/Recalls as presented.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, adopts revised policy #3142: Probationary Teachers as presented.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, adopts revised policy #3220: Professional Staff Evaluation as presented.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, adopts revised policy #3132: Vacancies as presented.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, adopts revised policy #3140: Termination and Resignation as presented.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

(ALTERNATE RESOLUTION) NEW & REVISED POLICIES (LEGISLATIVE CHANGES)
That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, adopts revised policies #0122: Board Powers, #1420: School Administrator Evaluation, #3131: Staff Reductions/Recalls, #3132: Vacancies, #3140: Termination and Resignation, #3142: Probationary Teachers, and #3220: Professional Staff Evaluation as presented and discussed.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

II.B. DISTRICT VEHICLE REPLACEMENT
That the Board of Education, upon the recommendation of the Superintendent and the Director of Operations, approves the district vehicle replacement as presented and discussed.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

II.C. ADMINISTRATOR CONTRACT REPLACEMENTS
(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves 3-year contract replacements effective July 1, 2024 through June 30, 2027 for David Minsker, Rachel Bois, Kate Gregory, James Fitzgerald, Tom Ureche, Jessica Guss, Brian Hassler, J.D. Wheeler, Nicole Conley, Tony Howerton, Chris Chanavier, Mikki Cheney, Cristal Briskey, Dotty Hottum, Jason Reck, Melissa Frasier, Carol Hayes, and Scott Usher.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

II.D. FOIA FEE APPEAL 3-18-2024
(Recommended action): That the Board of Education denies FOIA Fee Appeal 3-18-2024 and affirms the FOIA Coordinator's determination of the initial estimated Fee Itemization submitted on 3-14-2024.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

II.E. FOIA FEE APPEAL 4-3-2024
(Recommended action): That the Board of Education denies FOIA Fee Appeal 4-3-2024 and affirms the FOIA Coordinator's determination of the initial estimated Fee Itemization submitted on 3-28-2024.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

III.A. LESA BUDGET 2024-25
For discussion

III.B. SPECIAL EDUCATION MILLAGE RENEWAL
For discussion

III.C. LESA PARENT ADVISORY COMMITTEE REPRESENTATIVES
For discussion

III.D. DISTRICT RADIO UPGRADES
For discussion

IV.A. FUTURE MEETINGS
May 13, 2024, 6:30 p.m., Regular, Boardroom, Hartland Educational Support Service Center

IV.B INFORMATION ITEMS

V. ADJOURNMENT

Hartland Consolidated Schools
Regular Meeting-Board of Education Minutes- PROPOSED
March 18, 2024

Members present:	M. Glabach, K. Coleman, C. Costa, G. Gogoleski, G. Keller, M. Blondeel
Members absent:	C. Shaw
Admin. Present:	C. Hughes, S. VanEpps, D. Minsker, R. Bois, K. Gregory, M. Marino, C. Hayes, J. Fitzgerald, M. Frasier
Guests:	D. O'Connell, S. Dietrich, A. Yarber, C. Hall, J. Hall, S. Adams, A. Adams, J. Woolford, D. Holde, J. Hoemku, A. Smith, K. Pias, K. Lyke, S. Frederick, D. Grunlund, R. Grunlund, B. Laibly, B. Gazda, J. Scott, C. Philips, B. Mitchell, L. Bergkoetter, L. McFarland, L. Bickel, B. Proffitt, K. DeRosier, J. Vantesan, M. McMurphy, L. McMurphy, A. Yarber, M. Storey, AM Yarber, D. Dollaway, H. Dollaway, K. Grende, M. Dicks, L. Moore, R. Pies, J. Veja, M. Potrykus, M. Woolford, T. Frye, H. Naylor, A. Frye, D. Hoemke, D. Wholihan, T. Baird, G. Tiaga, L. Parsons, D. Donakowski, E. Olson, M. Bonevich, J. Bonevich, E. Nikitin, M. Al-Shawi, S. Nunnery, J. Tucker, J. Gogoleski, L. Leitch, B. Tonkovich, K. Kraft, A. Smith, C. Robinson, M. Dicks, K. Fox, J. Iyer via Zoom: 3rd grade, Michelle Vincent, Tim Kastamo, Allison Pace, Amy Creighton, Anita Marrie, Ashley Glidden, Becki's iPhone, Benjamin Lawrence, Benjamin Stollman, Beth Maurin, Bret Peele, Britta's iPhone, Catherine Pantelas, Cheryl, Chris Haponek, Chrystal Buswell, Cindy Michniewicz, cw, Farrell, Gayle Roberts, Grace Ffisher, grace's iPad, Hartland, Heather, Helen Kenney, Howe, iPad, iphone, iPhone (113), iPhone (3), iPhone Personal, jackie glossop, James Alsup, Jason, Jeff Campbell, Jen, Jenna Lesner, Jeremy Gibbs, Jessica's iPhone, Jill, JSG Laptop, Karen, Kathryn Allen, Katy Michalski (Rep. Slotkin, MI-07), Kelly, Kelly Keller, Kelly Spangler, Kindsey's iPhone, Kristin Raap, Laura Perkins Mitchell, Lauren, Lindsey Harr-Smith, M McMurphy, Maegan Weller, MamaJen, Mark Frasier, Marti's iPhone, MB, Michelle, Michelle Lynn Slater, Michelle Vincent, Pam Budd, Public, Rachel, ResidentOfClownWorld, Samantha Boyd, Scott Horst, Shari Russano, Smith's iPhone, stacey hinds, Terri.Mezel, Tim & Kathy's iPhone, Toni Johnson, Toni's iPhone, Tricia Mrozek, Val Gogoleski, Wendy & Eric Phillipa

President Glabach 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.

3/18/24 AGENDA APPROVED

Motion by Coleman, supported by Costa, that the Agenda for the March 18, 2024 regular meeting be approved.
Gogoleski: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 6-0.

Motion by Gogoleski, supported by Keller, to add open discussion to the Agenda after Call to the Public.
Gogoleski: yes, Coleman: no, Costa: no, Keller: yes, Blondeel: yes, Glabach: no
Motion failed 3-3.

3/18/24 CONSENT AGENDA APPROVED

Motion by Costa, supported by Coleman, that the Consent Agenda for the March 18, 2024 regular meeting be approved.
Gogoleski: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 6-0.

2/19/24 MINUTES APPROVED
That the minutes of the February 19, 2024 regular meeting be approved.

PAYMENT OF INVOICES
That the Board of Education, upon the recommendation of the Chief Financial Officer, approves the financial report as of February 29, 2024, and the payment of invoices totaling $3,805,198.89 and payroll obligations totaling $5,147,393.32.

SUPERINTENDENTS REPORT

Superintendent Hughes wished everyone a safe, restful spring break.

CALL TO THE PUBLIC

Members of the public addressed the Board.

NEW & REVISED POLICIES (LEGISLATIVE CHANGES)

Motion by Gogoleski, supported by Blondeel, to postpone adopting revised policies #0122: Board Powers, #1420: School Administrator Evaluation, #3131: Staff Reductions/Recalls, #3132: Vacancies, #3140: Termination and Resignation, #3142: Probationary Teachers, and #3220: Professional Staff Evaluation as presented and discussed.
Gogoleski: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 6-0.

BAND INSTRUMENT PURCHASE

Motion by Costa, supported by Blondeel, that the Board of Education, upon the recommendation of the Superintendent and the Chief Financial Officer, approves the band instrument purchase as presented.
Gogoleski: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 6-0.

SECTION 127 PLAN

Motion by Coleman, supported by Costa, that the Board of Education, upon the recommendation of the Superintendent and the Chief Financial Officer, approves the Section 127 Plan as presented.
Gogoleski: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 6-0.

PEG GRANT PURCHASE

Motion by Coleman, supported by Costa, that the Board of Education, upon the recommendation of the Superintendent and the Chief Financial Officer, approves the PEG Grant purchase as presented.
Gogoleski: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 6-0.

ADMINISTRATOR CONTRACT ROLLOVERS

Superintendent Hughes talked about the 3-year contract rollovers for all administrators starting July 1st, 2024, per policy 1410.

DISTRICT VEHICLE REPLACEMENT

Superintendent Hughes and Matt Marino reviewed information regarding retiring and replacing 2 vehicles.

FUTURE MEETINGS

President Glabach noted that the next regular meeting will be held on April 15, 2024, at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

ADJOURNMENT

The meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Chris Costa
Temporary Board Secretary

Renee Braden
Recording Secretary

HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON APRIL 15, 2024
EXPENDITURES FOR THE MONTH OF MARCH 2024

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
03/01/2024	A/P Check Run						$ 1,800.00	$ 1,800.00
03/07/2024	A/P Check Run	$ 214,703.06	$ 165.00	$ 41,886.06	$ 4,462.56		$ 95,352.48	$ 356,569.16
03/14/2024	A/P Check Run	$ 433,814.00	$ 4,179.00	$ 38,687.01	$ 1,101.66		$ 31,882.31	$ 509,663.98
03/21/2024	A/P Check Run	$ 607,794.38	$ 7,861.96	$ 37,862.47	$ 4,734.00		$ 8,326.82	$ 666,579.63
03/28/2024	A/P Check Run	$ 119,984.49	$ 167.36	$,330.42	$ 457,369.46		$ 14,865.96	$ 592,717.72
03/31/2024	Void Checks						$ (6,842.63)	$ (6,842.63)
03/11/2024	Merchant Fees (Comm Ed)	$ 15,281.64						$ 15,281.64
03/29/2024	Bank Fees	$ 3,015.97						$ 3,015.97
03/15/2024	Arbiter Deposit - Athletic Officials	$ 5,000.00						$ 5,000.00
03/01/2024	EDUSTAFF - ACH	$ 130,818.21						$ 130,818.21
03/04/2024	EDUSTAFF - ACH	$ 4,624.58						$ 4,624.58
03/15/2024	EDUSTAFF - ACH	$ 136,156.29						$ 136,156.29
03/29/2024	EDUSTAFF - ACH	$ 132,851.61						$ 132,851.61
03/26/2024	PNC VISA - ACH	$ 35,804.69						$ 35,804.69
TOTAL		**$ 1,839,848.92**	**$ 12,373.32**	**$,118,765.96**	**$ 467,667.68**	**$ -**	**$ 145,384.97**	**$ 2,584,040.85**

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
03/01/2024	3/1/2024 PAYDATE	$ 838,643.91	$ 283,842.24	$ 43,827.37	$ 471,238.30	**	**	$ 1,637,551.82
03/15/2024	3/15/2024 PAYDATE	$ 782,219.90	$ 260,894.29	$ 40,495.70	$ 487,261.07	$ 47,563.47	$ (24,374.70)	$ 1,594,059.73
03/29/2024	3/29/2024 PAYDATE	$ 803,328.86	$ 266,770.80	$ 41,602.02	$ 480,858.97	***		
03/25/2024	UAAL				$ 521,755.80			$ 521,755.80
MARCH HEALTH EQUITY CLAIMS							$ 36,875.44	$ 36,875.44
TOTAL		**$ 2,424,192.67**	**$ 811,507.33**	**$ 125,925.09**	**$ 1 961,114.14**	**$ 47,563.47**	**$, 12,500.74**	**$ 3,790,242.79**

** Paid in February 2024
*** Paid in April 2024

MI LOCAL UPDATE OVERVIEW AND COMMENTS

SPECIAL UPDATE

The legislature made substantive changes to the Public Employment Relations Act ("PERA") as well as related changes to the Revised School Code ("RSC"). Neola legal counsel conducted a thorough review of the policies related to the issues and areas covered by the legislative changes and is publishing this Special Update to allow districts sufficient time to consider and, if appropriate, implement policy changes prior to the February 13, 2024 effective date of many of these statutory changes. This overview is designed to describe not only what has been changed and the rationale for such, but also what was reviewed and what was determined not to need changes. Additionally, as noted throughout, once policy decisions have been made, administration guideline changes should also be considered by districts and any changes to the administrative guidelines will be published in the next update packet.

This Update includes the following documents:

BYLAWS AND POLICIES

Revised:

Policy 0122 - BOARD POWERS

The attached revision to Policy 0122 is necessary due to the elimination of many topics from the list of prohibited subjects of bargaining. The topics that are no longer prohibited subjects have been deleted from this bylaw. These changes should be adopted to make Board policy consistent with the statutory changes that go into effect on February 13, 2024.

Policy 1420 - SCHOOL ADMINISTRATOR EVALUATION

This policy relates to administrator evaluations. There are many changes to the statute, M.C.L. 380.1249b, which go into effect July 1, 2024. The appropriate revisions were made to this Policy.

Policy 3131 - STAFF REDUCTIONS/RECALLS

This policy relates to staff reductions and recalls which are no longer a prohibited subject of bargaining. Additionally, the legislature amended section 1248 of the RSC relating to what can be used as decision-making factors in staffing situations. Please note that the changes to the RSC are not effective until July 1, 2024. Additionally, prospective changes to the rating system, effective July 1, 2024, are contained in the revision. Neola will consider whether changes to the administrative guidelines should also be made and, if so, present those changes after policy decisions have been made in the next update.

