HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING – BOARD OF EDUCATION
Hartland Educational Support Service Center
June 17, 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 items.
  1. Approval of Minutes – May 13, 2024 Regular Meeting
  2. Payment of Invoices
  3. Call for July Organizational Meeting (July 22, 2024)
  4. New Hires
- D. Superintendent's Report
  - Introduction of Top Ten-Class of 2024 (James Fitzgerald)
  - New Hire Introductions
  - Budget Hearing – 2024-25 Budget
- 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. 2024-2025 Parent/Student Handbooks
- B. New & Revised Policies #1240, #6350, #6520, #8800
- C. Food Service Equipment and Kitchen Upgrades
- D. Board Policy #4120 – Employment of Support Staff
- E. Building Furniture Purchases (2020 Bond)
- F. 2023-24 Budget Amendments
- G. General Appropriations Act Resolution – 2024-2025 Budget

III. Discussion Items
- A. Revised Policy #1241

IV. Information Items
- A. Future Meetings: July 22, 2024 (proposed), organizational meeting, 6:30 p.m., Boardroom, Hartland Educational Support Service Center
- B. Information Items

V. Closed Session: Superintendent Evaluation Discussion

VI. Superintendent Evaluation Rating

VII. Adjournment

HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING
BOARD OF EDUCATION
JUNE 17, 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 June 17, 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 June 17, 2024 regular meeting be approved.
Motion by _____, supported by _____. _____
Gogoleski: _____, Shaw: _____, Coleman: _____, Costa: _____, Keller: _____, Blondeel: _____, Glabach: _____

1. APPROVAL OF MINUTES – MAY 13, 2024
   (Recommended action): That the minutes of the May 13, 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 May 31, 2024, and the payment of invoices totaling $2,534,256.26 and payroll obligations totaling $3,992,911.37.
3. CALL FOR JULY ORGANIZATIONAL MEETING
   (Recommended action): That the Board of Education set the July organizational meeting for July 22, 2024 as discussed.
4. 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.

I.D. SUPERINTENDENT'S REPORT
- Introduction of Top Ten-Class of 2024 (James Fitzgerald)
- New Hire Introductions
- Budget Hearing 2024-2025

I.E. CALL TO THE PUBLIC

I.F. COMMITTEE & BUILDING REPORTS

II.A. 2024-2025 PARENT/STUDENT HANDBOOKS

(Recommended action): That the Board of Education, upon the recommendation of the Board President, and the Assistant Superintendent of Personnel & Student Services, approves the Secondary Parent/Student Handbook changes - with Restroom Use Protocol *(Draft A or B)*, and the Intermediate and Elementary Parent/Student Handbook changes for the 2024-2025 school year as presented.

Motion by _____, supported by _____. _____

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

II.B. NEW & REVISED POLICIES *(SEE ALTERNATE RESOLUTION BELOW)*

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, approves revised policy #1240: Evaluation of the Superintendent as presented.

Motion by _____, supported by _____. _____

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

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, approves new policy #6350: Prevailing Wage as presented.

Motion by _____, supported by _____. _____

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

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, approves revised policy #6520: Payroll Deductions as presented.

Motion by _____, supported by _____. _____

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

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, approves revised policy #8800: Religious/Patriotic Ceremonies and Observances as presented.

Motion by _____, supported by _____. _____

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

ALTERNATE RESOLUTION

(Recommended action): 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.

Motion by _____, supported by _____. _____

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

II.C. FOOD SERVICE EQUIPMENT AND KITCHEN UPGRADES

(Recommended action): 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.

Motion by _____, supported by _____. _____

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

II.D. BOARD POLICY #4120 – EMPLOYMENT OF SUPPORT STAFF

(Recommended action): 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.

Motion by _____, supported by _____. _____

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

II.E. BUILDING FURNITURE PURCHASES (2020 BOND)

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Director of Operations, approves the furniture purchases for Village and Legacy as presented.

