

**HARTLAND CONSOLIDATED SCHOOLS  
ORGANIZATIONAL MEETING - BOARD OF EDUCATION  
Hartland Educational Support Service Center  
July 22, 2024 – 6:30 p.m.**

**AGENDA**

*This meeting is a meeting of the Board of Education in public for the purpose of conducting the Hartland School District's business 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. This meeting may be recorded.*

*Anyone being disruptive will be asked to leave.*

- I. Call to Order, 6:30 p.m., Boardroom, Hartland Educational Support Service Center
  - A. Pledge of Allegiance
  - B. Election of Officers
    1. Election of *President*
    2. Election of *Vice President*
    3. Election of *Secretary*
    4. Election of *Treasurer*
  - C. Approval of Agenda/Items for Discussion
  - D. 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 item.*

    1. Approval of Minutes – June 17, 2024 Regular Meeting
    2. Payment of Invoices
    3. New Hires
    4. Membership in Michigan High School Athletic Association
    5. Adoption of Board of Education Meeting dates - 2024-2025
    6. Authorization of Designees for Banking Functions per Bylaw 0154
    7. Authorization for Posting Notices
  - E. Superintendent's Report
    1. Back-to-School Items (Breakfast and Opening School)
    2. Introduction of New Hires
    3. Bond Update
  - F. 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.*
  - G. Committee & Building Reports
- II. Action Items
  - A. 2024-2025 Parent/Student Handbooks
  - B. Addition to Secondary Parent/Student Handbooks - Bathroom Protocol
  - C. Revised Policy #1241
  - D. School Bond Loan Fund
  - E. Teacher Evaluation Process
  - F. Playground Equipment Purchase-51 Building
- III. Discussion Items
  - A. HCS Strategic Plan
- IV. Information Items
  - A. Future meetings: (proposed) August 19, 2024, Regular, 6:30 p.m., Boardroom, Hartland Educational Support Service Center
  - B. Information Items
- V. Adjournment

**DETAILED AGENDA**

I. **CALL TO ORDER**

Superintendent Hughes will call the meeting to order at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

I.A. **PLEDGE OF ALLEGIANCE**

I.B. **ELECTION OF OFFICERS**

Superintendent Hughes will call for nominations for the office of President.

(Recommended action): I nominate \_\_\_\_\_ for the office of President.

- Mr. Hughes will ask if there are any other nominations for the office of President.
- Once all nominations are tendered, Superintendent Hughes will call for a vote for the office of President, in the order nominations were received.
- Once a candidate has been elected (receives four or more votes), the President-elect will assume the chair and commence with the election of a Vice-President, Secretary, and Treasurer, following the same procedure.

I.C. **APPROVAL OF AGENDA/ITEMS FOR DISCUSSION**

(Recommended action): That the agenda for the July 22, 2024 organizational meeting be approved.

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

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

I.D. **CONSENT AGENDA**

(Recommended action): That the consent agenda for the July 22, 2024 organizational meeting be approved.

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

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

1. **APPROVAL OF MINUTES – JUNE 17, 2024**

(Recommended action): That the minutes of the June 17, 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 June 30, 2024, and the payment of invoices totaling \$2,897,438.29 and payroll obligations totaling \$3,928,352.65.

3. **NEW HIRES**

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, offers a probationary teaching contract for the 2024/25 school year, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable, to: Michelle Blythe (MS), Jenna Ling (VES), Christina Miller (LES), and Juliana Spagnolo (RES).

4. **MEMBERSHIP IN MHSAA (SEE ATTACHED)**

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Athletic Director, approves the district's membership in the Michigan High School Athletic Association for the 2024/2025 school year.

5. **ADOPTION OF BOARD MEETING DATES - 2024-2025 (SEE ATTACHED)**

(Recommended action): That the Board of Education adopts the proposed meeting dates for 2024/2025 as presented.

6. AUTHORIZATION OF DESIGNEES FOR BANKING FUNCTIONS

(Recommended action): That the Board of Education, per bylaw 0154, designates any officer or administrator designee to perform banking functions as listed.

7. AUTHORIZATION FOR POSTING NOTICES

(Recommended action): That the Superintendent, or his designee, will designate an appropriate, available person in each location to post notices of public meetings.

I.E. SUPERINTENDENT'S REPORT

- Back-to-School Items
- Introduction of New Hires
- Bond Update

I.F. CALL TO THE PUBLIC

I.G. COMMITTEE & BUILDING REPORTS

II.A. 2024-2025 PARENT/STUDENT HANDBOOKS

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel and Student Services, approves all 2024-25 Parent/Student Handbook changes as presented.

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

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

II.B. ADDITION TO SECONDARY PARENT/STUDENT HANDBOOK - BATHROOM PROTOCOL

(Recommended action): That the Board of Education approves the bathroom protocol, **Option A, B, or C** for the 2024-25 Secondary Parent/Student Handbook as presented.

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

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

II.C. REVISED POLICY #1241: NON-REEMPLOYMENT OF THE SUPERINTENDENT

(Recommended action): That the Board of Education, upon the recommendation of Greg Keller, approves revised policy #1241 as presented.

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

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

II.D. SCHOOL BOND LOAN FUND

(Recommended action): That the Board of Education, upon the recommendation of the Chief Financial Officer, approves the School Loan Revolving Fund Annual Application as presented.

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

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

II.E. TEACHER EVALUATION PROCESS

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel and Student Services, approves the negotiated teacher evaluation instrument as presented.

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

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

II.F. PLAYGROUND EQUIPMENT PURCHASE – 51 BUILDING

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Director of Community Education, approves the playground equipment purchase as presented.

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

Gogoleski: \_\_\_\_\_, Shaw: \_\_\_\_\_, Coleman: \_\_\_\_\_, Costa: \_\_\_\_\_, Keller: \_\_\_\_\_, Blondeel: \_\_\_\_\_, Glabach: \_\_\_\_\_

III.A. HCS STRATEGIC PLAN

For discussion

IV.A. FUTURE MEETINGS

(proposed) August 19, 2024, 6:30 p.m., Boardroom, Hartland Educational Support Service Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

Members present: M. Glabach, K. Coleman, C. Costa, C. Shaw, M. Blondeel, G. Gogoleski, G. Keller  
Members absent: None  
Admin. Present: C. Hughes, S. VanEpps, D. Minsker, R. Bois, K. Gregory, C. Hayes, M. Marino, J. Fitzgerald, M. Frasier, C. Briskey, C. Hayes,  
Guests: L. Moore, J. Scott, D. Meo, H. Naylor, T. Preiss, C. Hall, K. McIntyre, D McIntyre, L. McIntyre, R. Saxton, K. Keller, P. Borg, E. Gardner, L. Armor, E. Lessel, E. Dennis, B. Gordon, P. Pietrzak, M. Usher, D. Laibly, B. Tonkovich, A. Tennis, M. Tennis, Z. Tennis, L. Armor, T. Defever, B. Gazda, S. Hall, L. Bosak, S. Mulka, D. VanAuker, J. Hancock, E. Taylor, B. Chyo, B. Laibly, A. Laibly, P. Luke, J. Ohashi, A. Mulka, Kasey H., T. Christine, E. Marie, S. Mikloz, Terri P., T. Baird, T. Baird

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.

### **6/17/24 AGENDA APPROVED**

Motion by Coleman, supported by Shaw, that the Agenda for the June 17, 2024 regular meeting be approved.  
Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes  
Motion carried 7-0.

Greg Keller asked to move the approval of the minutes out of the Consent Agenda.

### **APPROVAL OF MINUTES – MAY 13, 2024**

Motion by Gogoleski, supported by Keller, to amend the minutes by removing part of the last sentence, “Due to the disruption from community members”.  
Gogoleski: yes, Shaw: no, Coleman: no, Costa: no, Keller: yes, Blondeel: yes, Glabach: no  
Motion failed 3-4.