Policy 3142 - PROBATIONARY TEACHERS

The new laws changed the rating system, effective July 1, 2024, which, in turn, created the need to revise the probationary teacher policy to accurately reflect the new rating system.

Policy 3220 - PROFESSIONAL STAFF EVALUATION

Senate Bill 395 and 396 were recently signed into law by Governor Whitmer. These bills dramatically change the evaluation system effective July 1, 2024. The revised policy incorporates those changes.

New:

Policy 3132 - VACANCIES

This policy relates to vacancies. Although decisions about hiring after a staffing or program reduction or other personnel determination resulting in the elimination of a position is no longer a prohibited subject of bargaining. This policy has not been adopted, but it should be.

Policy 3140 - TERMINATION AND RESIGNATION

This policy addresses the termination and resignation of professional staff. It also already references the negotiated collectively bargained agreement, the Teacher Tenure Act, and individual contracts as governing these decisions and, therefore, is compliant with the changes to the law. Discharge or demotion of a tenured teacher may only be made for reasons that are not arbitrary or capricious under the Teacher Tenure Act despite its removal from the Section of PERA related to discharge and discipline. This policy has not been adopted, but it should be.

Book	Policy Manual
Section	2-19-24 Discussion
Title	BOARD POWERS
Code	po0122
Status	
Legal	M.C.L. 168.301 et seq. M.C.L. 380.11a, 380.1131 et seq. M.C.L. 423.201, 202, 206, and 215
Adopted	January 28, 2008
Last Revised	December 17, 2018

0122 - **BOARD POWERS**

The District shall operate as a General Powers School District. As such it has all of the rights, powers, and duties expressly stated in statute; may exercise a power implied or incident to any power expressly stated in statute; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the operation of the District in the interests of public elementary and secondary education in the District, including, but not limited to, all of the following:

A. Educating Students. In addition to educating students in grades K-12, this function may include operation of preschool, lifelong education, adult education, community education, training, enrichment, and recreation programs for other persons.

B. Providing for the safety and welfare of students while at school or at a school-sponsored activity or while en route to or from school or a school-sponsored activity.

C. Acquiring, constructing, maintaining, repairing, renovating, disposing of, or conveying school property, facilities, equipment, technology, or furnishings.

D. Hiring, contracting for, scheduling, supervising, or terminating employees, independent contractors, and others to carry out District powers.

   The District shall indemnify its employees.

E. Receiving, accounting for, investing, or expending District money; borrowing money and pledging District funds for repayment; and qualifying for State-School Aid and other public or private money from local, regional, State, or Federal sources.

The District may enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the School District.

The District is a body corporate and shall be governed by a school board. An act of this Board is not valid unless approved, at a meeting of the Board, by a majority vote of the members lawfully serving on the Board.

The Board may submit to the School electors a question that is within the scope of the powers of the School electors and that the Board considers proper for the management of the School system or the advancement of education in the School District. Upon the adoption of a question by the Board, the Board shall submit the question to the School electors by complying with Michigan election law (M.C.L. 168.312).

The Board shall adopt bylaws. These bylaws may establish or change Board procedures, the number of Board officers, titles and duties of Board officers, and any other matter related to effective and efficient functioning of the Board.

The Board has authority, based on statute, to make decisions regarding the following subjects without resort to prior bargaining:

A. the policyholder of an employee group insurance benefit

B. the starting day for the school year and the amount of student contact time to receive full State school aid

C. the composition of the District's school-improvement committees established under M.C.L. 380.1277

D. the decision whether or not to have inter-district and intra-district open-enrollment opportunities

E. the decision whether or not to permit authorization of Charter Schools (public school academies)

F. ~~contracting with outside parties for noninstructional support services provided by an employee group including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit if the employee group is given an opportunity to bid on providing the noninstructional support services~~

G. use of volunteers

H. decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology, and the impact on individual staff members or a bargaining unit

I. compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under the Public Employment Relations Act

J. ~~any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit~~

K. ~~for teachers covered under the Teacher Tenure Act, decisions about the development, content, standards, procedures, adoption and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or eliminating a position as well as decisions regarding recall or hiring after any such reduction~~

   ~~This includes the impact of any such decisions on an individual employee or the bargaining unit.~~

L. ~~decisions about the development, content, standards, procedures, adoption and implementation of a performance evaluation system under M.C.L. 380.1249 for teachers and administrators~~

M. ~~decisions concerning the content of a teacher's or administrator's performance evaluation or the impact of such decision~~

N. ~~decisions about the format, timing or number of classroom observations required for evaluation under the Teacher Tenure Act (M.C.L. 38.83a)~~

O. ~~decisions concerning the classroom observation of an individual teacher, and the impact of such decision on an individual teacher or the bargaining unit~~

P. ~~decisions about the development, content, standards, procedures, adoption and implementation of the method of performance-based compensation for teachers and administrators in accordance with M.C.L. 380.1250~~

Q. ~~decisions about how performance evaluation is used to determine the performance-based compensation for teachers and administrators~~

R. ~~decisions concerning the performance-based pay of an individual teacher or administrator, or the impact of such decision on such individual or the bargaining unit~~

S. ~~decisions about the development, content, standards, procedures, adoption and implementation of a policy regarding discipline or discharge for teachers covered under the Teacher Tenure Act (M.C.L. 38.71)~~

T. ~~decisions concerning the discipline or discharge of a teacher covered under the Teacher Tenure Act (M.C.L. 38.71), or the impact of such decision on an individual teacher or the bargaining unit~~

U. insertion of statutorily required emergency manager language into all collective bargaining agreements

V. ~~decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform or to collaborate on one (1) or more functions or services~~

1. ~~procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities~~

2. ~~identities of any other parties to such an agreement~~

W. ~~any requirement that would violate section 10(3), M.C.L. 423.210(3), (Right to Work Law)~~

X. ~~decisions about the development, format, content, and procedures of the notification to parents and legal guardians required under M.C.L. 380.1249a (the requirement to make the notifications is effective with the 2018-2019 school year)~~

Revised 5/29/12
Revised 5/13/13

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Book	Policy Manual
Section	2-19-24 Discussion
Title	SCHOOL ADMINISTRATOR EVALUATION
Code	po1420
Status	
Legal	M.C.L. 380.1249, 1249b
Adopted	March 28, 2011
Last Revised	December 9, 2019

1420 - **SCHOOL ADMINISTRATOR EVALUATION**

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

A. Evaluates the school administrator's job performance ~~at least~~ annually in a year-end evaluation, while providing timely and constructive feedback.

The Superintendent or designee shall perform administrators' evaluations. Administrators rated highly effective or, as of July 1, 2024, effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth.

C. Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.~~Evaluates a school administrator's job performance as highly effective, effective, minimally effective or ineffective, using multiple rating categories that take into account student growth and assessment data. For the 2018-2019 school year, twenty-five (25) percent of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019-2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.~~

Prior to July 1, 2024 f~~F~~or building level administrators, the data to be used is the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a central -office-level administrator, the pertinent data is that of the entire School District.

Beginning in the 2024-2025 school year, the annual evaluation must include the student growth and assessment data or student learning objectives metrics and twenty percent (20%) of the annual evaluation must be based on student growth and assessment data or student learning objectives metrics.

After July 1, 2024, the evaluations must be based primarily on the administrator's performance as measured by the District's evaluation tool.

D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. The effectiveness of school administrators, so that they are given ample opportunities for improvement.

2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.

3. Prior to July 1, 2024, r~~R~~emoving ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.

E. Prior to July 1, 2024, t~~T~~he portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the school in which the school administrator works as an administrator:

1. The school administrators' training and proficiency in conducting teacher performance evaluations if they do~~s/he does~~ so, or a~~his/her~~ designee's proficiency and training if the administrator designates such duties.

2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.

3. Student attendance.

4. Student, parent and teacher feedback and other information considered pertinent by the Board.

After July 1, 2024, the portion of the year-end evaluation that is not based on student growth and assessment data or student learning objectives must be based on objective criteria.

F. For the purposes of conducting ~~annual~~ year-end evaluations under the performance evaluation system, the District shall adopt and implement one (1) or more of the evaluation tools for teachers or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the district may conduct annual ~~year-end~~ evaluations for administrators using one (1) or more local evaluation tools or modifications. The evaluation tools shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.

G. The district shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:

1. The research base for the evaluation framework, instrument, and process or, if the district adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.

2. The identity and qualifications of the author or authors or, if the district adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.

3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the district adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.

4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.

5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.

6. A description of the plan for providing evaluators and observers with training.

H. The District shall also:

1. Provide training to school administrators on the measures used by the district in its performance evaluation system and on how each of the measures is used. This training may be provided a district or by a consortium consisting of (2) or more districts, the intermediate school district or a public school academy.

2. Ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

   Prior to July 1, 2024, administrators shall receive a rating of highly effective, effective, minimally effective, or ineffective. After July 1, 2024, the rating system must assign a rating of effective, developing, or needing support and the evaluation process shall comply with the requirements of M.C.L. 380.1249b. After July 1, 2024, if an administrator is rated as needing support, they will be provided with the options set out in M.C.L. 380.1249b.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective prior to July 1, 2024, or developing or needing support on or after July 1, 2024, the person(s) conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on the~~his/her~~ next annual year-end evaluation. An administrator rated as ineffective prior to July 1, 2024, or needing support on or after July 1, 2024~~"ineffective"~~ on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

After July 1, 2024, the evaluation system must include a midyear progress report for each administrator in each year they are evaluated. This midyear progress report shall comply with M.C.L. 380.1249b and may not replace the annual evaluation.

After July 1, 2024, for the first three (3) years that an administrator is in a new administrative position, they shall be assigned a mentor or coach.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform ~~his/her~~ assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to the administrator's~~his/her~~ performance which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

Revised 5/23/11
Revised 12/15/14
Revised 6/29/15
Revised 12/14/15
Revised 6/6/16

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Book	Policy Manual
Section	2-19-24 Discussion
Title	STAFF REDUCTIONS/RECALLS
Code	po3131
Status	
Legal	PA 102, 2011 M.C.L. 380.1248
Adopted	November 28, 2011
Last Revised	June 6, 2016

3131 - **STAFF REDUCTIONS/RECALLS**

It is the policy of this Board that all personnel decisions shall be based on retaining effective teachers in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. The District shall not utilize length of service as the sole factor in personnel decisions. Length of service or tenure status may only be considered by the administration when all other factors, as listed below, are considered equal amongst the potentially affected teachers.

This policy shall not operate or be applied to retain or recall a teacher whose most recent performance evaluation contains an overall rating of m~~M~~inimally e~~E~~ffective or i~~I~~neffective or needing support in preference to any properly certified and qualified teacher with a higher effectiveness rating as reflected in that teacher's most recent performance evaluation. This policy also shall not operate or be applied to retain or recall a probationary teacher who has received a rating of either m~~M~~inimally e~~E~~ffective or i~~I~~neffective in preference to any properly certified and qualified teacher with a higher effectiveness rating. A probationary teacher who is rated as e~~E~~ffective or, prior to July 1, 2024, as h~~H~~ighly e~~E~~ffective on the~~his/her~~ most recent annual performance evaluation is not subject to ~~being~~ displacement~~d~~ under this policy by a tenured teacher solely because the other teacher has attained tenure under the Teachers' Tenure Act.

The effectiveness of teachers as~~shall be~~ measured under~~in accordance with~~ the District's performance evaluation system developed under Section 1249 of the School Code or as otherwise collectively bargained must be used as a factor for personnel decisions.~~, and the personnel decisions shall be based on the following factors:~~

The following shall also be used for personnel decisions made under this policy:

A. ~~Individual performance shall be the majority factor in making the decision, and shall consist of but is not limited to all of the following:~~

1. The teacher's length of service in a grade level or subject area.

2. Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.

3. The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.

4. The teacher's management of the classroom, manner and efficacy of disciplining students, rapport with parents and other teachers, and ability to withstand the strain of teaching.

5. The teacher's attendance and disciplinary record~~, if any~~.

6. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in the teacher's peer group and having demonstrated a record of exceptional performance.

7. Relevant special training. This factor may~~shall~~ be based on completion of relevant training, other than the professional development or continuing education, that is required by the employer or by state law, and the integration of that training into instruction in a meaningful way.

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Book	Policy Manual
Section	2-19-24 Discussion
Title	PROBATIONARY TEACHERS
Code	po3142
Status	
Legal	M.C.L. 38.81 et seq.
Adopted	January 28, 2008
Last Revised	November 21, 2016

3142 - **PROBATIONARY TEACHERS**

The Board of Education recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of this District. The Board shall discharge that obligation by retaining in service only those probationary teachers who meet those standards.

Prior to July 1, 2024, t~~T~~eachers~~,~~ new to the District, who have not previously acquired tenure in the State of Michigan, will be in a probationary status for the first five (5) years of employment before becoming eligible for tenure in the District, except as provided below. A teacher must receive ratings of e~~E~~ffective or h~~H~~ighly e~~E~~ffective on the last three (3) annual performance evaluations to achieve tenure.

Prior to July 1, 2024, p~~P~~robationary teachers who are rated highly effective on the annual performance evaluation in years 2, 3 and 4 achieve tenure after four (4) years. Any teacher having tenure in the district as of July 19, 2011, will not be required to serve additional probation.