Motion by _____, supported by _____. _____

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

II.F. 2023-2024 BUDGET AMENDMENTS

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Chief Financial Officer, approves the 2023-24 budget amendments as presented.

Motion by _____, supported by _____. _____

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

II.G. GENERAL APPROPRIATIONS ACT RESOLUTION – 2024-2025 BUDGET

(Recommended action): 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.

Motion by _____, supported by _____. _____

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

III.A. REVISED POLICY #1241: NON-REEMPLOYMENT OF THE SUPERINTENDENT

For discussion

IV.A. FUTURE MEETINGS

July 22, 2024, 6:30 p.m., Regular, Boardroom, Hartland Educational Support Service Center

IV.B INFORMATION ITEMS

V. CLOSED SESSION: SUPERINTENDENT EVALUATION DISCUSSION

(Recommended action): That the Board of Education, upon the request of the Superintendent and the recommendation of the Board President, enters into Closed Session to discuss the Superintendent evaluation.

Motion by _____, supported by _____. _____

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

VI. SUPERINTENDENT EVALUATION RATING

(Recommended action): That the Board of Education rates Superintendent Hughes' 2023-2024 evaluation as _____.

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

VII. ADJOURNMENT

Hartland Consolidated Schools
Regular Meeting-Board of Education Minutes- PROPOSED
May 13, 2024

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, C. Briskey, M. Cheney, J. Fitzgerald, M. Frasier. B. Hassler, J. Guss, D. Hottum, T. Ureche, C. Chanavier, JD Wheeler, N. Conley
Guests:	C. Hall, D. Donakowski, T. Williams, K. Wabel, A. Yarber, S. Lewis, M. Day, J. Tucker, L. Bergkoetter, L. McFarland, AM. Yarber, E. Dennis. B. Laibly, K. Raap, S. Miklos, L. Moore, L. Parsons, J. Cooper, S. Cooper, B. Tonkovich, J. Allen, J. Scott, A. Yarber, L. Firek, R. Shrier, K. Lyke, D. Wholihan, D. VanAuker

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.

5/13/24 AGENDA APPROVED

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

Motion by Gogoleski, supported by Blondeel, to add a discussion item regarding board meeting recordings.
Gogoleski: yes, Shaw: no, Coleman: yes, Costa: no, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 5-2.

5/13/24 CONSENT AGENDA APPROVED

Motion by Coleman, supported by Costa, that the Consent Agenda for the May 13, 2024 regular meeting be approved.
Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 7-0.

4/15/24 MINUTES APPROVED
That the minutes of the April 15, 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 April 30, 2024, and the payment of invoices totaling $2,525,855.28 and payroll obligations totaling $3,854,648.99.

SUPERINTENDENTS REPORT

Superintendent Hughes discussed that we are streaming meetings via YouTube now instead of Zoom. Superintendent Hughes reviewed that the board goals were established in July/August and his practice of putting information out regularly to the community and the Board toward these goals. He then reviewed the evidence of effort throughout the year.

CALL TO THE PUBLIC

Members of the public addressed the Board.

LESA BUDGET

Motion by Shaw, supported by Costa, that the Board of Education, upon the recommendation of the Superintendent, approves the LESA 2024-25 budget as presented.
Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 7-0.

SPECIAL EDUCATION MILLAGE RENEWAL

Motion by Costa, supported by Coleman, that the Board of Education, upon the recommendation of the Superintendent, approves the Special Education Millage Renewal as presented.
Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 7-0.

LESA PARENT ADVISORY COMMITTEE REPRESENTATIVES

Motion by Coleman, supported by Shaw, that the Board of Education, upon the recommendation of the Superintendent and the Director of Special Education, appoints Sarah Lewis and Angela Workman as the Hartland Consolidated Schools' representatives to the LESA Parent Advisory Committee for a 3-year term.
Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 7-0.