Motion by Coleman, supported by Costa, that the minutes of the May 13, 2024 regular meeting be approved as presented.  
Gogoleski: no, Shaw: yes, Coleman: yes, Costa: yes, Keller: no, Blondeel: no, Glabach: yes  
Motion carried 4-3.

### **6/17/24 CONSENT AGENDA APPROVED**

Motion by Coleman, supported by Shaw, that the consent agenda for the June 17, 2024 regular meeting be approved.  
Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes  
Motion carried 7-0.

#### **1. PAYMENT OF INVOICES**

(Recommended action): That the Board of Education, upon the recommendation of the Chief Financial Officer, approves the financial report as of May 31, 2024, and the payment of invoices totaling \$2,534,256.26 and payroll obligations totaling \$3,992,911.37.

#### **2. CALL FOR JULY ORGANIZATIONAL MEETING**

(Recommended action): That the Board of Education set the July organizational meeting for July 22, 2024 as discussed.

#### **3. NEW HIRES**

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract for the 2024/25 school year, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable, to: Laura Bosak (LES), Connor Collins (HS), Erika Gardner (HS), Erin Lessel (FIS), Dominic Meo (HS), Danielle Moran (CES), and Amy Tennis (FIS).

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, offers a 2-year administrative contract to Patrick Borg (HS) and Misty Gunn (CES), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

## **SUPERINTENDENTS REPORT**

Superintendent Hughes introduced Principal Fitzgerald who introduced the Top Ten Students in the Class of 2024: Lilly Davidson, Faith Martin, Holly McCracken, Alexis Mosher, Joey Wagner, Elizabeth Armor, Kate McIntyre, Ashlynn Mulka, Bryce Saxton, and Asher Smith

Superintendent Hughes introduced Principal Fitzgerald, Principal Briskey, Principal Frasier, and Kate Gregory to introduce the new hires.

Budget Hearing 2024-2025: Rachel Bois reviewed the proposed budget for the 2024-25 school year.

## **CALL TO THE PUBLIC**

Members of the public addressed the Board.

## **COMMITTEE & BUILDING REPORTS**

The Board members reviewed their Committee meeting discussions.

### **2024-2025 PARENT/STUDENT HANDBOOKS**

Motion by Coleman, supported by Blondeel, that due to the suggested edits recently submitted to President Glabach, the Board of Education postpone voting on Agenda item 2A, 2024/2025 Parent Student Handbooks, until the July 22 Board of Education meeting, and that any further edits are submitted to President Glabach no later than Monday, July 8<sup>th</sup>.

Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes

Motion carried 7-0.

### **NEW & REVISED POLICIES**

Motion by Shaw, supported by Costa, that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, approves the new and revised policies, #1240: Evaluation of the Superintendent (Revised), #6350: Prevailing Wage (New), #6520: Payroll Deductions (Revised), and #8800: Religious/Patriotic Ceremonies and Observances (Revised) as presented.

Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes

Motion carried 7-0.

### **FOOD SERVICE EQUIPMENT AND KITCHEN UPGRADES**

Motion by Costa, supported by Coleman, that the Board of Education, upon the recommendation of the Superintendent and the Chief Financial Officer, approves the Food Service equipment and kitchen upgrades as presented.

Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes

Motion carried 7-0.

### **BOARD POLICY #4120 – EMPLOYMENT OF SUPPORT STAFF**

Motion by Coleman, supported by Costa, that the Board of Education, upon the recommendation of the Superintendent and the Director of Community Education, sets aside Board Policy and authorizes the employment of gymnastics coaches under the supervision of a family member.

Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: no, Blondeel: yes, Glabach: yes

Motion carried 6-1.

### **BUILDING FURNITURE PURCHASES (2020 BOND)**

Motion by Shaw, supported by Costa, that the Board of Education, upon the recommendation of the Superintendent and the Director of Operations, approves the furniture purchases for Village, Round and Legacy as presented.

Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes

Motion carried 7-0.

### **2023-2024 BUDGET AMENDMENTS**

Motion by Coleman, supported by Shaw, that the Board of Education, upon the recommendation of the Superintendent and the Chief Financial Officer, approves the 2023-24 budget amendments as presented.

Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes

Motion carried 7-0.

### **GENERAL APPROPRIATIONS ACT RESOLUTION – 2024-2025 BUDGET**

Motion by Shaw, supported by Coleman, that the Board of Education, upon the recommendation of the Superintendent and the Chief Financial Officer, approves the General Appropriations Act Resolution-2024/2025 as presented.

Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes

Motion carried 7-0.

### **REVISED POLICY #1241: NON-REEMPLOYMENT OF THE SUPERINTENDENT**

Greg Keller discussed the basis for bringing this policy to the Board.

### **FUTURE MEETINGS**

President Glabach noted that the date for the Organizational meeting will be July 22, 2024, 6:30 p.m., in the Boardroom at the Hartland Educational Support Service Center

### **CLOSED SESSION: SUPERINTENDENT EVALUATION DISCUSSION**

Motion by Coleman, supported by Costa, that the Board of Education, upon the request of the Superintendent and the recommendation of the Board President, convenes in Closed Session to discuss the Superintendent evaluation.

Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes

Motion carried 7-0.

The Board entered into closed session at 8:42 p.m.

The Board reconvened in open session at 10:23 p.m.

### **SUPERINTENDENT EVALUATION RATING**

Motion by Glabach, supported by Coleman, that the Board of Education rates Superintendent Hughes' 2023-2024 evaluation as Highly Effective.

Gogoleski: abstention-diagrees, Shaw: yes, Coleman: yes, Costa: yes, Keller: no, Blondeel: yes, Glabach: yes

Motion carried 5-1.

### **ADJOURNMENT**

The meeting was adjourned at 10:28 p.m.

Respectfully submitted,



Cindy Shaw  
Board Secretary



Renee Braden  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS  
BOARD MEETING ON JULY 22, 2024  
EXPENDITURES FOR THE MONTH OF JUNE 2024**

**Check registers and ACH payments:**

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
06/06/2024	A/P Check Run	\$ 665,794.08	\$ 586.77	\$ 3,739.10	\$ 152,109.06		\$ 4,189.22	\$ 826,418.23
06/13/2024	A/P Check Run	\$ 61,272.45	\$ 2,652.46	\$ 748.32	\$ 396,239.66		\$ 4,964.58	\$ 465,877.47
06/21/2024	A/P Check Run	\$ 540,263.61	\$ 10,834.66	\$ 1,039.53	\$ 617,054.43		\$ 11,326.50	\$ 1,180,518.73
06/28/2024	A/P Check Run	\$ 111,737.64	\$ 8,664.24		\$ 48,542.32		\$ 35,497.46	\$ 204,441.66
06/30/2024	Void Checks	\$ (1,282.92)					\$ (230.34)	\$ (1,513.26)
06/10/2024	Merchant Fees (Comm Ed)	\$ 17,611.34						\$ 17,611.34
06/28/2024	Bank fees	\$ 2,995.63						\$ 2,995.63
06/24/2024	Soccer Refs	\$ 3,247.50						\$ 3,247.50
06/03/2024	Edustaff - ACH	\$ 2,845.22						\$ 2,845.22
06/07/2024	Edustaff - ACH	\$ 95,767.06						\$ 95,767.06
06/21/2024	Edustaff - ACH	\$ 74,476.49						\$ 74,476.49
06/26/2024	PNC VISA - ACH	\$ 24,752.22						\$ 24,752.22
<b>TOTAL</b>		<b>\$ 1,599,480.32</b>	<b>\$ 22,738.13</b>	<b>\$ 5,526.95</b>	<b>\$ 1,213,945.47</b>	<b>\$ -</b>	<b>\$ 55,747.42</b>	<b>\$ 2,897,438.29</b>