Beginning July 1, 2024, if a teacher has been rated as effective on or after July 1, 2024, or highly effective before July 1, 2024, on three (3) consecutive year-end performance evaluations and has completed at least four (4) full school years of employment in the probationary period, the teacher is considered to have successfully completed the probationary period.

Teachers, new to the District, who have previously acquired tenure in any other Michigan school district, shall be required to serve no more than two (2) years of probation before becoming eligible for tenure in the District but may, at the Board's option, be placed immediately on continuing tenure.

The Superintendent shall ensure that all probationary teachers are provided an Individualized Development Plan, evaluated in a timely manner by appropriate administrators, notified of areas in~~of~~ which performance is not meeting expectations, and are provided assistance in improving their performance.

The Board shall annually review the performance of all probationary teachers by a date adequate to ensure timely compliance with all statutory, contractual, and other applicable timelines. The Superintendent shall provide to the Board a written recommendation with regard to each such teacher specifically noting the extent to which the probationary teacher's performance is meeting District expectations. On the basis of its review, the Board may, in its discretion, (1non-renew employment based on unsatisfactory performance; or (2) continue the probationary period of employment if not otherwise eligible for tenure (not to exceed the statutory probation periods). The Board's review of such recommendation shall comport with all applicable statutory, contractual, or other legal requirements.

The Superintendent shall ensure that appropriate notices of the Board's actions are timely sent and delivered to all affected probationary teachers. The Superintendent shall further ensure that appropriate guidelines are drafted implementing the requirements of the Teacher Tenure Act.

A teacher who is in a probationary period may be dismissed from ~~his/her~~ employment by the Board at anytime.

Revised 5/29/12

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Book	Policy Manual
Section	2-19-24 Discussion
Title	PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	
Legal	M.C.L. 380.1249 (as amended)
Adopted	May 23, 2011
Last Revised	December 9, 2019

3220 - **PROFESSIONAL STAFF EVALUATION**

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, the Board~~it~~ delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does at least all of the following:

A. evaluates the employee's job performance ~~at least annually~~ in a year-end evaluation, while providing timely and constructive feedback

   Teachers rated highly effective or, as of July 1, 2024, effective on the three (3) most recent consecutive year-end evaluations may be evaluated every other year or, as of July 1, 2024, every third year, at the District's discretion.

B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth ~~based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available~~.

C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective, and ineffective prior to July 1, 2024 and using rating categories of effective, developing, and needing support as of July 1, 2024, which take into account student growth and assessment data or student learning objectives. ~~For the 2018-2019 school year, twenty-five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019-2020 school year~~, Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning in the 2024-2025 school year, twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics.

   Evaluations must also comply with the following:

   1. The portion of a teacher's ~~annual~~ year-end evaluation that is not based on student growth and assessment data or student learning objective metrics, shall be based primarily on a teacher's performance as measured by the District ~~as described below~~.

   2. ~~Beginning with the 2018 - 2019 school year,~~ Prior to July 1, 2024, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments

that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.

3. Prior to July 1, 2024, t~~T~~he portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131.) After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.

4. Prior to July 1, 2024, i~~I~~f there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are not student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.

5. As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.

D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. the effectiveness of employees, so that they are given ample opportunities for improvement

2. prior to July 1, 2024, promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development, and after July 1, 2024, development of employees, including providing relevant coaching, instruction support, or professional development

3. prior to July 1, 2024, whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures

4. prior to July 1, 2024, removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

E. provides a mid-year progress report for every certified teacher who is in the first year of probation or has received a rating of minimally effective or ineffective or, after July 1, 2024, needing support or developing on the most recent ~~annual~~ year-end evaluation

This mid-year report shall supplement and not replace the ~~annual~~ year-end evaluation. The mid-year report shall:

1. prior to July 1, 2024, be based, at least in part, on student achievement;

2. be aligned with the teacher's individualized development plan;

3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.

F. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, State curriculum standards being taught and student engagement in the lesson;and, as of July 1, 2024, the items described in this paragraph must be discussed during a post-observation meeting between the observer and the teacher

2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations;

3. observations need not be for an entire class period~~;~~ but, as of July 1, 2024 must not be less than fifteen (15) minutes

4. ~~at least~~ one (1) observation may~~must~~ be unscheduled;

5. the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations;

   Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.

6. the district shall ensure that, within thirty (30) calendar days after each observation, the teacher is provided with written feedback from the observation.

G. For the purposes of conducting annual year-end evaluations under the performance evaluation system, the District will use its local evaluation tool(s) for teachers or modifications of an evaluation tool on the list, which must comply with H., below.

   The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

H. The District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:

   1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.

   2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.

   3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.

   4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.

   5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.

   6. A description of the plan for providing evaluators and observers with training.

I. The District shall also:

   1. pProvide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used. This training may be provided by a district or by a consortium consisting of the District, the intermediate school district or a public school academy.

   2. eEnsure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

   3. by not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete rater reliability training provided by the District that complies with M.C.L. 380.1249

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform ~~his/her~~ assigned responsibilities in a satisfactory manner, dismissal~~,~~ or non-renewal procedures may be invoked. A teacher rated as "ineffective" or, as of July 1, 2024, needing support on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Prior to July 1, 2024, ~~I~~If a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the

Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on the~~his/her~~ review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

After July 1, 2024, if a teacher is rated as needing support, the teacher must be provided with the options related to review of the evaluation, including a written response, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitration as set out in M.C.L. 380.1248.

The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's~~his/her~~ two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's~~his/her~~ two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's~~his/her~~ two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply. After July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to the staff member's~~his/her~~ performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

Revised 12/15/14
Revised 6/29/15
Revised 6/6/16

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Book	Policy Manual
Section	2-19-24 Discussion
Title	VACANCIES
Code	po3132
Status	

3132 - **VACANCIES**

It shall be the policy of the Board of Education to employ the best-qualified individual for any District vacancy at any level.

Vacancies shall be announced and all members of the professional staff shall be eligible for consideration for any District vacancy, providing they are properly qualified.

The Superintendent shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions.

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Book	Policy Manual
Section	2-19-24 Discussion
Title	TERMINATION AND RESIGNATION
Code	po3140
Status	
Legal	M.C.L. 28.722, 38.74, 380.1230 et seq., 380.1535a

3140 - **TERMINATION AND RESIGNATION**

TERMINATION

An employment contract may be suspended or terminated, upon a majority vote of the Board of Education. In such cases, the Board shall abide by due process and such terms as may be set forth in a negotiated, collectively-bargained agreement, the Teacher Tenure Act, or the individual contract, as applicable.

Employees and those under contract to work regularly and continuously in the schools, whether part-time or full-time, may not continue employment with the Board if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.C.L. 28.722.

Individuals convicted of a non-listed felony may not continue to work unless both the Superintendent and the Board give written approval. Such conviction(s) may subject professional staff to discharge or demotion of a teacher on continuing tenure. The State Board of Education will be notified of the report of conviction(s) as required by law.

RESIGNATION

A professional staff member may resign in accordance with the terms of the negotiated, collectively-bargained agreement or the staff member's employment contract.

An administrator may resign by filing a written resignation with the Superintendent at least thirty (30) days prior to the effective date of the resignation.

A resignation, once accepted, may not then be rescinded.

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Operations Department

Matt Marino, Director of Operations
9525 Highland Rd
Howell, MI 48843
Phone: 810-626-2189
Email: mattmarino@hartlandschools.us

Date: March 12, 2024

To: Chuck Hughes

Cc: Rachel Bois

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 two of the vehicles from service, which are 13+ years old and have significant frame rust and mechanical issues.

The vehicles being retired are:

1. 2011 GMC 3500 Cub Truck – Food Service
2. 2011 GMC 2500 Truck - Maintenance

I am requesting that we purchase two new trucks through the MIDeal bid system as outlined below and on the attached quote.

Vehicle #1 is used by the food service department for the transportation of food and equipment between district buildings. This vehicle will have been budged out of food service funds. Vehicle #2 is used by maintenance department for pulling trailers and equipment to maintain district grounds and for snow plowing. This vehicle was budgeted out of maintenance and the funds are currently available.

As we have done in the past, we plan to take bids on the sale of the retired vehicles however, we will also get current scrap metal pricing as scrapping the vehicle might provide more payback.

Todd Wenzel Buick GMC of Westland
2023 GMC 3500 Cub Truck – $57,401.00

2024 GMC 2500 Truck - $56,236.50

TODD WENZEL BUICK GMC of WESTLAND

35100 FORD RD
WESTLAND, MI 48185

ALBERT LI
Fleet / Municipal Sales
Ph (734) 713-1065 Fax (734) 467-7181
aclixx@hotmail.com

State of Michigan MiDeal Contract # 071B7700184
MiDeal Spec # 0141-CAV

Hartland Consolidated Schools Pricing **(MiDeal Pricing)**

2023 GMC Savana 3500HD DRW w/ 16' Van w/ Gate

12500# GVWR 6.6L Gas V8 / 6-spd Auto 16' Alum Hi-Cube

SPEC 141 – 2023 GMC Savana 3500 DRW Cutaway	**$ 34,897.00**
Rockport 16' Alum Van w/ Thieman 2-pc Liftgate	$ 19,350.00
Additional Rear Leaf Spring by Bostick Truck	$ 1,750.00
HD Mesh Running Boards, Galvanealed	$ 975.00
Delivery per MiDeal, (Rockport-Westland-Howell)	$ 429.00
Total	**$ 57,401.00**

Prices Quoted are for a MiDeal Dealer Stock Chassis.
FOB Howell, MI

TODD WENZEL BUICK GMC of WESTLAND

35100 FORD RD
WESTLAND, MI 48185

ALBERT LI
Fleet / Municipal Sales
Ph (734) 713-1065 Fax (734) 467-7181
aclixx@hotmail.com

State of Michigan MiDeal Contract # 071B7700184
MiDeal Spec # 0078- 4WDL

Hartland Consolidated Schools Pricing **(MiDeal Pricing)**

2024 GMC Sierra 2500HD Regular Cab 4x4 Pickup

10250# GVWR 6.6L Gas V8 / 10-spd Auto Reg Cab 8' Bed

SPEC 78 – 2024 GMC Sierra 2500HD Reg Cab 4x4	**$ 44,935.00**
SBL – Spray-On Bedliner (Rhino, UTR)	$ 589.00
4SB – 4" Round Black Step Bars (GMA)	$ 687.50
WM3 – Western 8'6" MVP3 Steel Plow w/ Deflector	$ 8,068.00
MLP – Municipal LED Light Pkg (4-Way, Mini-LB)	$ 1,957.00
Total	**$ 56,236.50**

Prices Quoted are for a MiDeal Factory Order.
FOB Howell, MI

DISTRICT VEHICLE INVENTORY FEB 2024

Disposition Order	I.D.	YEAR	DESCRIPTION	MILEAGE	CONDITION	DRIVER	SELL BY
	G-06	2015	GMC 2500 4X4	20000	GOOD	GARAGE	
	G-07	2022	GMC CREW CAB 4X4	3000	GOOD	GARAGE	
	MT-22	2003	CHEVY 2500 4X4 CAB AND A HALF	143000	FAIR	FUEL TRUCK	
1	MT-24	2011	GMC 2500 4X4	43000	POOR	UTILITY	23/24
2	MT-25	2011	GMC 3500 CUBE VAN	48000	POOR	FOOD SERVICE	23/24
	MT-26	2016	GMC 2500 4X4 RED	13000	GOOD	MANZO	
	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	MOSES	
	MT-30	2017	GMC 2500 4X4 WHITE	7900	GOOD	BOYDE	
	MT-31	2018	GMC 2500 4X4 WHITE	6000	GOOD	VALLARIE	
	DO-22	2018	GMC 2500 4X4 WHITE EXT CAB	6000	GOOD	MATT	
	MT-32	2019	CHEVY 5500 DUMP TRUCK WHITE	4500	GOOD	MAINT	
	MT-33	2019	GMC 3500 CUBE VAN	2000	GOOD	MAINT	
	MT-34	2022	GMC 2500 HD CREW CAB	5000	GOOD	BECKI	
	SEN-09	2014	FORD SENIOR BUS	140000	GOOD	SENIOR BUS	
	SEN-10	2022	FORD SENIOR BUS	11000	GOOD	SENIOR BUS	
	CE-02	2004	FORD E-150 VAN	147000	POOR	TRANS	22/23
3	CE-04	2008	FORD E-150 VAN	138000	POOR	HS SECURITY	24/25

NEW = PUT IN SERVICE THAT YEAR
GOOD = NO RUST OR MECH ISSUES
FAIR = SOME RUST/ MECH ISSUES
POOR = MAJOR RUST/ MECH ISSUES

CE-02 DID NOT SELL AT AUCTION

ADMINISTRATOR'S CONTRACT OF EMPLOYMENT

THIS AGREEMENT made and entered into at Hartland, Michigan the 1st Day of July, 2024 by and between the Hartland Consolidated School District, (hereinafter called the "School District"), and **Name and Job Title** (hereinafter called the "Administrator")

Whereas, the Board at a meeting held on the 13th day of May, approved the employment of the Administrator in accordance with the terms and conditions of this contract per the attached resolution; and

Whereas, the Administrator 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. The School District hereby employs the, Administrator and the employee agrees to work for the School District as **Job Title** (230 days), or as may be assigned, for three (3) years commencing on July 1, 2024 and ending on June 30, 2027.