DISTRICT RADIO UPGRADES

Motion by Shaw, supported by Coleman, that the Board of Education, upon the recommendation of the Superintendent and the Director of Operations, approves the District Radio Upgrades as presented.
Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 7-0.

COMPUTER REPLACEMENT PURCHASE (2020 BOND)

Motion by Coleman, supported by Costa, that the Board of Education, upon the recommendation of the Superintendent and the Technology Director, approves the computer purchase as presented.
Gogoleski: yes, Shaw: yes, Coleman: yes, Costa: yes, Keller: yes, Blondeel: yes, Glabach: yes
Motion carried 7-0.

2024-25 PARENT/STUDENT HANDBOOKS

Mr. VanEpps talked about the process of collecting information/changes from building principals to bring more transparency for parents. This will be an action item for approval at the June Board meeting.

NEW & REVISED POLICIES

The Board discussed new and revised policies: po1240: Evaluation of the Superintendent (Revised), po6350: Prevailing Wage (New), po6520: Payroll Deductions (Revised), po8800: Religious/Patriotic Ceremonies and Observances (Revised). These will be action items for approval at the June Board meeting.

FOOD SERVICE EQUIPMENT AND KITCHEN UPGRADES

Rachel Bois talked about the recent RFPs for the needed kitchen equipment. This will be an action item for approval at the June Board meeting.

BOARD MEETING RECORDINGS

Mr. Gogoleski talked about improving the video and audio of board meeting recordings.

FUTURE MEETINGS

President Glabach noted that the next regular meeting will be held on June 17, 2024, at 6:30 p.m. in the Boardroom of the Educational Support Service Center.

INFORMATIONAL ITEMS

President Glabach reminded everyone that graduation is May 31st. She asked board members to check their calendars to confirm July 22nd for the Organizational meeting date.

CLOSED SESSION

Motion by Shaw, supported by Coleman, to enter into Closed Session to discuss the Superintendent's evaluation.
Gogoleski: no, Shaw: yes, Coleman: yes, Costa: yes, Keller: no, Blondeel: no, Glabach: yes
Motion carried 4-3.
The Board entered closed session at 8:38 p.m.

Due to the disruption from community members, the Board was unable to convene in Closed Session. President Glabach made the decision to adjourn the meeting.

ADJOURNMENT

The meeting was adjourned at 8:52 p.m.

Respectfully submitted,

Cindy Shaw
Board Secretary

Renee Braden
Recording Secretary

HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON JUNE 17, 2024
EXPENDITURES FOR THE MONTH OF MAY 2024

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
05/02/2024	A/P Check Run	$ 255,961.87	$ 2,164.14	$ 41,551.59	$ 3,697.20		$ 25,577.01	$ 328,951.81
05/10/2024	A/P Check Run	$ 601,312.34	$ 2,520.30	$ 29,422.13	$ 254,783.13		$ 40,610.16	$ 928,648.06
05/16/2024	A/P Check Run	$ 480,724 31	$ 12,889.30	$ 23,746.78	$ 15,805.00	$ 3,000.00	$ 16,312.33	$ 552,477.72
05/22/2024	A/P Check Run	$ 61,281.89	$ 1,335.25	$ 7,948.07	$ 27,961.69		$ 13,486.94	$ 112,013.84
05/31/2024	A/P Check Run	$ 169,881.03	$ 1,357.67	$ 30,325.81			$ 85,284.17	$ 286,848.68
05/31/2024	Void Checks	$ (708.15)	$ (1,075.00)					$ (1,783.15)
05/10/2024	Merchant Fees (Comm Ed)	$ 11,811.70						$ 11,811.70
05/31/2024	Bank fees	$ 3,657.46						$ 3,657.46
05/02/2024	EDUSTAFF - ACH	$ 4,632.68						$ 4,632.68
05/10/2024	EDUSTAFF - ACH	$ 131,346.40						$ 131,346.40
05/24/2024	EDUSTAFF - ACH	$ 137,262.84						$ 137,262.84
05/31/2024	SOCCER REFS	$ 2,415.00						$ 2,415.00
05/21/2024	ARBITER - REF DEPOSIT	$ 4,000.00						$ 4,000.00
05/24/2024	ARBITER - REF DEPOSIT	$ 3,000.00						$ 3,000.00
05/28/2024	PNC VISA - ACH	$ 28,973.22						$ 28,973.22
TOTAL		**$ 1,895,552.59**	**$ 19,191.66**	**$ 132,994.38**	**$ 302,247.02**	**$ 3,000.00**	**$ 181,270.61**	**$ 2,534,256.26**