**Payroll and Benefit expenses:**

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
06/07/2024	6/7/2024 PAYDATE	\$ 850,075.64	\$ 297,341.90	\$ 44,674.63	\$ 489,596.45	\$ 48,947.96	\$ (23,523.21)	\$ 1,707,113.37
06/21/2024	6/21/2024 PAYDATE	\$ 804,518.97	\$ 292,976.74	\$ 42,732.90	\$ 478,386.80	\$ 54,592.40	\$ (23,673.21)	\$ 1,649,534.60
06/24/2024	JUNE UAAL				\$ 521,755.79			\$ 521,755.79
JUNE HLTH EQ CLAIMS							\$ 49,948.89	\$ 49,948.89
<b>TOTAL</b>		<b>\$ 1,654,594.61</b>	<b>\$ 590,318.64</b>	<b>\$ 87,407.53</b>	<b>\$ 1,489,739.04</b>	<b>\$ 103,540.36</b>	<b>\$ 2,752.47</b>	<b>\$ 3,928,352.65</b>

New Hire  
July 22, 2024

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Michelle Blythe

**EDUCATION:** B.A., Wayne State University, 1991  
M.A., Eastern Michigan University, 2021

**MAJOR:** Emotional Impairment

**MINOR:** Language Arts

**CERTIFICATIONS:** Professional Teaching Certificate with endorsements in (SE) K-12 and (BA) 6-12.

**EXPERIENCE:** Since 2018 Michelle has been teaching Special Education at Fowlerville High School. From 2011 to 2018 Michelle taught at Kensington Woods High School as both a Special Education and English teacher.

**SALARY STEP:** MA, Step 11

**ASSIGNMENT:** Special Education at Hartland Middle School at Ore Creek

**Recommended Action:**

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Michelle Blythe for the 2024-2025 school year, at the Step 11, MA salary tract, (\$80,532), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire  
July 22, 2024

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Jenna Ling

**EDUCATION:** B.A., DePaul, 2024

**MAJOR:** Elementary Education

**MINOR:** American Studies

**CERTIFICATIONS:** Temporary Teaching Certificate with an endorsement in (ZG) K-8 all subjects.

**EXPERIENCE:** From March through June 2024 Jenna worked to fulfil her student teaching requirement as Alcott College Prep Elementary School in Chicago II. From September to November of 2023 Jenna did her observation and teaching fieldwork at Walter L. Newberry Academy in Chicago.

**SALARY STEP:** BA, Step 1

**ASSIGNMENT:** Third Grade at Village Elementary School

**Recommended Action:**

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Jenna Ling for the 2024-2025 school year, at the Step 1, BA salary tract, (\$44,812), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire  
July 22, 2024

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Christina Miller

**EDUCATION:** B.A., Eastern Michigan University, 2012

**MAJOR:** Mathematics

**MINOR:** Elementary Education and Reading

**CERTIFICATIONS:** Standard Elementary Teaching Certificate with endorsements in (ZG) K-8 all subjects and (BT) K-8.

**EXPERIENCE:** Since August of 2017 Christina has been teaching second grade at Paddock Elementary in Milan, MI. From November of 2015 through March of 2016 Christina was a long-term substitute with Ann Arbor Steam.

**SALARY STEP:** BA, Step 5

**ASSIGNMENT:** Third Grade at Lakes Elementary School

**Recommended Action:**

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Christina Miller for the 2024-2025 school year, at the Step 5, BA salary tract, (\$54,470), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

**New Hire**  
**July 22, 2024**

**HARTLAND CONSOLIDATED SCHOOLS  
HARTLAND, MICHIGAN**

**RESUME'**

**NAME:** Juliana Spagnolo

**EDUCATION:** B.A., Oakland University, 2019

**MAJOR:** Elementary Education

**MINOR:**

**CERTIFICATIONS:** Standard Elementary Teaching Certificate with an endorsement in (ZG) K-8 all subjects.

**EXPERIENCE:** Since August of 2020 Juliana has taught second grade and fourth grade at Kennedy Elementary School in Livonia. Prior to that she was a long-term substitute with Walled Lake Consolidated Schools.

**SALARY STEP:** BA, Step 3

**ASSIGNMENT:** Third Grade at Round Elementary School

**Recommended Action:**

**That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Juliana Spagnolo for the 2024-2025 school year, at the Step 3, BA salary tract, (\$49,406), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.**



**HARTLAND CONSOLIDATED SCHOOLS  
BOARD OF EDUCATION MEETING DATES  
2024-2025**

All meetings take place in the Boardroom at the Hartland Educational Support Service Center, 9525 E. Highland Road, Howell, and begin at 6:30 p.m. unless otherwise indicated.

Meetings are live streamed via YouTube. The link can be found at [www.hartlandschools.us/Board-of-Education/Board-of-Education-Meeting-Information](http://www.hartlandschools.us/Board-of-Education/Board-of-Education-Meeting-Information)

**REGULAR MEETINGS**

Monday, July 22, 2024, Organizational

Monday, August 19, 2024

Monday, September 16, 2024

Monday, October 21, 2024

Monday, November 18, 2024

Monday, December 16, 2024

Monday, January 13, 2025

Monday, February 17, 2025

Monday, March 17, 2025

Monday, April 21, 2025

Monday, May 12, 2025

Monday, June 16, 2025, Budget Hearing

Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.

Adopted:



Book	Policy Manual
Section	0000 Bylaws
Title	MOTIONS
Code	po0154
Status	Active
Adopted	January 28, 2008

**0154 - MOTIONS**

The Board shall, at the organizational meeting:

- A. designate depositories for school funds; M.C.L.A. 380.1221
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- C. designate a day, place, and time for regular meetings which shall be held at least once every month;
- D. designate an administrator to assume specified responsibilities of the Treasurer and of the Secretary;
- E. designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144.

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## Elementary Parent/Student Handbook (K - 4th)

### A. Elementary - Page 31

**CHANGE & RATIONALE:** *does not align with our current practice*

#### Parent-Teacher Conferences/Report Cards

~~Parent-teacher conferences are held in the fall in place of report cards at the elementary buildings and an abbreviated conference schedule is held in the spring of each school year. (Teachers will contact you in the spring if they feel a conference is needed.)~~ welcomed by the school staff as a valuable way to share information about your child. ~~These~~ Conferences are by appointment, and may be initiated by either a teacher or a parent. ~~and you will be notified well in advance of your appointment. We hope you will make a special effort to attend, as a conference with your child's teacher is of great importance to the child, and helpful to you. Since conference dates are set annually, please check the school calendar every fall for the schedule of conference dates.~~ Additional conferences are welcomed by the school staff. Please make appointments with teachers for any special conference in advance by calling the schools, emailing the teacher or writing a note to the teacher. The principal may be called upon at any time to assist parents with problems, but the teachers should be contacted first.

### B. Elementary - Page 40

**CHANGE & RATIONALE:** *does not align with current practice*

#### Delay of School - (One Hour)

All students will ride the same bus with the same type of pick-up structure, as under normal circumstances other than that bus will arrive at the regular pick-up spot approximately one (1) hour later than usual. No structure changes will exist other than the time element. ~~Under a one-hour delay, morning and afternoon kindergarten classes will be held.~~

#### Delay of School - (Two Hours)

Under a two-hour delay, all students will be picked up as usual, except two (2) hours later than on a regular schedule. ~~Under a two-hour delay, there will be NO A.M. KINDERGARTEN, and p.m. kindergarten will begin at the usual time unless otherwise stated.~~

### C. Elementary - Page 15-17, 19-20

**Change & Rationale:** Replace current code of conduct with New Rubric to improve coherence for all stakeholders (students, parents, and school personnel).