2. The Administrator is subject to assignment and transfer to any other position at the discretion of the Superintendent of Schools or the Board of Education of the School District. The employee agrees that he/she shall not be deemed to be granted continuing tenure in the position specified in this contract or in any capacity other than as a classroom teacher (if the probationary period for tenure as a teacher is fulfilled) by virtue of this Agreement or any employment assignment within the School District, nor shall failure of the School District to continue or re-employ such employee in any capacity other than as a classroom teacher, be deemed a breach of this Agreement or discharge or demotion within the provisions of Act 4, Michigan Public Acts of 1937, Extra Session, as amended.

3. The Administrator agrees to serve the District and perform faithfully those duties which are directed by the Board of Education of the School District, or its designee, and to obey and fulfill the rules and regulations as established by state law or by the Superintendent and Board of Education of the School District and to carry out its educational programs and policies during the entire term of this Agreement.

4. The Administrator agrees to abide by all policies adopted by the School District.

5. The Administrator agrees not to hold any other non-educational position while employed with the Hartland Consolidated School District.

6. For all services rendered by the employee hereunder, the School District shall pay to the Administrator an annual salary in the amount of not less than **$**_____ plus **$**_____ longevity, for a total salary of **$**_____ payable in bi-weekly installments. The Administrator will, at a minimum, receive a salary adjustment equal to the annual teachers' contract increase or decrease percentage, if applicable.

7. Fringe benefits. The Board shall pay the premium cost up to and compliant with PA152 of 2011 for the following:

   A. Group term Life Insurance with Accidental Death and Disability, and Long-Term Disability Insurance as offered by the district.

Continued

B. Up to full family medical insurance, as defined by the district's insurance carrier, including dental and vision insurance. The premium paid for health insurance benefits will be compliant with PA152 of 2011.

C. The School District 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 District, is maintained during the term of this Contract. The District further reserves the right to self-fund any insurance benefit. The School District shall not be required to remit premiums for any insurance coverages for the employee and his or her 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 on all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. The Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The School District, by remitting the premium payments required to provide the above-described insurance coverages, shall be relieved from all liability with respect to insurance benefits.

8. The Administrator represents that he/she holds all credentials required by law and by the District to serve in the position assigned. If at any time the Administrator fails to hold the required credentials or fails to satisfy the applicable certification or continuing education requirements required by the Revised School Code or the Department of Education, this contract shall automatically terminate.

9. This contract may be extended or not renewed either by option of the Board or by operation of law, as follows:

   A. The Board may take action prior to March 30 of each year of this contract to extend this contract for an additional year.

   B. The Board may non-renew this contract in accordance with Section 1229 of the Revised School Code. This contract shall be extended by operation of law for an additional year unless it has been non-renewed in accordance with Section 1229 of the Revised School Code

10. In addition to this Agreement terminating upon timely notice given to the employee pursuant to paragraph 9 above, this Agreement may be terminated at any time for acts of moral turpitude, misconduct, or for any other causes that are not arbitrary or capricious.

    This contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least ninety (90) days-notice of termination prior to the effective date of layoff. In the event of layoff, the Board shall have no further obligation under this Contract.

11. Personal Business and Sick Days. The Administrator shall be granted 4 personal business days and 10 sick days for each contract year.

12. Integration Clause. This Contract contains the entire agreement and understanding of the parties with respect to the employment of the Administrator. No prior or concurrent representations, promises, contracts, or understandings, written or oral, not contained herein, shall be of any force or effect. All prior contracts or other agreements (written or oral) pertaining to the terms of this Contract are canceled and superseded by the terms of the Contract. No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board of Education, and signed by authorized signatories of the School District. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract.

Continued

13. Evaluation Appeal: The Administrator shall be evaluated in accordance with the Revised School Code, Act 451 of 1976, as amended, and Board policy. Appeals will be permitted as required by law and the applicable evaluation instrument.

In witness whereof, the parties have duly executed this Administrator Employment Contract as of the day and year written in the opening paragraph.

_____	_____
Name	Chuck Hughes, Superintendent
_____	_____
Date	Date

Item 11.D.

FOIA Appeals for April 15, 2024

FOIA Appeal Filed by Mr. Jeff Seott Received on March 18, 2024.

FOIA Request #1

- **Copies of all correspondence between Chris Costa and Brad Banasik between 1/1/2023 and 7/31/2023. Correspondence shall include but not be limited to all emails (including attachments), text messages, and any other written communications.**

FOIA Request #2:

- **Copies of all correspondence between Chuck Hughes and Brad Banasik between 1/1/2023 and 7/31/2023. Correspondence shall include but not be limited to all emails (including attachments), text messages, and any other written communications.**

HCS Trustees,

I recently submitted a FOIA request to Ms. Branden and Mr. Hughes in accordance with the Board Policies. The FOIA Fee Itemization I received back from Ms. Braden violates MCL 15.240a by charging excessive, retalitory fees for processing my FOIA request; consider this my formal **APPEAL** to the Board for the fee and deposit per my right under MCL 15.240a.

Michigan law requires that my appeal be addressed by the Trustees at the next regularly scheduled meeting and that the final determination be made within 10 days of that date. My request is that you waive the fee in its entirety pursuant to MCL 15.240a Sec.10a (2)(a). If the Board does not agree to waive fees entirely, I think the fee should be revised to reflect a more reasonable amount of time given the search parameters by a lesser paid employee.

The contents of this email include my initial request and the response received from the district. MCL 15.234 limits the rate that can be charged to that of the "lowest-paid employee capable" the rate of the actual person doing the work is irrelevant. Furthermore, my previous FOIA for emails between Mr. Costa and Mr. Hughes has proven that Mr. Usher may not be *capable of searching emails because he missed over 70 email threads in that original release*. I believe the fees have been arbitrarily and capriciously inflated in bad faith to prevent my request from proceeding.

I will make myself available to the Board as needed to resolve this matter and obtain the requested records.

Respectfully,
Jeffrey Scott

District Position: The itemization fee for each of these FOIA's was $124.64. This estimate is more than reasonable for one hour of Mr. Usher's time to search, check for accuracy, download, and convert to easy-to-read files.

Note: If the district does not use all the time estimated Mr. Scott would not be charged the full amount. It should also be understood that Mr. Usher is the lowest paid HCS employee who can do the email search. The district backup person would be an LESA contracted employee at a higher hourly rate. This is a good faith estimate to fill this FOIA request.

FOIA FEE ITEMIZATION FORM
HARTLAND CONSOLIDATED SCHOOLS

Requestor's Name:	Jeff Scott
Requestor's Contact Information:	jeff.scott58@me.com
Date Request was Received:	3/7/2024
Subject:	Email communication: Hughes & Banasik

☑ Estimate or ☐ Actual

Labor Costs

Item Description	Hourly Rate[1]	Rate per 15-minute increment[5]	Fringe Benefit %[2]	Overtime rate[3]	Number of 15-minute increments[4]	Total Charge
Locating/Retrieving Records (S. Usher)	82.72	20.68	38		4	$ 82.72
Reviewing/Redacting Records (R. Braden)	52.56	13.14	40		2	$ 26.28
Copying/Duplicating Records[6] (R. Braden)	52.56	13.14	40		1	$ 13.14
Contracted Labor Costs-Redaction		Hourly wage[7]	n/a	n/a		
Name of contracted person or firm if applicable:					Subtotal Labor Costs:	$ 122.14

Copying Cost for Paper Copies[8]

Letter (8.5"x11") paper at $.10 each[9]		Legal (8.5"x14") paper at $.12 each[9]		11"x17" paper at $.15 each[9]		Other paper	Total Charge
Number of sheets	Cost per sheet	Number of sheets	Cost per sheet	Number of sheets	Cost per sheet		
25	0.10		0.12		0.15		$ 2.50

Mailing Cost

Cost of Packaging	Postage Cost	Cost of Delivery Confirmation	Special Shipping Cost	Insurance Cost	Total Charge
					$

Nonpaper Physical Media

USB Flash Drives	Computer Discs	Other Digital Media	Total Charge
			$

TOTAL FEE = $ 124.64

If estimated fee is over $50, the District shall charge a deposit of 50% of the estimated fee.

TOTAL FEE =	$	124.64
AMOUNT OF DEPOSIT =	$	
BALANCE DUE =	$	

Date deposit received: _____

CASH or CHECK

Received by: _____

Date balance received: _____

Received by: _____

[1] The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

[2] The District will add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits; 100 percent of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that requested website records must be provided in a paper format or in a specific form of electronic media. In either case, the District shall not charge more than the actual cost of fringe benefits.

[3] Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.

[4] In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 6 for exception.)

[5] Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.

[6] Labor costs for copying/duplicating records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down.

[7] This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently $10.10.

[8] The District shall utilize the most economical means available for making copies, including using double-sided printing.

[9] The fee shall not exceed 12 cents per sheet of paper for copies made on 8½" by 14" paper.

FOIA FEE ITEMIZATION FORM
HARTLAND CONSOLIDATED SCHOOLS

Requestor's Name:	Jeff Scott
Requestor's Contact Information:	jeff.scott58@me.com
Date Request was Received:	3/7/2024
Subject:	Email communication: Costa & Banasik

☑ Estimate or ☐ Actual

Labor Costs

Item Description	Hourly Rate[1]	Rate per 15-minute increment[5]	Fringe Benefit %[2]	Overtime rate[3]	Number of 15-minute increments[4]	Total Charge
Locating/Retrieving Records (S. Usher)	82.72	20.68	38		4	$ 82.72
Reviewing/Redacting Records (R. Braden)	52.56	13.14	40		2	$ 26.28
Copying/Duplicating Records[6] (R. Braden)	52.56	13.14	40		1	$ 13.14
Contracted Labor Costs-Redaction		Hourly wage[7]	n/a	n/a		
Name of contracted person or firm if applicable:					Subtotal Labor Costs:	$ 122.14

Copying Cost for Paper Copies[8]

Letter (8.5"x11") paper at $.10 each[9]		Legal (8.5"x14") paper at $.12 each[9]		11"x17" paper at $.15 each[9]		Other paper	Total Charge
Number of sheets	Cost per sheet	Number of sheets	Cost per sheet	Number of sheets	Cost per sheet		
25	0.10		0.12		0.15		$ 2.50

Mailing Cost

Cost of Packaging	Postage Cost	Cost of Delivery Confirmation	Special Shipping Cost	Insurance Cost	Total Charge
					$

Nonpaper Physical Media

USB Flash Drives	Computer Discs	Other Digital Media	Total Charge
			$

TOTAL FEE = $ 124.64

If estimated fee is over $50, the District shall charge a deposit of 50% of the estimated fee.

TOTAL FEE =	$	124.64
AMOUNT OF DEPOSIT =	$	
BALANCE DUE =	$	

Date deposit received: _____

CASH or CHECK

Received by: _____

Date balance received: _____

Received by: _____

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[1] The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

[2] The District will add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits; 100 percent of fringe benefit costs will be added to the applicable labor charge if a requestor stipulates that requested website records must be provided in a paper format or in a specific form of electronic media. In either case, the District shall not charge more than the actual cost of fringe benefits.

[3] Overtime rates shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor.

[4] In general, labor cost shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. (See note 6 for exception.)

[5] Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.

[6] Labor costs for copying/duplicating records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down.

[7] This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently $10.10.

[8] The District shall utilize the most economical means available for making copies, including using double-sided printing.

[9] The fee shall not exceed 12 cents per sheet of paper for copies made on 8½" by 14" paper.

Item 11.E.

FOIA Appeal for April 15, 2024

FOIA Appeal Filed by Mr. Alex Yaber Received on April 3, 2024

FOIA Request:

- Any and all e-mail communication dated Monday, March 18, 2024 thru Wednesday, March 20, 2024, between Chuck Hughes and each member of the Board of Education, individually or jointly, whether to or from Chuck Hughes and any of the following:
  - Cindy Shaw
  - Chris Costa
  - Meghan Glabach
  - Kristin Coleman
  - Michelle Blondeel
  - Greg Keller
  - Glenn Gogoleski

  Please contact me if you require additional information to facilitate this request.

  Thank you,

  Alex Yarber

FOIA Appeal Letter:

Dear HCS Trustees:

I am writing to appeal the assumptions utilized in the FOIA Fee Itemization, and the ultimate fee estimate, that I received from Ms. Braden last week for my request that is outlined in the below e-mail chain. I believe that this estimate is based on assumptions that would violate MCL 15.240a by proposing to charge excessive fees for processing my FOIA request. Please consider this to be my formal **APPEAL** to the Board for the fee and deposit per my right under MCL 15.240a.

Michigan law requires that my appeal be addressed by the Trustees at the next regularly scheduled meeting and that the final determination be made within 10 days of that date. My request is that you reduce the fee pursuant to MCL 15.240a Sec.10a (2)(b) and issue a written determination to me indicating the specific basis under section 4 that supports the remaining fee.