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
5/10/2024	5/10/2024 PAYDATE	$ 854,094.52	$ 293,143.52	$ 44,472.27	$ 496,674.74	$ 50,842.56	$ (24,418.32)	$ 1,714,809.29
5/24/2024	5/24/2024 PAYDATE	$ 822,803.37	$ 289,900.01	$ 42,974.89	$ 521,602.22	$ 47,680.46	$ (24,618.32)	$ 1 700,342.63
5/24/2024	MAY UAAL				$ 521,755.80			$ 521,755.80
MAY HEALTH EQUITY CLAIMS							$ 56,003 65	$ 56,003.65
TOTAL		**$ 1,676,897.89**	**$ 583,043.53**	**$ 87,447.16**	**$ 1,540,032.76**	**$ 98,523.02**	**$ 6,967.01**	**$ 3,992,911.37**

SCHOOL BOARD MEETING DATES
2024-25

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 Note: 2nd Monday due to May 19 being the last week of school

Monday, June 16, 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.

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:

New Hire
June 17, 2024

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

RESUME'

NAME:	**Laura Bosak**
EDUCATION:	**M.A., University of St. Joseph, 2013** **M.A., Westfield State College, 2008** **B.S., Michigan State University, 2002**
MAJOR:	**Elementary Ed and Child Development**
MINOR:	
CERTIFICATIONS:	**Standard Teaching Certificate with endorsements in (ZG) K-8 all subjects, (ZA) PK-K and (BX) K-8.**
EXPERIENCE:	**Since August of 2023 Laura has been teaching kindergarten for Walled Lake Consolidated Schools. From 2015 – 2023 Laura taught kindergarten and second grade at Pine Lake Preparatory in Mooresville, NC. From 2003 -2014 Laura taught kindergarten and third grade at South Windsor Public Schools in South Windsor, CT**
SALARY STEP:	**MA, Step 6**
ASSIGNMENT:	**Kindergarten at Lakes Elementary School**

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Laura Bosak for the 2024-2025 school year, at the Step 6, MA salary tract, ($69,567), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 17, 2024

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

RESUME'

NAME:	Connor Collins
EDUCATION:	B.A., Hope College - 2021
MAJOR:	Special Education
MINOR:	Secondary English
CERTIFICATIONS:	Standard Teaching Certificate with endorsements in (BA) 6-12 and (SM) K-12.
EXPERIENCE:	Connor has been teaching Special Education at Fowlerville High School since August of 2023. He taught Special Education at Saline High School for one year beginning in August of 2022 and at Petoskey High School for one year beginning in September of 2021.
SALARY STEP:	BA, Step 4
ASSIGNMENT:	Special Education at Hartland High School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Connor Collins for the 2024-2025 school year, at the Step 4, BA salary tract, ($51,876), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 17, 2024

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

RESUME'

NAME:	**Erika Gardner**
EDUCATION:	**B.A., Michigan State University - 2023**
MAJOR:	**Secondary Social Studies**
MINOR:	**Secondary Englisb**
CERTIFICATIONS:	**Standard Teaching Certificate with endorsements in (BA) 6-12 and (RX) 6-12.**
EXPERIENCE:	**In August of 2023 Erika started as a Teacher Intern at Northville High School in Northville. She taught 11th grade World History and 10th grade English. From October of 2022 through March of 2023 she was placed in a year-long assignment for 8th grade History at Haslett Middle School in Haslett.**
SALARY STEP:	**BA+20, Step 1**
ASSIGNMENT:	**Social Studies at Hartland High School**