#### **D. Elementary - Page 14**

**Change & Rationale:** Remove In-School Suspension language. Detention, as a disciplinary measure is the same as an In-School Suspension. ISS as a disciplinary measure has not been implemented for several years.

#### **E. Elementary - Page 9**

**Change & Rationale:** The following is current language and being moved from the old discipline rubric to page 9 as follows:

##### **Dress Code**

Dress and/or accessories that are disruptive to the educational process are prohibited. Clothing and/or accessories should not endorse any product related to tobacco, alcohol, or other controlled substances or themes of violence. All clothing must be clean, so as to present the best possible appearance. Shoes must be worn, and hats are not allowed. Decency, interpreted by the administration and staff, is to be maintained at all times. Some examples of clothing not permitted may include but are not limited to: halter tops, mesh shirts, shirts which expose the midriff, short skirts, short shorts.

#### **F. Elementary - page 9**

**Change & Rationale:** We currently do not have language related to electronic devices and would like to add language that aligns with the intermediate handbook.

##### **Cellular Phones and Electronic Devices**

If a child chooses to bring a cell phone and/or electronic device, including wearable electronic devices, (i.e. apple watch) to school, he/she is not allowed to use it during the school day. Students will be allowed to use office and classroom telephones when it is necessary to communicate with parents. Parents who have urgent messages for their children may call the office to have them delivered to students. Students who bring a cell phone or electronic devices to school must adhere to the following rules:

1. Before entering the building, cell phones and electronic devices must be turned off and stored in a student's backpack or locker. Cell phones may not be used again until the student exits the building at the end of the day.
2. Cell phones or electronic devices may not be used in any manner that disrupts the school environment, or otherwise disrupts school activities or functions.
3. Taking pictures is strictly prohibited.
4. Sharing electronic information with other students is strictly prohibited.
5. Cell phones or electronic devices may not be used to threaten, harass, intimidate, or bully students or staff.

Violations will result in the student being sent to the office. Devices may be kept in the office until a parent is able to pick them up.

## Elementary School Discipline Rubric

1. Students who attend school sponsored activities after school hours on or off campus are subject to the code of conduct.
2. School officials will evaluate each situation and act accordingly based on the information available. The administration has the ability to go above and beyond the consequences listed.

<b>Category I</b>	<b>First Incident</b>	<b>Second Incident</b>	<b>Third Incident</b>	<b>First Referral</b>
<ul style="list-style-type: none"> <li>● Inappropriate Physical Contact</li> <li>● Inappropriate Language</li> <li>● Failure to Follow Direction</li> <li>● Minor Misconduct</li> <li>● Indecency</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal warning</li> <li>● Teacher calls home when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>● Detention</li> <li>● Teacher calls home</li> </ul>	<ul style="list-style-type: none"> <li>● Detention</li> <li>● Teacher calls home</li> </ul>	<ul style="list-style-type: none"> <li>● Administration Parent Contact</li> <li>● Detention</li> <li>● Possible Suspension</li> </ul>
<b>Category II</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>	<b>Fourth Referral</b>
<ul style="list-style-type: none"> <li>● Insubordination/Misconduct</li> <li>● Disrupting the Educ. Process</li> <li>● Academic Dishonesty</li> <li>● Disrespect to School Personnel/Students</li> <li>● Electronic Device Violation</li> <li>● Elopement</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Verbal Warning</li> <li>● Possible Detention</li> <li>● Possible Suspension</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Detention</li> <li>● Possible Suspension</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-3 Day Out of School Suspension</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● 1-10 Day Out of School Suspension</li> <li>● Possible Expulsion</li> <li>● Hearing</li> <li>● Administration Parent Contact</li> <li>● Restorative Practice</li> </ul>
<b>Category III</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>	<b>Fourth Referral</b>
<ul style="list-style-type: none"> <li>● Hitting/Slapping/Kicking etc.</li> <li>● Bullying (Verbal/Cyber)</li> <li>● Theft</li> <li>● Vandalism</li> <li>● Threatening Language</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Detention</li> <li>● Possible Suspension.</li> <li>● Restitution if necessary</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● 1-3 Day Out of School Suspension</li> <li>● Restitution if necessary</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 Day Out of School Suspension</li> <li>● Restitution if necessary</li> <li>● Possible Expulsion</li> <li>● Hearing</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● 10 Day Out of School Suspension</li> <li>● Restitution if necessary</li> <li>● Expulsion Hearing</li> <li>● Restorative Practice</li> </ul>
<b>Category IV</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>	<b>Fourth Referral</b>
<ul style="list-style-type: none"> <li>● Dangerous/Threatening Behavior</li> <li>● Physical Fighting</li> <li>● Lewd or Licitious Behavior</li> <li>● Tobacco/Vape</li> </ul>	<ul style="list-style-type: none"> <li>● 1-5 Day Out of School Suspension</li> <li>● Possible Expulsion</li> <li>● Hearing</li> <li>● Possible Contact /LCSD</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● 3-5 Day Out of School Suspension</li> <li>● Possible Expulsion</li> <li>● Hearing</li> <li>● Possible Contact /LCSD</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 Day Out of School Suspension</li> <li>● Expulsion Hearing</li> <li>● Possible Contact /LCSD</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● 10 Day Out of School Suspension</li> <li>● Expulsion Hearing</li> <li>● Possible Contact /LCSD</li> <li>● Restorative Practice</li> </ul>
<b>Category V</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>	<b>Fourth Referral</b>
<ul style="list-style-type: none"> <li>● Illegal Substances</li> <li>● Physical Assault</li> <li>● Harassment (All Types)</li> <li>● Weapon Possession</li> <li>● Extreme Misconduct/Illegal Activity</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 Day Out of School Suspension</li> <li>● Expulsion Hearing</li> <li>● Referral/Contact with the LCSD</li> </ul>	<ul style="list-style-type: none"> <li>● 5-10 Day Out of School Suspension</li> <li>● Expulsion Hearing</li> <li>● Referral/Contact with the LCSD</li> </ul>	<ul style="list-style-type: none"> <li>● 10 Day Out of School Suspension.</li> <li>● Expulsion Hearing</li> <li>● Administration Parent Contact</li> <li>● Referral/Contact with the LCSD</li> </ul>	<ul style="list-style-type: none"> <li>● 10 Day Out of School Suspension.</li> <li>● Expulsion Hearing</li> <li>● Administration Parent Contact</li> <li>● Referral/Contact with the LCSD</li> </ul>

\*Category V violations may result in law enforcement intervention. In addition, depending on the situation, a more significant penalty than what is listed may result.

## ***Parent/Student Handbook Revisions for 2024-25***

### **Secondary Parent/Student Handbook (7th-12th grade)**

#### **A. HHS/Legacy/HVA Discipline Rubric- Attachment A following page 8**

**CHANGE & RATIONALE:** Clarify administrative discretion to determine consequence based on offense by adding the word, “possible” before Expulsion Hearing.

Category IV- First Referral- Possible Expulsion Hearing

#### **B. HHS/Legacy/HVA Discipline Rubric- Attachment A following page 8**

**CHANGE & RATIONALE:** Move tobacco/Paraphernalia from Category IV to III.

This aligns with the HMS rubric and allows discretion to implement an intervention with a reduced suspension.

#### **C. HHS/Legacy/HVA RESTROOM USE Protocol**

**CHANGE & RATIONALE:** New protocol proposed by the Board.

Insert RESTROOM USE Protocol (new header and content) after Anti-Harassment & Sexual Harassment on page 12.

### **Intermediate Parent/Student Handbook (5th-6th grade)**

#### **A. Intermediate - page 9-11**

**CHANGE & RATIONALE:** Add a Discipline Rubric to supplement enumerated rules and regulations and improve coherence for all stakeholders (students, parents, and school personnel).