The Board should agree to reduce the fee. My FOIA request revolves around e-mails sent by eight individuals, amongst each other, over a three consecutive-day period. The FOIA Fee Itemization assumes that Scott Usher will require 3 hours, or 12 increments of 15 minutes, to locate and retrieve the qualifying records. This translates to 22.5 minutes per named individual. This does not seem like a good faith estimate, especially when considering that the board and the superintendent are the subjects of the FOIA request.

Additionally, MCL 15.234 limits the rate that can be charged to that of the "lowest-paid employee capable of performing the labor in the particular instance." The rate of the actual person doing the work is irrelevant. Should you decide to deny my appeal, kindly indicate why the Director of Technology is the lowest-paid capable employee in this instance and there is not a lower-paid, back-up e-mail administrator in the event that Mr. Usher were to become incapacitated.

Based on my information and belief, this task should not exceed 5 minutes per individual, or 40 minutes total. Inclusive of the other fees on the Itemization form, the total estimate, utilizing Mr. Usher's rate, should be reduced from $277.44 to not more than $84.23.

Thank you for your consideration.

Sincerely,

Alex Yarber

District Position: The itemization fee for this FOIA was $277.44. This estimate is more than reasonable for three hours of Mr. Usher's time to search, check for accuracy, download, and convert to easy-to-read files. In this case, it is important to note that the request requires multiple searches (for each board member and Mr. Hughes).

Note: If the district does not use all the time estimated Mr. Yarber would not be charged the full amount. It should also be understood that Mr. Usher is the lowest paid HCS employee who can do the email search. The district backup person would be an LESA contracted employee at a higher hourly rate. This is a good faith estimate to fill this FOIA request.

FOIA FEE ITEMIZATION FORM
HARTLAND CONSOLIDATED SCHOOLS

Requestor's Name:	Alex Yarber
Requestor's Contact Information:	alex.yarber@comcast.net
Date Request was Received:	3/21/2024
Subject:	Electronic Communications: C. Hughes w/Board members

☑ Estimate or ☐ Actual

Labor Costs

Item Description	Hourly Rate[1]	Rate per 15-minute increment[5]	Fringe Benefit %[2]	Overtime rate[3]	Number of 15-minute increments[4]	Total Charge
Locating/Retrieving Records (S. Usher)	82.72	20.68	38		12	$ 248.16
Reviewing/Redacting Records (R. Braden)	52.56	13.14	40		1	$ 13.14
Copying/Duplicating Records[6]	52.56	13.14	40		1	$ 13.14
Contracted Labor Costs-Redaction		Hourly wage[7]	n/a	n/a		
Name of contracted person or firm if applicable:					Subtotal Labor Costs:	$ 274.44

Copying Cost for Paper Copies[8]

Letter (8.5"x11") paper at $.10 each[9]		Legal (8.5"x14") paper at $.12 each[9]		11"x17" paper at $.15 each[9]		Other paper	Total Charge
Number of sheets	Cost per sheet	Number of sheets	Cost per sheet	Number of sheets	Cost per sheet		
30	0.10		0.12		0.15		$ 3.00

Mailing Cost

Cost of Packaging	Postage Cost	Cost of Delivery Confirmation	Special Shipping Cost	Insurance Cost	Total Charge
					$

Nonpaper Physical Media

USB Flash Drives	Computer Discs	Other Digital Media	Total Charge
			$

TOTAL FEE = $ 277.44

If estimated fee is over $50, the District shall charge a deposit of 50% of the estimated fee.

TOTAL FEE =	$	277.44
AMOUNT OF DEPOSIT =	$	
BALANCE DUE =	$	

Date deposit received: _____

CASH or CHECK

Received by: _____

Date balance received: _____

Received by: _____

---

[1] The hourly rate shall not be more than the hourly wage of the lowest-paid staff member capable of performing the labor in the particular instance.

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[5] Divide the resulting hourly wage(s) by four to determine the charge per 15-minute increment.

[6] Labor costs for copying/duplicating records may be estimated and charged in time increments of the District's choosing, with all partial time increments rounded down.

[7] This amount shall not exceed an amount equal to six times the state minimum hourly wage rate, which is currently $10.10.

[8] The District shall utilize the most economical means available for making copies, including using double-sided printing.

[9] The fee shall not exceed 12 cents per sheet of paper for copies made on 8½" by 14" paper.

Livingston EDUCATIONAL SERVICE Agency

Overview of the 2024-2025 budget
Prepared for constituent districts & board members

Livingston ESA Board of Education

- Mrs. LuAnn Loy, President (Brighton). Current term expires June 30, 2029.
- Mr. Donald K. Cortez, Vice-President (Howell). Current term expires June 30, 2029.
- Mr. Harold Fryer, Secretary (Fowlerville). Current term expires June 30, 2025.
- Mr. Gary Kaiser, Treasurer (Pinckney). Current term expires June 30, 2025.
- Mrs. Eileen Jankowski , Trustee (Hartland). Current term expires June 30, 2027.

Our Goal

Share our proposed budget so that you have the information you need to carry out your role.

- Explain the budgeting process required by law
- Review your role in this process
- Address questions that you may have
- Support the need for supplemental budget sessions if requested

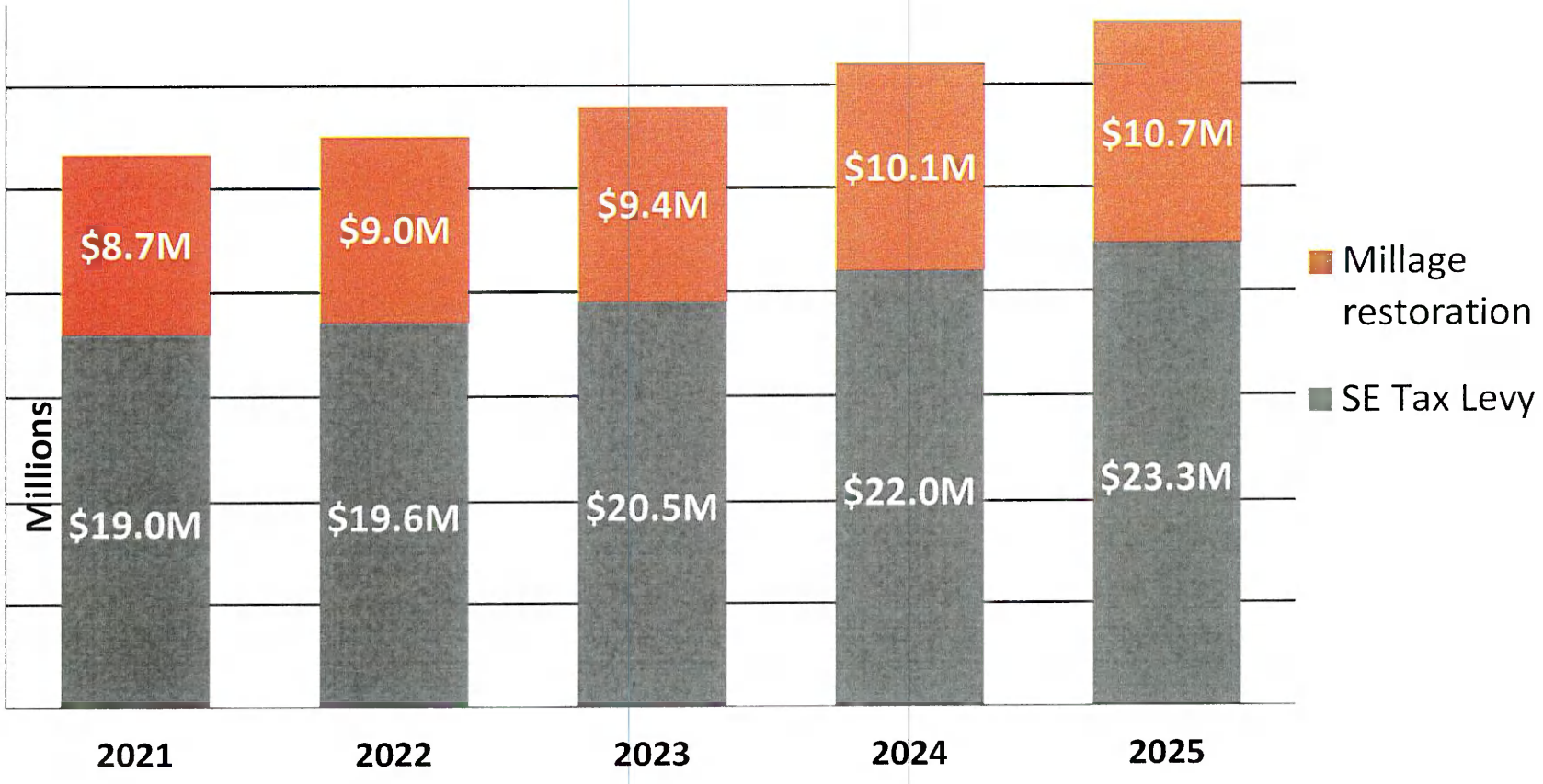
Process for Livingston ESA Budget Adoption

Section 624 of the Revised School Code created a process for the Livingston ESA general fund budget to be approved by local boards. The Agency has elected to present for consideration the Special Education Budget as well as the General Education Budget. The following calendar outlines the steps and deadlines for the process:

By May 1st	The Livingston ESA school board submits the proposed General Education and Special Education Fund budget for the next school fiscal year to the board of each constituent district for review.
By June 1st	Local boards review the Livingston ESA proposed budgets and adopt a resolution expressing support or disapproval; if disapproval, submit any specific objections and proposed changes to Livingston ESA
By June 30th	Livingston ESA Board receives/considers any specific objections or proposed changes and holds the annual budget hearing to approve the budget

Financial Trends & Information

Special Education Fund Tax Levy

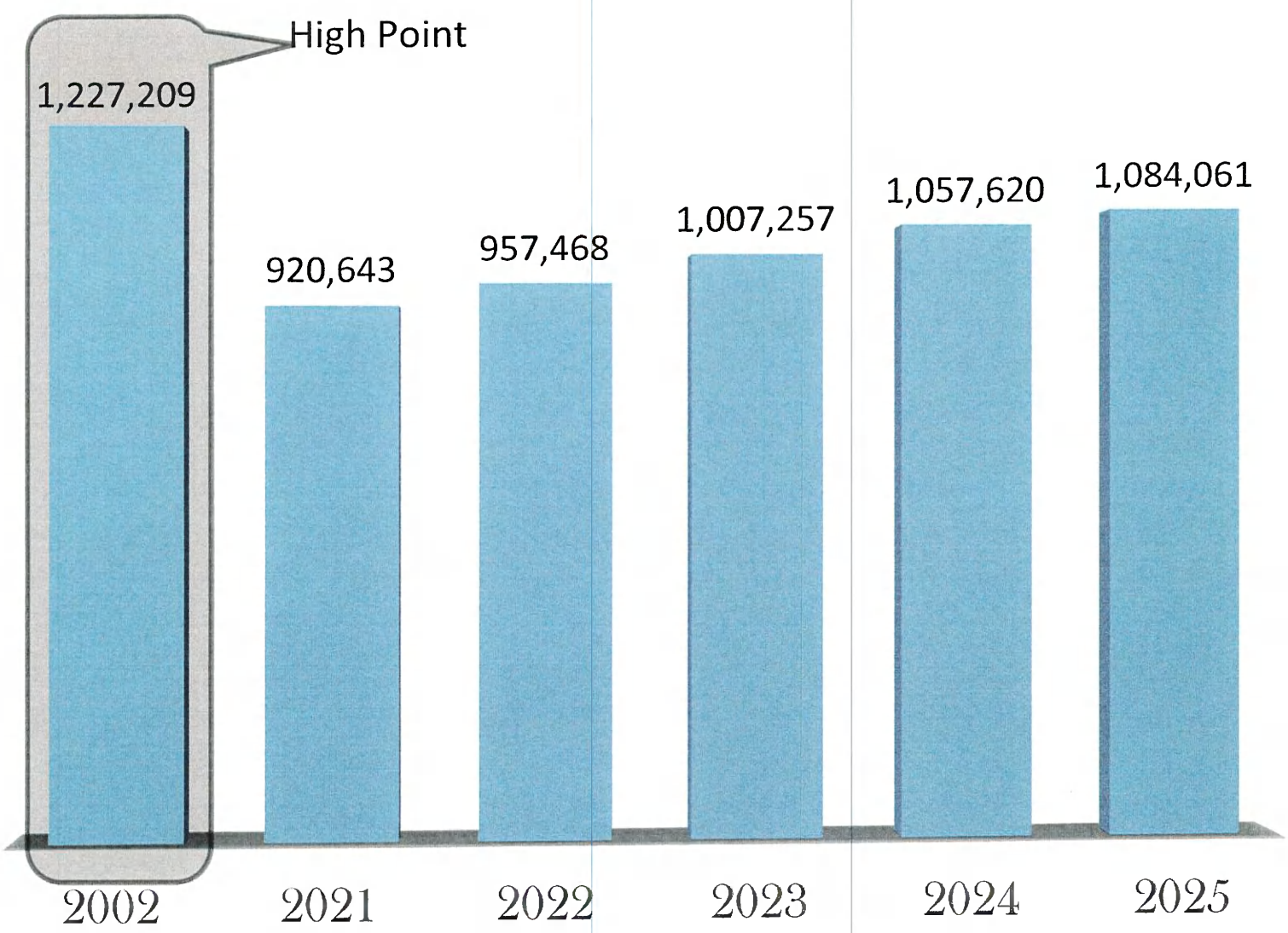


Average revenue growth since 2021 = 5%

Millage Restoration expires 12/31/25- Must have successful vote by May of 2025

Financial Trends & Information

General Fund Section 81



Primary Budget Assumptions

(General & Special Education Funds)

- Section 81 Revenues – ***2.5% increase***
- Taxable Values – ***6.0 % Increase (after anticipated millage rollback)***
- Wage Rates – ***3.0 % *contingent on local settlements***
- Retirement Rate - ***42%- Adjusted for possible reduction in UAAL %***
- Health Benefits - ***"Hard Caps"***
- Annual Special Education Millage Distribution - ***$5,400,000***
- Headlee Restoration Millage Distribution- ***$10,700,000***
- Continuation of "One Time" Supplemental Millage Distribution- ***$500,000***

Livingston ESA Staffing Allocation

	Brighton FTE	Fowlerville FTE	Hartland FTE	Howell FTE	Pinckney FTE	Pathway/ Early On* FTE	Curriculum & Instruction FTE	Career Development** FTE	Ed. Center*** FTE	TOTALS FTE
Administrative offices	6.0	1.7	3.4	8.6	4.2	17.5	3.0	10.0	21.1	75.5
Special Education Provider	31.6	16.2	29.3	39.1	13.4	28.3	-	-	-	157.9
Special Education Provider- County Wide	-	-	-	-	-	-	-	-	11.8	11.8
Special Education Teacher/Aide	1.3	-	1.6	6.2	-	83.5	-	-	2.0	94.6
Transportation (Drivers, Mechanics, Aides)	26.0	-	42.0	42.0	23.0	74.0	-	-	-	207.0
Technology	3.5	2.3	1.0	-	-	1.0	-	-	1.1	9.0
Early Childhood (Head Start, GSRP)	8.0	10.0	12.0	31.0	3.0	-	-	-	14.0	78.0
	76.4	30.2	89.3	126.9	43.6	204.3	3.0	10.0	50.0	633.8

*Pathway/ Early On:

Includes Pathway school, Adult Transition programs, Early-On (0-3 years)

**Career Development:

Includes Career and Technical Education consortium (CTE, Adult Ed, Alternative Ed, Early Middle College)

***Ed Center:

Administrative offices include: A/P, Payroll, Student Count Auditor, Medicaid, Special Education Compliance Monitoring/Support, Communications, HR, Administrative Assistants, Receptionist, Custodial/Maintenance, Superintendent, Assistant Superintendents

Primary Expenditure Categories

Livingston ESA General & Special Education Funds	
Salaries & Benefits	66%
Outgoing Transfers *(89% to local districts)*	25%
Supplies & Materials, Purchased Services, Other	9%
Total	**100%**

Average Livingston County District	
Salaries & Benefits	75%
Outgoing Transfers	4%
Supplies & Materials, Purchased Services, Other	21%
Total	**100%**

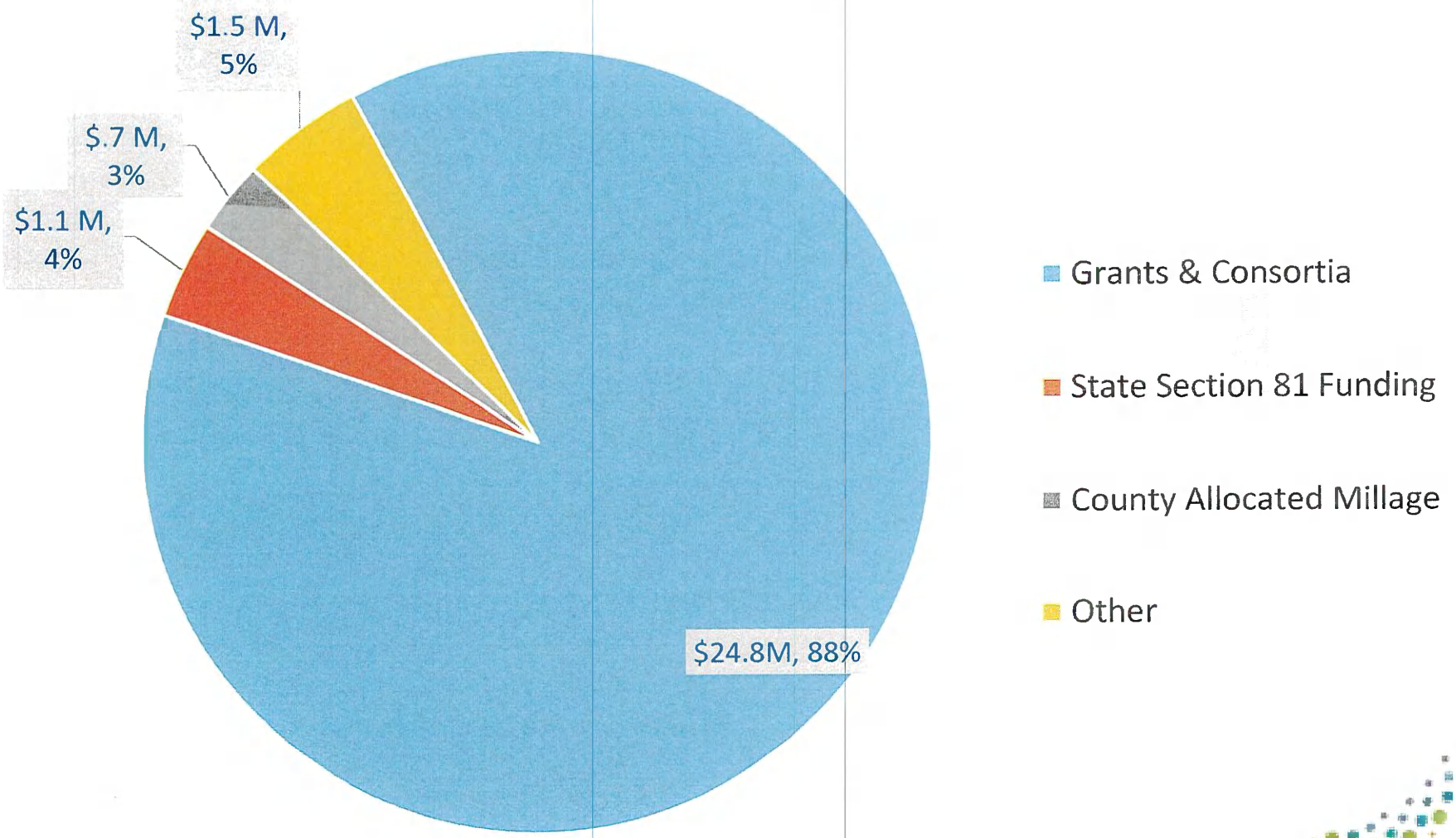
*Local District %'s based on 2022-23 FID data for General Fund only

FY 2024-2025 Summary by Fund

	General Fund	Special Education Fund
Revenues	$28,103,000	$63,990,000
Expenditures	$27,933,000	$63,629,000
Surplus/(Deficit)	$170,000	$361,000
Beginning Fund Balance	$3,119,000	$9,144,000
Ending Fund Balance	$3,289,000	$9,505,000
Fund Balance % (expenditures)	12%	15%

General Education Fund Revenue Sources

2024-25 Revenue



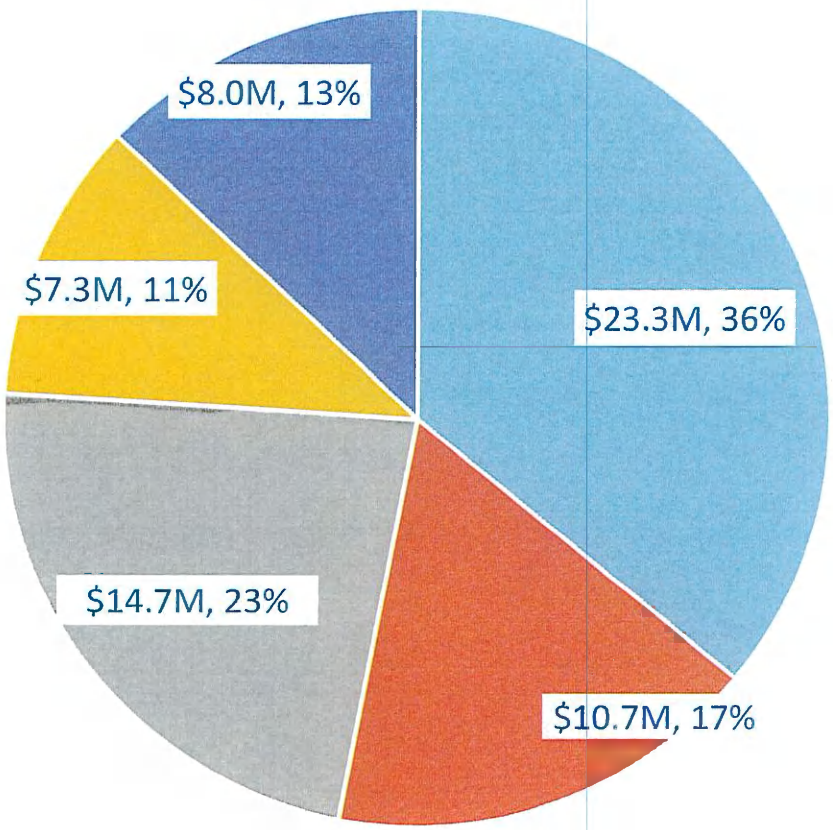
General Education Fund
Grants & Collaborative Service Budgets

Regional Transportation	$9,392,000
Early Childhood Grants	9,007,000
Career Development	3,043,000
General Education Social Work/Mental Health	1,472,000
Technology Staff	801,000
WAY Alternative School	475,000
Administrative Software	408,000
Other (Regional Asst Grant, Homeless, Homebound etc.)	320,000
Total	**$24,918,000**

State & Local General Education Fund Expenditure Budgets

Administrative Services	$1,794,000
Instructional Staff Development	1,094,000
County Truancy Officer/Pupil Accounting	127,000
TOTAL	**$3,015,000**

Special Education Fund Revenue Sources



Special Education Fund Expenditure Budgets

Special Education Directors & Instructional Support Staff in Local Districts	$29,107,000
Special Education Millage Distribution to Local Districts (Includes Headlee Restoration)	16,583,000
Center Based (Pathway) Special Education Programs	7,613,000
Specialized Transportation	5,786,000
Other Support Services (Special Education ISD Director, Compliance Monitoring, Finance, HR, Technology, Operations, Capital Outlay etc.)	4,540,000
Total	**$63,629,000**

Budget Documents:

Appropriation Resolution & Budget Detail by Program

2024-2025 General Appropriation Resolution

RESOLVED, that this resolution shall be the general appropriations of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2024 and ending June 30, 2025: A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the Livingston Educational Service Agency.

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance estimated to be available for appropriations in the **General Education Fund** of the Livingston Educational Service Agency for the fiscal year beginning July 1, 2024 and ending June 30, 2025 is as follows. Included in Local Revenue is LESA's share of allocated millage in the amount of $683,423:

Revenue:	Original Budget
Local	$1,021,414
State	12,165,078
Federal	2,494,455
Payments from Other Public Schools	12,417,229
Fund Modifications (Other Operating Transfers In)	5,000
Total Revenue	$28,103,176
Fund Balance:	
Estimated Fund Balance, July 1, 2024	$3,119,486
Less Non Spendable	0
Less Committed/Assigned	0
Fund Balance Available to Appropriate	$3,119,486
Total Available to Appropriate	$31,222,662

BE IT FURTHER RESOLVED, that $27,932,907 of the total available to appropriate in the **General Education Fund** is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	Original
Instruction:	
Basic Programs	$4,079,424
Added Needs	844,139
Adult and Continuing	119,326
Support Services:	
Pupil	2,057,385
Instruction Staff	2,655,705
General Administration	528,766
School Administration	1,185,080
Business	247,144
Operations/Maintenance	387,998
Transportation	9,612,679
Central	1,913,816
Other (mostly food service)	225,000
Community Services	281,599
Payments to Other Schools	3,480,775
Payments to Other Government Agencies	171,574
Other Financing Uses	142,497
Total Appropriated	$27,932,907
Ending Fund Balance:	
Total Estimated Fund Balance, July 1, 2025	$3,289,755
Less Committed	0
Less Assigned	0
Unassigned Fund Balance July 1, 2025	$3,289,755