 Farms School Discipline Rubric

## Farms School Discipline Rubric

1. Students who attend school sponsored activities during or after school hours on or off campus are subject to the code of conduct.
2. School officials will evaluate each situation and act accordingly based on the information available. The administration has the ability to go above and beyond the consequences listed.

<b>Category I</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>	<b>Fourth Referral</b>
<ul style="list-style-type: none"> <li>● Inappropriate Language</li> <li>● Inappropriate Physical Contact</li> <li>● Failure to Follow Direction</li> </ul>	<ul style="list-style-type: none"> <li>● Verbal warning</li> <li>● Parent Contact</li> <li>● Possible detention</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Detention</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible Detention or Suspension as determined by administration</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible Detention or Suspension as determined by administration</li> </ul>
<b>Category II</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>	<b>Fourth Referral</b>
<ul style="list-style-type: none"> <li>● Insubordination/ Misconduct</li> <li>● Persistent Disobedience</li> <li>● Disrespect to School Personnel/Students</li> <li>● Disrupting the Educ. Process</li> <li>● Academic Dishonesty</li> <li>● Electronic Device Violation</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Verbal Warning</li> <li>● Possible Detention</li> <li>● Possible Suspension</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible Detention</li> <li>● Possible Suspension</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-3 Day Out of School Suspension</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-10 Day Out of School Suspension</li> <li>● Possible Expulsion Hearing</li> <li>● Restorative Practice</li> </ul>
<b>Category III</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>	<b>Fourth Referral</b>
<ul style="list-style-type: none"> <li>● Hitting/Slapping/Kicking, etc</li> <li>● Bullying (Verbal/Cyber)</li> <li>● Theft</li> <li>● Vandalism</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Detention</li> <li>● Possible Suspension</li> <li>● Restitution, if necessary</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 1-3 Day Out of School Suspension.</li> <li>● Restitution, if necessary</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 5-10 Day Out of School Suspension</li> <li>● Restitution, if necessary</li> <li>● Possible Expulsion Hearing</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 10 Day Out of School Suspension.</li> <li>● Restitution, if necessary</li> <li>● Possible Expulsion Hearing</li> <li>● Restorative Practice</li> </ul>
<b>Category IV</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>	<b>Fourth Referral</b>
<ul style="list-style-type: none"> <li>● Physical Fighting</li> <li>● Dangerous/Threatening Behavior</li> <li>● Threatening Language</li> <li>● Lewd or Licitious Behavior</li> <li>● Tobacco/Vape</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 1-5 Day Out of School Suspension</li> <li>● Possible Expulsion Hearing</li> <li>● Possible Contact w/LCSD</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 3-5 Day Out of School Suspension.</li> <li>● Possible Expulsion Hearing</li> <li>● Possible Contact w/LCSD</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 5-10 Day Out of School Suspension.</li> <li>● Possible Expulsion Hearing</li> <li>● Possible Contact w/LCSD</li> <li>● Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Possible 10 Day Out of School Suspension</li> <li>● Possible Expulsion Hearing</li> <li>● Possible Contact w/LCSD</li> <li>● Restorative Practice</li> </ul>
<b>Category V</b>	<b>First Referral</b>	<b>Second Referral</b>	<b>Third Referral</b>	<b>Fourth Referral</b>
<ul style="list-style-type: none"> <li>● Illegal Substances</li> <li>● Physical Assault</li> <li>● Harassment (All Types)</li> <li>● Weapon Possession</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 5-10 Day Out of School Suspension</li> <li>● Expulsion Hearing</li> <li>● Referral/Contact with LCSD</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 5-10 Day Out of School Suspension</li> <li>● Expulsion Hearing</li> <li>● Referral/Contact with LCSD</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10 Day Out of School Suspension</li> <li>● Expulsion Hearing</li> <li>● Administration Parent Contact</li> <li>● Referral/Contact with LCSD</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 10 Day Out of School Suspension.</li> <li>● Expulsion Hearing</li> <li>● Administration Parent Contact</li> </ul>

\*Category IV and V violations may result in law enforcement intervention. In addition, depending on the situation, a more significant penalty than what is listed may be implemented.

## ALL HANDBOOKS

### **A. Anti Harassment and Sexual Harassment (per Chuck request 11/6/23)**

Elementary - page 20

Intermediate - page 11

Secondary - page 12

**Change:** add the following language to the second paragraph: *District investigations and reports of harassment are subject to disclosure by the U.S. Department of Justice and may not be protected by FERPA and FOIA rules and regulations.*

Rationale: provide transparency and awareness for parents/students regarding the potential exposure of personally identifiable information.

### **B. Statement of Compliance with Federal Law**

Elementary - page 1 & 21

Intermediate - page ii & 12

Secondary - page ii & 12

**Change:** remove Scott VanEpps as Title IX and Anti-Harassment Compliance Officer and add Kate Gregory.

## **FOOD SERVICE**

No changes proposed per Lisa Archey

## **TRANSPORTATION**

No changes proposed per Matt Marino

## Secondary Handbook Bathroom Protocol – Option A

Hartland Consolidated Public Schools believes all students have a fundamental right to be comfortable while using the restroom. It is important to note that Title IX and district policies protect all students from harassment. It is the position of Hartland Consolidated Public Schools' position that students have the right to be treated equally and fairly, free from discrimination, harassment, and bullying based on their real or perceived sexual orientation, gender identity, and gender expression. This commitment to equal and fair treatment includes transgender and gender nonconforming (GNC) students, and applies to all district operations, programs, and activities. Therefore, the following procedures are in place to ensure all student rights are protected.

Restrooms are a place where students should have a reasonable expectation of privacy. Restrooms will be designated with appropriate signage for use either based on an individual's biological sex, or as gender neutral/unisex.

For a variety of reasons, a student may have concerns about privacy or comfort when using a restroom with other students. Any student who has a need or desire for increased privacy, regardless of underlying reasons, has the right to access any gender-neutral/unisex restroom.

Additionally, to ensure compliance with federal law allowing transgender students to use the restroom with which they identify, all of the following steps must be completed made to allowing students to use a restroom different from their biological anatomy as recorded on their birth certificate (per the State Board of Education Statement and Guidance on Safe and Supportive Learning Environments for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Students dated September 16, 2016).

- Hold a wrap-around meeting to include with a school administrator, parent(s) or guardian(s), student, and potentially other appropriate school personnel (i.e. counselor, school social worker, school psychologist, etc.) and/or outside family, therapist, doctors, etc. However, in situations where educators are aware parental knowledge might threaten the student's safety and/or welfare parent(s) or guardians(s) may be excluded. The overall goal is to ensure the safety, comfort, and healthy development of all students, including transgender and GNC (gender non-conforming) students, while minimizing exclusion and stigmatization (per the State Board of Education Statement and Guidance on Safe and Supportive Learning Environments for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Students dated September 16, 2016).
- All individual situations will be handled on a case-by-case basis and records of wrap-around meetings shall be confidential. Only the student and parent(s) or guardian(s) attending the meeting administrators, counselors, social workers, psychologists and necessary school personnel will have access to information recorded from such a meeting.

Per the Michigan State Board of Education Statement and Guidance on Safe and Supportive Learning Environments for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Students, "If a student's asserted gender identity is not genuine, the establishment of the above mentioned plan will assist school officials with identifying an individual claiming false gender identify for improper purposes. Such matters should be addressed immediately, according to disciplinary procedures."

## **Secondary Handbook Bathroom Protocol, DRAFT B**

Hartland Consolidated Schools believes all students have a fundamental right to be comfortable while using the restroom. It is important to note that Title IX and district policies protect all students from harassment. It is the position of Hartland Consolidated Schools that students have the right to be treated equally and fairly, free from discrimination, harassment, and bullying based on their real or perceived sexual orientation, gender identity, and gender expression. This commitment to equal and fair treatment includes transgender and gender nonconforming (GNC) students, and applies to all district operations, programs, and activities. Therefore, the following procedures are in place to ensure all student rights are protected.