LIVINGSTON EDUCATIONAL SERVICE AGENCY

2024-2025 LESA Budget

General Education Fund	Budget 2023-24 Revised	Budget 2024-25	Change $	Change %
Total Revenues	$ 26,945,375	$ 28,103,176		
Less Expenditures	(26,468,596)	(27,932,907)		
Net Surplus/ (Deficit)	$476,779	$170,269		
Estimated Beginning Fund Balance - July 1	2,642,707	3,119,486		
Estimated Ending Fund Balance - June 30	$ 3,119,486	$ 3,289,755		
Ending Fund Balance as a Percentage of Expenditures	11.8%	11.8%		
Programs				
General Education & Curriculum	1,190,310	1,138,862	(51,448)	-4%
Student programs	35,000	35,000	-	0%
Instructional Support	**1,225,310**	**1,173,862**	**(51,448)**	**-4%**
Community Relations/Communications	42,038	65,210	23,172	55%
Central Office Services	19,170	24,550	5,380	28%
Superintendent & Board of Education	465,602	466,166	564	0%
Administration - Superintendent & Board of Education	**526,810**	**555,926**	**29,116**	**6%**
Attendance Officer/Pupil Auditor	126,436	127,052	616	0%
Technology Services	138,269	194,444	56,175	41%
Finance & HR	420,406	458,432	38,026	9%
Support Services	78,900	142,900	64,000	81%
Administration - Central Services	**764,011**	**922,828**	**158,817**	**21%**
Transportation Services	145,898	149,322	3,424	2%
Operations & Maintenance	240,067	248,198	8,131	3%
Overhead	**385,965**	**397,520**	**11,555**	**3%**
Career & Technical Education Consortium	3,856,382	2,738,839	(1,117,543)	-29%
Adult Education	337,197	261,840	(75,357)	-22%
WIOA Youth	75,175	77,114	1,939	3%
General Education Social Work	273,654	281,086	7,432	3%
Mental Health Grant	898,861	1,191,160	292,299	33%
Title I Regional Assistance Grant	116,221	116,221	-	0%
Homebound Services	75,910	72,896	(3,014)	-4%
WAY School	465,500	474,480	8,980	2%
Consortiums - Instructional	**6,098,900**	**5,213,636**	**(885,264)**	**-15%**
Data Processing Consortium	408,000	408,000	-	0%
Homeless Coordinator	28,204	28,204	-	0%
Homeless Van	18,452	17,950	(502)	-3%
Regional Transportation Collaborative	9,488,331	9,391,998	(96,333)	-1.0%
Technology Consortium	787,200	801,276	14,076	2%
Consortiums - Support Services	**10,730,187**	**10,647,428**	**(82,759)**	**-1%**
Great Start Collaborative	492,069	419,798	(72,271)	-15%
Head Start	2,078,102	1,922,331	(155,771)	-7%
Head Start Food Service	190,000	190,000	-	0%
Great Start Readiness Grant	3,977,242	6,489,578	2,512,336	63%
Early Childhood	**6,737,413**	**9,021,707**	**2,284,294**	**34%**
Total General Fund Expenditures	**26,468,596**	**27,932,907**	**1,464,311**	**6%**

Additional Information

- Additional Information is available by contacting:
  - Dr. Michael Hubert, Livingston ESA Superintendent, mike@livingstonesa.org
  - Stephanie L. Weese, Livingston ESA Assistant Superintendent for Administrative Services, stephanieweese@livingstonesa.org
  - Laura Walters, Livingston ESA Finance & Budget Director, laurawalters@livingstonesa.org
  - Or, visiting the Agency website at www.livingstonesa.org

Livingston EDUCATIONAL SERVICE Agency

2024-2025 LESA Budget

General Education Fund

	Budget 2023-24 Revised	Budget 2024-25	Change $	Change %	
Total Revenues	**$ 26,945,375**	**$ 28,103,176**			
Less Expenditures	(26,468,596)	(27,932,907)			
Net Surplus/ (Deficit)	**$476,779**	**$170,269**			
Estimated Beginning Fund Balance - July 1	2,642,707	3,119,486			
Estimated Ending Fund Balance - June 30	**$ 3,119,486**	**$ 3,289,755**			
Ending Fund Balance as a Percentage of Expenditures	**11.8%**	**11.8%**			

Programs

General Education & Curriculum	1,190,310	1,138,862	(51,448)	-4%	
Student programs	35,000	35,000	-	0%	
Instructional Support	**1,225,310**	**1,173,862**	**(51,448)**	**-4%**	
Community Relations/Communications	42,038	65,210	23,172	55%	1
Central Office Services	19,170	24,550	5,380	28%	2
Superintendent & Board of Education	465,602	466,166	564	0%	
Administration - Superintendent & Board of Education	**526,810**	**555,926**	**29,116**	**6%**	
Attendance Officer/Pupil Auditor	126,436	127,052	616	0%	
Technology Services	138,269	194,444	56,175	41%	3
Finance & HR	420,406	458,432	38,026	9%	
Support Services	78,900	142,900	64,000	81%	4
Administration - Central Services	**764,011**	**922,828**	**158,817**	**21%**	
Transportation Services	145,898	149,322	3,424	2%	
Operations & Maintenance	240,067	248,198	8,131	3%	
Overhead	**385,965**	**397,520**	**11,555**	**3%**	
Career & Technical Education Consortium	3,856,382	2,738,839	(1,117,543)	-29%	5
Adult Education	337,197	261,840	(75,357)	-22%	6
WIOA Youth	75,175	77,114	1,939	3%	
General Education Social Work	273,654	281,086	7,432	3%	
Mental Health Grant	898,861	1,191,160	292,299	33%	7
Title I Regional Assistance Grant	116,221	116,221	-	0%	
Homebound Services	75,910	72,896	(3,014)	-4%	
WAY School	465,500	474,480	8,980	2%	
Consortiums - Instructional	**6,098,900**	**5,213,636**	**(885,264)**	**-15%**	
Data Processing Consortium	408,000	408,000	-	0%	
Homeless Coordinator	28,204	28,204	-	0%	
Homeless Van	18,452	17,950	(502)	-3%	
Regional Transportation Collaborative	9,488,331	9,391,998	(96,333)	-1.0%	
Technology Consortium	787,200	801,276	14,076	2%	
Consortiums - Support Services	**10,730,187**	**10,647,428**	**(82,759)**	**-1%**	
Great Start Collaborative	492,069	419,798	(72,271)	-15%	
Head Start	2,078,102	1,922,331	(155,771)	-7%	8
Head Start Food Service	190,000	190,000	-	0%	
Great Start Readiness Grant	3,977,242	6,489,578	2,512,336	63%	9
Early Childhood	**6,737,413**	**9,021,707**	**2,284,294**	**34%**	
Total General Fund Expenditures	**26,468,596**	**27,932,907**	**1,464,311**	**6%**	

Notes:

1. Increase due to vacancy in 2023-2024, anticipated to be filled in 2024-2025.
2. Increase due to staffing costs, particularly health insurance.
3. Increase attributed to expenditures related to the communications plan.
4. Increase in transfer to the Capital Projects fund.
5. Decrease resulting from one-time state grant funding received in FY 2023-2024.
6. Decrease resulting from one-time state grant funding received in FY 2023-2024.
7. Increase for new mental health professionals, supporting students countywide.
8. Adjustment/decrease made to align program expenditures with the proposed updated grant for 2024-2025.
9. Increase attributed to additional state grant funds to support Early Childhood (Great Start-preschool) classrooms countywide.

Livingston EDUCATIONAL SERVICE Agency

2024-2025 LESA Budget

Special Education Fund

	Budget 2023-24 Revised	Budget 2024-25	Change $	Change %	
Total Revenues	$ 61,752,821	$ 63,989,979			
Less Expenditures	(59,947,778)	(63,628,794)			
Net Surplus/(Deficit)	**$1,805,043**	**$361,185**			
Estimated Unassigned Beginning Fund Balance - July 1	7,339,070	9,144,113			
Estimated Unassigned Ending Fund Balance - June 30	**$ 9,144,113**	**$ 9,505,298**			
Ending Fund Balance as a Percentage of Expenditures	**15.3%**	**14.9%**			
Programs					
Cognitive Impairment Programs - Moderate & Severe	5,576,984	6,300,267	723,283	13%	1
Early Childhood Developmental Delay Programs	960,986	1,052,413	91,427	10%	
Emotional Impairment	-	260,143	260,143	100%	2
Instructional Programs	**6,537,970**	**7,612,823**	**1,074,853**	**16%**	
Assistive Technology Programs	307,398	458,378	150,980	49%	3
Nursing Programs	296,312	307,041	10,729	4%	
Occupational Therapist Programs	2,368,081	2,408,397	40,316	2%	
Orientation/Mobility Programs	29,692	29,315	(377)	-1%	
Physical Therapist Programs	592,760	599,943	7,183	1%	
Psychology Programs	3,324,031	3,680,196	356,165	11%	4
Social Worker Programs	4,440,145	4,750,598	310,453	7%	4
Hearing Impaired Programs	257,692	265,032	7,340	3%	
Speech and Language Impairment Programs	7,240,177	7,798,922	558,745	8%	5
Program Consultants	1,798,318	1,852,496	54,178	3%	
Early On Services	2,518,142	2,609,988	91,846	4%	
Visually Impaired Programs	145,046	143,532	(1,514)	-1%	
Work Study Programs	530,084	525,178	(4,906)	-1%	
Project Search/START grant	25,391	166,917	141,526	557%	6
Proportionate Share (private school support requirement- IDEA)	117,397	117,397	-	0%	
Instructional Support Programs	**23,990,666**	**25,713,330**	**1,722,664**	**7%**	
Transportation	5,378,133	5,785,897	407,764	8%	7
Operations & Maintenance	604,874	712,214	107,340	18%	8
Transportation & Operations Services	**5,983,007**	**6,498,111**	**515,104**	**9%**	
Superintendent & Board of Education	147,851	147,652	(199)	0%	
Other Central Office Services	43,992	56,433	12,441	28%	9
Community Relations/Communications	67,449	121,501	54,052	80%	10
Administration- Superintendent & Board of Education	**259,292**	**325,586**	**66,294**	**26%**	
Administration - Directors	3,446,152	3,393,922	(52,230)	-2%	
Administration - School Based	**3,446,152**	**3,393,922**	**(52,230)**	**-2%**	
Administration - Assistant Superintendent of Special Education	474,938	466,425	(8,513)	-2%	
Administration - Fiscal Services	1,007,079	1,088,728	81,649	8%	
Technology Services	408,789	412,706	3,917	1%	
Compliance Monitoring Programs	170,835	170,835	-	0%	
Attendance Officer/Pupil Auditor	12,558	12,617	59	0%	
Visual Imaging	8,500	8,500	-	0%	
Administration - Central Services	**2,082,699**	**2,159,811**	**77,112**	**4%**	
Support Services & SE distribution to local districts	17,647,992	17,925,211	277,219	2%	11
Operational Support and Overhead	**17,647,992**	**17,925,211**	**277,219**	**2%**	
Total Special Education Fund Expenditures	**59,947,778**	**63,628,794**	**3,681,016**	**6%**	

Notes:

1. Increase attributed to vacancies in 2023-24, expected to be filled in 2024-25, as well as increased staffing costs, primarily in health insurance and steps/scale increases per contract.

2. Increase attributable to new staff (3.0 FTE) for new Center Based Behavior program.

3. Increase in Assistive Technology (1.0 FTE) to support student behavior and augmentative and alternative communication.

4. Increase in Psychology (1.2 FTE and Contracted Service) and Social work (2.0 FTE) to provide support services throughout the County.

5. Increase in Speech & Social Work (4.0) to support preschool inclusion work throughout the County.

6. Increase attributed to the initiation of the new Project Search program and teacher (grant funded in Year 1).

7. Increase for anticipated route/package changes for drivers and aides, as well as increased costs for bus replacement.

8. Increase attributable to capital outlay planned for 2024-25.

9. Increase due to staffing costs, particularly health insurance.

10. Increase due to vacancy in 2023-2024, anticipated to be filled in 2024-2025.

11. Increase for additional operational support to local districts.

LESA Special Education Millage Summary

Voted	Millage Rate	Rollbacks	*10-year override election 2015	Rollbacks	Current levy 2023	Proposal 2025
1972 & 1974	1.5000	(0.4888)	1.0112	(0.0522)	0.9590	0.9590
1988	1.8100	(0.5547)	1.2553	(0.0648)	1.1905	1.1905
LESA	**3.3100**	(1.0435)	2.2665	(0.1170)	2.1495	2.1495
		2015 millage Distribute to Districts	1.0435	(0.0539)	0.9896	1.1605
			3.3100	(0.1709)	3.1391	**3.3100**

Renew .9896

Increase .1709

HCS Share	$	409,218
HCS Share	$	2,190,915
	$	2,600,133

Historically, Livingston County voters had approved a millage of 3.31 mills to support special education. The revenue generated from these mills had been maintained by LESA for special education programming, with a portion being distributed to local districts in the form of local support. Over time, due to Headlee rollbacks, the millage rate had been reduced by 1.0435 mills. In 2015, LESA proposed a 10-year millage to restore the 1.0435 mills that had been rolled back, but assured that 100% of this amount would be distributed directly to local districts. Since 2015, millage rates have been reduced again due to Headlee rollbacks. Additionally, the 2015 millage expires in 2025. The current proposal asks voters to continue the 2015 millage for another 10 years, and restore the .1709 mills that had been rolled back, with 100% of the restored mills being distributed directly to local districts.