Restrooms are a place where students should have a reasonable expectation of privacy. Restrooms will be designated with appropriate signage for use either based on an individual's biological sex, or as gender neutral.

For a variety of reasons, a student may have concerns about privacy or comfort when using a restroom with other students. Any student who has a need or desire for increased privacy, regardless of underlying reasons, has the right to access any gender-neutral restroom.

Additionally, to ensure compliance with federal law allowing transgender students to use the restroom with which they identify, the following step must be completed prior to allowing students to use a restroom different from their biological anatomy as recorded on their birth certificate (per the State Board of Education Statement and Guidance on Safe and Supportive Learning Environments for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Students dated September 16, 2016).

- Hold a wrap-around meeting to include a school administrator, parent(s) or guardian(s), student, and potentially other appropriate school personnel (i.e. counselor, school social worker, school psychologist, etc.) and/or outside family, therapist, doctor, etc.

Per the Michigan State Board of Education Statement and Guidance on Safe and Supportive Learning Environments for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Students, "If a student's asserted gender identity is not genuine, the establishment of the above mentioned plan will assist school officials with identifying an individual claiming false gender identity for improper purposes. Such matters should be addressed immediately, according to disciplinary procedures."

## Secondary Handbook Bathroom Protocol, Option C

Hartland Consolidated Schools believes all students have a fundamental right to be comfortable while using the restroom. It is important to note that Title IX and district policy 5517 policies protect all students from harassment. It is the position of Hartland Consolidated Schools that students have the right to be treated equally and fairly, free from discrimination, harassment, and bullying based on their real or perceived gender expression. This commitment to equal and fair treatment includes transgender and gender nonconforming (GNC) students, and applies to all district operations, programs, and activities. ~~Therefore, the following procedures are in place to ensure all student rights are protected.~~

Restrooms are a place where students should have a reasonable expectation of privacy and safety. Restrooms will be designated with appropriate signage for use either based on an individual's biological sex, or as gender neutral.

For a variety of reasons, a student may have concerns about privacy or comfort when using a restroom with other students. Any student who has a need or desire for increased privacy, regardless of underlying reasons, has the right to access any gender-neutral restroom.

Additionally, ~~To ensure all student's rights are protected and to maintain~~ compliance with federal law allowing transgender students to use the restroom with which they identify, the following step must be completed prior to allowing students to use a restroom different from their biological anatomy as recorded on their birth certificate (per the State Board of Education Statement and Guidance on Safe and Supportive Learning Environments for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Students dated September 16, 2016).

- Provide an altered birth certificate indicating the students preferred gender.
- ~~Hold~~ A wrap-around meeting(s) to include a school administrator, parent(s) or guardian(s), student, and ~~possibly~~ potentially other appropriate school personnel (i.e. counselor, school social worker, school psychologist, etc) and/or outside family, therapist, doctors, etc.

Per the Michigan State Board of Education Statement and Guidance on Safe and Supportive Learning Environments for Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Students, "if a student's asserted gender identity is not genuine, the establishment of the above mentioned plan will assist school officials with identifying an individual claiming false gender identify for improper purposes. Such matters should be addressed immediately, according to disciplinary procedures."

The Superintendent may grant an exemption to the requirement that a student must provide an altered ~~corrected~~ birth certificate if the parent/guardian/student satisfactorily demonstrates that providing an altered ~~corrected~~ birth certificate would pose an unnecessary hardship or undue burden on a case-by-case basis. This may be shown, for example, but not by limitation, based on the excessive cost of the administrative burden of obtaining an altered ~~corrected~~ birth certificate. ~~The Superintendent shall promptly notify the Board of any request for such exemption and whether the request was granted within five school days.~~



Book	Policy Manual
Section	6-17-24 DISCUSSION
Title	NON-REEMPLOYMENT OF THE SUPERINTENDENT
Code	po1241
Status	
Legal	M.C.L. 380.1229
Adopted	January 28, 2008
Last Revised	May 29, 2012

#### 1241 - **NON-REEMPLOYMENT OF THE SUPERINTENDENT**

The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. It shall meet that obligation by retaining only a highly-qualified person as Superintendent for this District.

If the services of the Superintendent are found to be unsatisfactory to the Board, s/he shall be notified by the President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified in writing by the President, as approved by the Board of its decision not to extend his/her services shall be given at least ninety (90) days before the expiration of the contract, in accordance with State law.

The Board may non-renew the Superintendent's contract, with or without cause and with or without prior notice, provided it votes on non-renewal and provides written notice of the non-renewal at least ninety (90) days prior to expiration date of the contract. Failure to take timely action or give timely notice will result in renewal of the contract for an additional year.

The Board may choose whether to extend the contract for an additional year during the term of the contract, in accordance with the terms of the contract.

The contract of the Superintendent may be terminated during its term for cause. The Superintendent shall be entitled to notice of the reasons and a reasonable opportunity to address the Board prior to any vote on termination of the contract.

**M.C.L.380.1229a (applies to state superintendent position, not local superintendent)**

**The board shall not offer a contract for a person as superintendent, or extend the contract of a superintendent, within 6 months before a general election at which board members are elected or within 2 months after a general election at which board members are elected. The board shall not offer a contract for employment of a superintendent of public instruction in excess of 3 years and shall not extend a contract in increments of more than 1 year. This subsection does not prohibit the board from employing an interim superintendent at any time there is a vacancy.**

Revised 5/23/11

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School Bond Qualification and Loan Program  
School Loan Revolving Fund  
Bureau of Bond Finance  
Michigan Department of Treasury  
430 W. Allegan  
Lansing, MI 48922

**ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION**  
For Participation in the School Bond Qualification and Loan Program

Legal Name of School District Hartland Consolidated Schools	District Code No. 47-060	County Livingston County
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**CERTIFICATE**

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the 22nd day of July, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of July, 2024.

\_\_\_\_\_  
(Type or Print Name of Secretary)

\_\_\_\_\_  
(Signature of Secretary)

\_\_\_\_\_  
(Type or Print Name of Treasurer, Board of Education)

\_\_\_\_\_  
(Signature of Superintendent of Schools)

**RESOLUTION**

A meeting was called to order by \_\_\_\_\_, President.

Present: Members \_\_\_\_\_

Absent: Members \_\_\_\_\_

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

and supported by Member \_\_\_\_\_

WHEREAS:

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.

2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2024)	9.49	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2024		\$ 10,007,528.27
Estimated amount to borrow from or repay to the SBLF and/or SLRF		(1,897,818.00)
Estimated accrued interest		500,376.41
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2025		\$8,610,086.68

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Chief Financial Officer is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

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Nayes: Members

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# Hartland Consolidated Schools

Updated 5-23-24

## Classroom Evaluation Form

## Summative Evaluation Form

**Teacher:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Subject or Grade:** \_\_\_\_\_ **Time In:** \_\_\_\_\_ **Time Out:** \_\_\_\_\_

Evaluations are based on formal and informal observations throughout the year. All comments for this evaluation will be found as an attachment.