Livingston
EDUCATIONAL
SERVICE Agency

Leading the Community to Achieve Educational Excellence

April 9th, 2024

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

Dear Mr. Hughes:

Livingston ESA Parent Advisory Committee Board is making the following recommendations:

1. Hartland nominates Angela Workman to serve a second term as a local district representative on the LESA Parent Advisory Committee, representing Hartland Consolidated Schools. This term would expire June 30, 2027.

2. Hartland nominates Sarah Lewis for an initial three-year term on the LESA Parent Advisory Committee representing Hartland Consolidated Schools. This term would expire June 30, 2027.

Thank you.

Sincerely,

Doug Haseley
Assistant Superintendent for Special Education

DH:cb

cc: Adrian Dean

Operations Department

Matt Marino, Director of Operations
9525 Highland Rd
Howell, MI 48843
Phone: 810-626-2189
Email: mattmarino@hartlandschools.us

Date: April 10, 2024

To: Chuck Hughes

Cc: Rachel Bois

From: Matt Marino

Subject: District Radio Upgrades

Since 2016, our district has been steadily upgrading its communication infrastructure by replacing school bus radios and handheld radios with digital-capable ones. This transition has been ongoing in preparation for the eventual shift from analog to digital technology. We've now reached the point where we have a sufficient number of digital-capable radios to make the full switch. Attached is a quote from our preferred vendor, who has reliably served the district's needs over the years.

Moving to digital technology will result in improved clarity and reception for all devices in transportation and within the buildings. The scope of work includes reprogramming all bus radios, reprogramming all handheld radios in the buildings, replacing the transportation base station, updating our FCC license, and installing a repeater at Hartland High School. The addition of a repeater at HHS will enhance radio communication, particularly addressing issues stemming from the building's construction and size.

The quote from our vendor was obtained using a Purchasing Cooperative program, and the expenses will be covered by our Safety and Security grant funds. The majority of the work will be completed over the summer, with some of the building radio upgrades extending into late August.

Mobile Communications America - $74,728.94

Mobile Communications America

MOBILE COMMUNICATIONS AMERICA
41271 CONCEPT DR.
PLYMOUTH, MI 48170
Phone: 734-738-0800
Fax: 734-459-0769

QUOTATION

880000393

Bill To:
Hartland Consolidated Schools
9525 Highland Rd
Howell, MI 48843

Ship To:
Hartland Consolidated Schools
9525 Highland Rd
Howell, MI 48843

Contact: Doug Oberstaedt
Contact #:

Contact: Doug Oberstaedt
Contact #:

Date: 01/23/2024 | Customer #: 132403 | Terms: NET 30 DAYS

Qty	Item	Description	U/M	Unit Price	Extended
59	HKVN4223A	CP/CM ANALOG TO DIGITAL UPGRADE License to turn on digital in radio for school buses Per Sourcewell Contract 10% off List Price	EA	94.50	5,575.50
100	HKVN4223A	CP/CM ANALOG TO DIGITAL UPGRADE License to turn on digital in radio for school portables Per Sourcewell Contract 10% off List Price	EA	94.50	9,450.00
10	AAM01JQC9JA1AN-P	"CM200D, 136-174 45W 16CH ND" Package New digital radios for service vehicles Per Sourcewell Contract 15% off List Price	EA	643.45	6,434.50
10	AAM01JQC9JA1AN	"CM200D, 136-174 45W 16CH ND"	EA	0.00	0.00
10	STDBKT0751AC	STANDARD BRACKET (RLN6469)	EA	0.00	0.00
10	STDBOX0751AB	STANDARD MODEL BOX	EA	0.00	0.00
10	STDCBL0751AC	STANDARD CABLE (HKN4137)	EA	0.00	0.00
10	STDMIC0751AC	STANDARD MICROPHONE (PMMN4090)	EA	0.00	0.00
10	STDESS0751AB	3 YR ESSENTIAL REPAIR	EA	0.00	0.00
10	LSVC-OPTOUT	LOCAL SERVICE OPT-OUT CUSTOMER HAS OPTED OUT OF LOCAL SERVICE OPTIONS: DISCLAIMER TO CUSTOMER: IF YOU CHOOSE TO OPT OUT OF THE LOCAL SERVICES OPTION THEN CURRENT STANDARD PRICING WILL BE CHARGED FOR FACILITATING WARRANTY REPAIRS, FIRMWARE UPGRADES, PROGRAMMING, AND ANY OTHER ADDITIONAL APPLICABLE FEES UNDER LOCAL SERVICE PLANS.	EA	0.00	0.00
10	HAD4008A	UNITY GAIN ANTENNA QUARTERWAVE VHF 150.8-162 - ROOF MOUNT	EA	22.04	220.40
10	HKN9327CR	ACCESSORY KIT,IGNITION SWITCH CBL	EA	14.45	144.50

Mobile Communications America

MOBILE COMMUNICATIONS AMERICA
41271 CONCEPT DR.
PLYMOUTH, MI 48170
Phone: 734-738-0800
Fax: 734-459-0769

QUOTATION

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Contact: Doug Oberstaedt
Contact #:

Contact: Doug Oberstaedt
Contact #:

Date: 01/23/2024 | Customer #: 132403 | Terms: NET 30 DAYS

Qty	Item	Description	U/M	Unit Price	Extended
1	T8319-P	SLR 8000 BASE RADIO Package New SLR8000 VHF Repeater Per Sourcewell Contract 10% off List Price	EA	11,425.50	11,425.50
1	T8319A	SLR 8000 BASE RADIO	EA	0.00	0.00
1	CA02982AA+AA	"ADD: DUPLEXER, VHF 144-160MHZ"	EA	0.00	0.00
1	CA02987AA+AA	ADD: PRESELECTOR VHF 150-174MHZ	EA	0.00	0.00
1	CA02965AA+AA	ADD: VHF (136-174MHZ)	EA	0.00	0.00
1	LSVC-OPTOUT	LOCAL SERVICE OPT-OUT CUSTOMER HAS OPTED OUT OF LOCAL SERVICE OPTIONS: DISCLAIMER TO CUSTOMER: IF YOU CHOOSE TO OPT OUT OF THE LOCAL SERVICES OPTION THEN CURRENT STANDARD PRICING WILL BE CHARGED FOR FACILITATING WARRANTY REPAIRS, FIRMWARE UPGRADES, PROGRAMMING, AND ANY OTHER ADDITIONAL APPLICABLE FEES UNDER LOCAL SERVICE PLANS.	EA	0.00	0.00
1	PMKN4167A	"CABLE, ASSEMBLY,CABLE, BATTERY BACKUP"	EA	70.38	70.38
1	AAM28JNN9RA1AN-P	XPR 5550E 136-174M 25W GOB BT/GNSS/WIFI CD Package New control station for use with (9) MC5000 Desksets Per Sourcewell Contract 15% off List Price	EA	1,183.00	1,183.00
1	AAM28JNN9RA1AN	XPR 5550E 136-174M 25W GOB BT/GNSS/WIFI CD	EA	0.00	0.00
1	B65CP	DEL: STANDARD MOUNTING BRACKET	EA	0.00	0.00
1	STDBLK0511AA	STANDARD MODEL BOX	EA	0.00	0.00
1	STDCBL0511AA	STANDARD CABLE (HKN4191)	EA	0.00	0.00
1	B71FM	DEL: STANDARD MICROPHONE	EA	0.00	0.00
1	STDESS0511AA	5YR ESSENTIAL REPAIR	EA	0.00	0.00

MOBILE COMMUNICATIONS AMERICA
41271 CONCEPT DR.
PLYMOUTH, MI 48170
Phone: 734-738-0800
Fax: 734-459-0769

QUOTATION

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Howell, MI 48843

Contact: Doug Oberstaedt
Contact #:

Contact: Doug Oberstaedt
Contact #:

Date: 01/23/2024 Customer #: 132403 Terms: NET 30 DAYS

Qty	Item	Description	U/M	Unit Price	Extended
1	STDSMA0771AH	STANDARD 5 YEAR SMA AND SW FEATURES	EA	0.00	0.00
1	LSVC-OPTOUT	LOCAL SERVICE OPT-OUT CUSTOMER HAS OPTED OUT OF LOCAL SERVICE OPTIONS: DISCLAIMER TO CUSTOMER: IF YOU CHOOSE TO OPT OUT OF THE LOCAL SERVICES OPTION THEN CURRENT STANDARD PRICING WILL BE CHARGED FOR FACILITATING WARRANTY REPAIRS, FIRMWARE UPGRADES, PROGRAMMING, AND ANY OTHER ADDITIONAL APPLICABLE FEES UNDER LOCAL SERVICE PLANS.	EA	0.00	0.00
1	HPN4007D	POWER SUPPLY 14V 15A UNI 110/240 VAC US PLUG	EA	287.72	287.72
1	GLN7318A	BASE TRAY W/O SPKR ARIANE	EA	41.59	41.59
9	F2380A	"SM,MCD 5000 DESKSET" (9) new MCD5000 Digital Desksets Per Sourcewell Contract. 10% off List Price.	EA	2,047.50	18,427.50
1	F7879B	SM, RADIO GATEWAY UNIT (RGU)	EA	2,047.50	2,047.50
1	FKN0012A	CABLE, ASSEMBLY,CABLE RGU TO MOTOTRBO	EA	90.00	90.00
9	FHN7469A	ASSY,P/S,MCD 5000 DESKSET / RGU PWR SPLY	EA	90.00	810.00
1	FKN8695AS	ETHERNET CABLE 10'	EA	42.30	42.30
1	DSHPJ9782A	HP PROCURVE 2530-24 SWITCH	EA	356.00	356.00
1	AAR10JCGANQ1AN	SLR 5700 136-174M 1-50W	EA	4,095.00	4,095.00
1	HFD8189A	DUPLEXER 154-164MHZ	EA	549.90	549.90
1	0112004B04	CBL N MALE/N MALE 24	EA	112.17	112.17
1	0112004U04	CABLE COAX W/CONN 24	EA	71.28	71.28
1	PMLE5031A	WALL MOUNT BRACKET KIT	EA	195.06	195.06
1	67527	138-174 MHz UNITY GAIN DIPOLE ANTENNA MFG PART #: ANT150D Unity gain VHF antenna for MC5000 Control Station	EA	663.88	663.88

Mobile Communications America

MOBILE COMMUNICATIONS AMERICA
41271 CONCEPT DR.
PLYMOUTH, MI 48170
Phone: 734-738-0800
Fax: 734-459-0769

QUOTATION

880000393

Bill To:
Hartland Consolidated Schools
9525 Highland Rd
Howell, MI 48843

Ship To:
Hartland Consolidated Schools
9525 Highland Rd
Howell, MI 48843

Contact: Doug Oberstaedt
Contact #:

Contact: Doug Oberstaedt
Contact #:

Date: 01/23/2024 | Customer #: 132403 | Terms: NET 30 DAYS

Qty	Item	Description	U/M	Unit Price	Extended
1	FG1560	156-162 MHZ UNITY GAIN FIBERGLASS OMNI ANTENNA LAIRD TECHNOLOGIES Antenna for High School Repeater	EA	0.00	0.00
2	251256	60H Non-Penetrating Mount One Mount for High School Repeater One Mount for MCD5000 Control Station	EA	162.00	324.00
100	70393	"1/2"" Foam CELLFLEX Cable" Transmission Line-	FT	2.26	226.00
100	334086	"1/2"" PLENUM AIR CABLE"	FT	3.64	364.00
2	20573	POLYPHASER 125-1000 MHz general coverage IS-50NX-C2 POLYPHASER	EA	94.99	189.98
10	317465	CONNECTOR, N, (M), STRAIGHT, LCF12-50J, O-Ring	EA	31.44	314.40
2	444197	GROUNDING KIT 1/2"	EA	31.88	63.76
2	412042	GROUND BUSS BAR	EA	72.61	145.22
1	399239	UXP CONNECTOR 1/2"	EA	32.90	32.90
1	FCC-LICENSE	FCC Filing Fees Add Digital Emissions to all existing frequencies on call sign WQOL447. Add VHF Repeater Pair for High School.	EA	1,000.00	1,000.00
1	FCC-LICENSE	FCC Filing Fees Convert Call Sign KJ948 to be VHF Repeater Pair	EA	1,200.00	1,200.00
1	FT-FR	FIELD TECH LABOR FLAT RATE One Day to Stage Equipment in Troy Service Center Five days on-site to install antenna system and repeater at High School and MCD5000 control station/antenna system at Transportation. Install/interface (9) MCD5000's and gateway (RGU) to	EA	8,400.00	8,400.00

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Qty	Item	Description	U/M	Unit Price	Extended
		XPR5550E Control Station.			
		Hartland to supply network interface from gateway LAN switch to network, and to MCD5000 remote locations.			
		All programming of bus radios and school portables radios to be done by sales at No Charge.			
1	S&H	SHIPPING/HANDLING	EA	175.00	175.00

Accepted By: _____ **Date:** _____

Please contact customer representative by phone or email with any questions:
Customer Rep: Mike Wriggelsworth
Phone #:
Email: MikeWriggelsworth@callmc.com

Subtotal :	$74,728.94
Tax :	
Total Quote :	$74,728.94

Effective August 1, 2018, all credit card payments are subject to a 2% convenience fee

Quote Valid for 30 Days.

All orders are subject to partial shipment and partial invoice

Tax calculations provided are estimates and are subject to change.