**Instruction:**

	S	FA	US	NO
A. Knowledge of subject matter				
B. Use of lesson plans and learning targets				
C. Challenges students and promotes higher level thinking				
D. Engages pupils in solving problems				
E. Conducts discussions to encourage pupils to express ideas accurately and completely				
F. Helps to develop desirable work and study habits				
G. Makes clear assignments and direction with ample time allotment				
H. Uses a variety of methods in presenting subject matter				
I. Evidence of assessment both formative and summative				
J. Recognition and accommodation of student emotional, social and academic needs				

40% of Summative

**GRASP Goal:**

	S	FA	US	NO
Evidence of student growth through use of a GRASP Goal				

**GRASP Goal Approved on:** \_\_\_\_\_ 20% of Summative

**Management:**

	S	FA	US	NO
A. Accuracy and punctuality in clerical work				
B. Responsibility regarding duties and routines				
C. Classroom control and management				
D. Physical appearance of classroom				
E. Use and care of equipment				

20% of summative



# Hartland Consolidated Schools

Updated 5-23-2024

## Summative Evaluation Worksheet

**Teacher:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Subject or Grade:** \_\_\_\_\_

Evaluations are based on formal and informal observations throughout the year. All comments for this evaluation will be found as an attachment.

E= Effective      D= Developing      NS= Needing Support      NO= Not Observed

Instruction: 40% of Summative	E3 pts	D2 pts	NS1 pt	NO3 pts
A. Knowledge of subject matter				
B. Use of lesson plans and learning targets				
C. Challenges students and promotes higher level thinking				
D. Engages pupils in solving problems				
E. Conducts discussions to encourage pupils to express ideas accurately and completely				
F. Helps to develop desirable work and study habits				
G. Makes clear assignments and direction with ample time allotment				
H. Uses a variety of methods in presenting subject matter				
I. Evidence of assessment both formative and summative				
J. Recognition and accommodation of student emotional, social, and academic needs				
<b>Points per Category = 3 for Effective/Not Observed, 2 for Developing, and 1 for Needing Support</b>	0	0	0	0
<b>Total Points for Instruction Domain</b>	0			
<b>Total Possible out of 30 for Instruction, Divided by 10 = Score</b>	0			

Student Growth: 20% of Summative		GRASP Goal Approved on:		E3 pts	D2 pts	NS1 pt	NO3 pts
Evidence of student growth through use of a GRASP Goal							
<b>Points per Category = 3 for Effective/Not Observed, 2 for Developing, and 1 for Needing Support</b>							
<b>Total Points for Student Growth Domain</b>				0			
<b>Total Possible out of 3 for Student Growth, Divided by 1= Score</b>				0			

Management: 20% of Summative		E3 pts	D2 pts	NS1 pt	NO3 pts
A. Accuracy and punctuality in clerical work					
B. Responsibility regarding duties and routines					
C. Classroom control and management					
D. Physical appearance of classroom					
E. Use and care of equipment					
<b>Points per Category = 3 for Effective/Not Observed, 2 for Developing, and 1 for Needing Support</b>					
<b>Total Points for Management Domain</b>		0	0	0	0
<b>Total Possible out of 15 for Student Growth, Divided by 5= Score</b>		0			

Personal/Professional Qualities: 20% of Summative		E3 pts	D2 pts	NS1 pt	NO3 pts
A. Enthusiasm					
B. Adaptability					
C. Judgment					
D. Appearance (dress & grooming)					
E. Poise, Self Confidence, and Self Control					
F. Alertness					
G. Parent Relationships					
H. Professional Relationships					
I. Attendance					
J. Professional Development					
<b>Points per Category = 3 for Effective/Not Observed, 2 for Developing, and 1 for Needing Support</b>					
<b>Total Points for Personal/Professional Qualities Domain</b>		0	0	0	0
<b>Total Possible out of 30 for Student Growth, Divided by 10= Score</b>		0			

**Final Summative Domain Calculation**

Instruction = Total Points X 40%	0
Student Growth = Total Points X 20%	0
Management = Total Points X 20%	0
Personal/Professional Qualities = Total Points X 20%	0
Summative Score	0

End of Year Summative Evaluation Rating: To be completed on Summative Evaluation Only, using the Summative Evaluation Worksheet. **Note:** This is just the summative score, see Summative Evaluation form for further instructions on final Summative Rating.

\_\_\_\_\_  
 Evaluator Signature                      Date

Signature by teacher signifies receipt of the Summative Evaluation Worksheet only.

\_\_\_\_\_  
 Teacher Signature                      Date



**MASB**  
MICHIGAN ASSOCIATION  
OF SCHOOL BOARDS

**INFO@MASB.ORG | MASB.ORG | 517.327.5900**  
**1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249**

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Dear President Glabach and Members of the Board of Education:

Please accept this proposal for strategic planning services. The Michigan Association of School Boards (MASB) would consider it an honor to assist the Hartland Consolidated Schools Board of Education in the development of your next strategic plan.

More and more board members are asked to solve complex district problems, cut budgets and elevate teaching and learning; all with shrinking funds. Often times, the best decision is the most difficult one and having a strategic plan by which to guide you can make all the difference.

The key to MASB's success is paramount: we're committed to serving boards of education. Why should this matter to you?

MASB's commitment to serving boards of education, and by extension communities, means that we won't stop working until Hartland Consolidated Schools has a strategic plan to guide the District through the next 3-5 years.

MASB is familiar with the unique needs of Hartland Consolidated Schools and will work closely with the Board to customize a process that engages all stakeholders.

MASB's facilitators have extensive experience in strategic planning; specifically with public school districts. This translates to a process designed to address the many lessons learned over the years regarding areas like: retreat team composition, stakeholder outreach, and implementation obstacles.

Like your district, MASB is dedicated to continuous improvement and has added an implementation component to its planning process to better serve the changing needs of districts.

We hope to have the opportunity to work with you and the Hartland Consolidated Schools community to develop a plan that ultimately prepares your students for their future. Please know that when you hire MASB, you hire an entire association of professional staff. Don't hesitate to contact me should you require additional information prior to making this important decision.

Most sincerely,

Debbie Stair, Assistant Director of Leadership Development  
O: 517.327.5904 | C: 248.770.2752 | dstair@masb.org

### TIMELINES

A comprehensive strategic planning process can be completed in 3-4 months. The proposed timeline will be developed to best suit the needs of the District. Beginning the strategic planning process soon will provide the greatest opportunity to impact the 2024-25 school year and beyond.

### ***Cost***

The cost for the strategic planning process with MASB facilitating the total process including the completion of the input process and summary, described in this proposal is \$10,825.40 inclusive of all expenses (i.e. mileage, meals, overnights, etc.). Fifty-percent of the total fee is due upon signing of the agreement and the remainder is due at the end of the process.

This proposal is good for 6 months from the date provided.

### ***Questions***

For questions about this proposal or the Data-based Strategic Planning Process, please contact:

Debbie Stair  
Assistant Director of Leadership Development  
517-327-5904  
dstair@masb.org



for HCS



**MASB**  
MICHIGAN ASSOCIATION  
OF SCHOOL BOARDS

**INFO@MASB.ORG | MASB.ORG | 517.327.5900**  
**1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249**

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***Proposal for Data-Based  
Strategic Planning Services***  
***For***

Prepared by Debbie Stair  
Assistant Director of Leadership Development  
July 9, 2024

## ***Strategic Planning Process***

School districts today are challenged to do more than ever before with scarce resources so planning for the future is more important than ever. MASB's Data-based Strategic Planning Process will address three key questions for your district:

- ➔ **Where is the District now?**
- ➔ **Where is the District going?**
- ➔ **How will the District get there?**

Data-based Strategic Planning establishes priorities, focuses energy and resources, strengthens operations and ensures all stakeholders are working toward the achievement of common goals for the District.



## ***Why Michigan Association of School Boards?***

MASB has facilitated strategic planning processes and goal-setting processes with over 100 school districts. Our facilitators have extensive experience in strategic planning as well as backgrounds in education and/or board service. These dual competencies uniquely position MASB to customize a strategic planning process that 'fits' your district.

The following key assumptions are made when we propose when partnering with a school district to facilitate a strategic planning/renewal process:

The process must be customized to align with the district's specific needs and incorporate current plans and processes

Board of Education members must be an integral part of the process – providing input, support and commitment

The process must be transparent and inclusive of all stakeholders



Quantitative data must be used with perceptive data to guide the district in identifying priority goals/strategies

The process must include development/renewal of the vision, mission and belief statements

The strategic plan must guide allocation of all District resources

The process must include a framework to ensure implementation and evaluation

### ***Deliverables***

MASB's Data-based Strategic Planning Process includes:

A pre-planning session with the Superintendent

A facilitated conversation with the Board of Education and District Administrators to gain input

Up to six face-to-face focus group input sessions with stakeholders. i.e. staff, parents, community members, etc.

One virtual focus group for all stakeholders

A summary and analysis of stakeholder input (qualitative/perceptual data)

Educational data report (quantitative data) including 5-year district trend data comparing the District with five reference districts and state averages

Planning and facilitation of strategic planning retreat for approximately 40 planning team members

Planning and facilitation of implementation workshop with key staff

Written documentation summary of the planning process

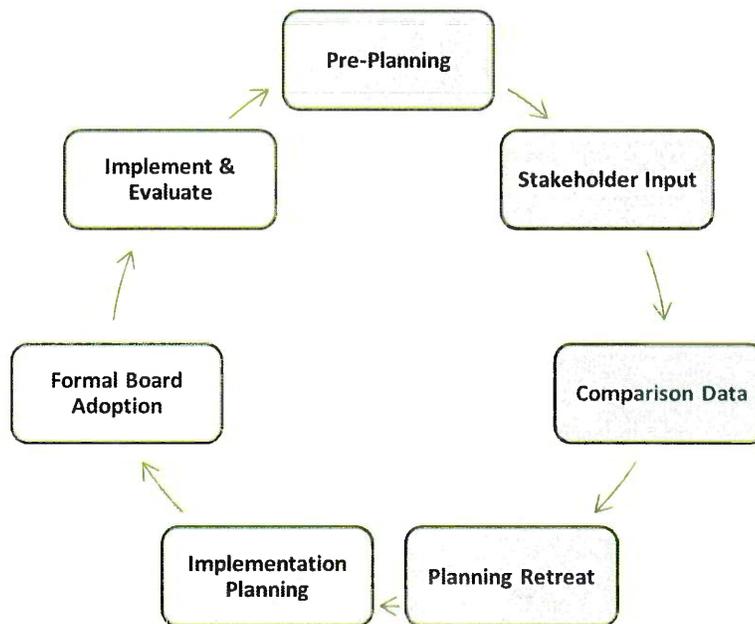
An executive summary of the strategic plan

Recommendations for development of a board monitoring calendar

Templates for a press releases and communications



## *Fundamentals of the Process*



### PRE-PLANNING

The pre-planning phase begins with a brief presentation at a regularly scheduled Board of Education meeting if desired. A work session will be scheduled with the Board and the Administration as well to review the strategic planning process and to provide opportunity for input.

### COMMUNITY AND STAFF INPUT

Staff, community, student and parent input will be gathered through focus group sessions as well as an electronic collector. The survey instrument will be administered by MASB, ensuring that all responses are anonymous.

Input questions are open-ended by design and focus on:

- Strengths of the district
- Opportunities for improvement
- Barriers to implementation
- Vision for the district



### EDUCATIONAL DATA REPORT

Trend and comparison data will be provided and explored. This includes:

- Student Enrollment and Demographics
- Student Learning
- Financial
- Personnel

The data will be compared to state averages as well as five reference districts to be chosen by the Board and Superintendent.

### STRATEGY FORMULATION

Strategy formulation occurs at the facilitated Strategic Planning Team Retreat. An 8-hour strategic planning team retreat generally includes:

- Environmental Scan
- Review current status/progress of district
- Develop/renew/review vision, mission and beliefs
- Review educational data audit summary
- Review stakeholder input summary
- Identify key strategic goal areas
- Identify 12-18 month priorities for each strategic goal
- Develop goal statements
- Communicate plan for implementation and process forward

The planning team varies but most often consists of board members, superintendent, select administrators and representatives from teachers, staff, students and community. MASB will work closely with the District to ensure the diversity of stakeholder groups is represented.

### IMPLEMENTATION/EVALUATION

MASB provides facilitation of an implementation workshop with key staff members and school improvement team leaders as well as recommendations for the implementation of the strategic plan. The implementation plan will include timelines and a Board monitoring calendar. The Superintendent and key staff will be responsible for carrying out plan implementation.





## Operations Department

**Matt Marino, Director of Operations**

9525 Highland Rd

Howell, MI 48843

Phone: 810-626-2189

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

Date: July 3, 2024  
To: Chuck Hughes  
Cc: Rachel Bois  
From: Matt Marino  
Subject: Building 51 Playground Equipment

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I met with Carol Hayes and Jessica Pasienza at the day care as they are interested in purchasing new playground equipment for Building 51. We reviewed the playground site, and we reviewed what types of equipment might be best for their playground. They selected a piece of equipment that will serve their facility's needs for many years.

I recommended this manufacturer because of their quality products, they already have equipment in our district, and have local representatives for ease of service.

The equipment is available via our Omnia Partners Consortium in which bidding was already performed. Once the order is placed, the manufacturer is estimating 6-8 weeks to receive the product and then 2-3 days for installation.

**Sinclair Recreation: \$35,997.93**  
**Game Time Equipment – XS15300 Link's Quest**



A PLAYCORE Company

GameTime c/o Sinclair Recreation  
 176 E Lakewood Blvd  
 Holland, MI 49424  
 Ph: 800-444-4954  
 Fax: 616-392-8634

06/14/2024  
 Quote #  
 105688-01-06

## 51 Building- Link's Quest - Play Proposal - Option Two

Hartland Consolidated School District  
 Attn: Matt Marino  
 51 Building, 10235 School St.  
 Hartland, MI 48353  
 Phone: 810-626-2185  
 mattmarino@hartlandschools.us

Ship to Zip 48843

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - XS15300 Link's Quest	\$25,728.00	\$25,728.00
		(1) 26058 -- 3 Way X-Pod Step		
		(1) 26064 -- Dna Climbing Wall Attachment		
		(1) 26065 -- Hang Out Wall		
		(1) 26066 -- Laced Climbing Wall Attachment		
		(1) 26071 -- Symmetric Climbing Wall Attachment		
		(1) 26078 -- Arched Loop Ladder Overhead		
		(1) 26088 -- Tri Ladder		
		(1) 26089 -- Astrol Rail		
		(2) 26091 -- Single Link Cross Beam		
		(10) 26094 -- Triangular Shroud		
		(1) 26151 -- Therapeutic Rings (Link)		
		(1) 36018 -- Wide End Balance Beam		
		(2) 36082 -- Free Standing X-Pod Step		
1	INSTALL	GameTime - Removal and disposal of existing equipment- Includes removal and disposal of whirl, dome, car climber, freestanding arch climber, and parallel bars. Includes removing and relocating existing playcurbs to expand struture area.	\$8,525.00	\$8,525.00
1	INSTALL	GameTime - Installation of new equipment and playcurbs	\$7,250.00	\$7,250.00
25	4862	GameTime - 12" Playground Border	\$83.00	\$2,075.00
1	4863	GameTime - Curb Border End Cap	\$73.00	\$73.00
Contract: OMNIA #2017001134			<b>Sub Total</b>	<b>\$43,651.00</b>
			<b>Discount</b>	<b>(\$9,348.48)</b>
			<b>Freight</b>	<b>\$1,695.41</b>
			<b>Total</b>	<b>\$35,997.93</b>

### Comments

Price does not include supply or installation of engineered wood fiber safety surfacing.

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. **A 2.5% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD.**