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Erika Gardner for the 2024-2025 school year, at the Step 1, BA+20 salary tract, ($47,846), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 17, 2024

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

RESUME'

NAME:	**Erin Lessel**
EDUCATION:	**M.A., Oakland University - 2017**
MAJOR:	**Elementary Ed and Reading**
MINOR:	
CERTIFICATIONS:	**Professional Teaching Certificate with endorsements in (ZG) K-8 all subjects and (BR) K-12.**
EXPERIENCE:	**Erin has been teaching 1st through 3rd grades at Fenton Area Public Schools since August of 2020. From January 2013 until June of 2020 Erin taught lower elementary at Montessori Academy in Waterford.**
SALARY STEP:	**MA, Step 5**
ASSIGNMENT:	**Fifth Grade at Farms Intermediate School**

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Erin Lessel for the 2024-2025 school year, at the Step 5, MA salary tract, ($60,094), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 17, 2024

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

RESUME'

NAME: Dominic Meo

EDUCATION: B.A., Eastern Michigan University - 2017
M.A., Eastern Michigan University - 2020

MAJOR: English Literature & Writing and Children's Literature/Theater

MINOR:

CERTIFICATIONS: Interim Teaching Certificate with an endorsement in (BA) 6-12.

EXPERIENCE: Since 2021 Dominic has been teaching 8th grade ELA at Plymouth Scholars Charter Academy. He also served as a Library/Technology Specialist there. Since August of 2020 he is also an English instructor at Washtenaw Community College.

SALARY STEP: MA, Step 4

ASSIGNMENT: English at Hartland High School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Dominic Meo for the 2024-2025 school year, at the Step 4, MA salary tract, ($57,232), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 17, 2024

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

RESUME'

NAME:	**Danielle Moran**
EDUCATION:	**B.A., Michigan State University - 2021**
MAJOR:	**Mathematics and Ed Tech**
MINOR:	**ESL**
CERTIFICATIONS:	**Standard Teaching Certificate with endorsements in (ZG) K-8 all subjects, (NS) K-8 and (EX) K-8.**
EXPERIENCE:	**Danielle has been teaching 5th grade ELA and Social Studies since August of 2022 for the Conewago Valley School District in New Oxford, PA. From August 2021 until May of 2022 Danielle student taught for Chicago Public Scbools.**
SALARY STEP:	**BA+20, Step 3**
ASSIGNMENT:	**Third Grade at Creekside Elementary School**

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Danielle Moran for the 2024-2025 school year, at the Step 3, BA+20 salary tract, ($52,750), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 17, 2024

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

RESUME'

NAME: Amy Tennis

EDUCATION: B.A., University of Michigan, Flint, 1998

MAJOR: Music Education

MINOR:

CERTIFICATIONS: Professional Teaching Certificate with an endorsement in (JX) K-12.

EXPERIENCE: Since 2014 Amy has been the Band Director and the K-12 Fine Arts Coordinator at Carman-Ainsworth Community Schools in Flint. From 2009 through 2014 Amy was a substitute teacher through PESG. From 1998 to 2008 Amy was the Music Director at St. John Vianney Catholic School in Flint.

SALARY STEP: BA+30, Step 8

ASSIGNMENT: Band at Farms Intermediate School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Amy Tennis for the 2024-2025 school year, at the Step 8, BA+30 salary tract, ($69,567), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 17, 2024

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

RESUME'

NAME:	**Patrick Borg**
EDUCATION:	**Education Specialist, University of Michigan, Dearborn – 2020** **M.A., Eastern Michigan University – 2009** **B.S., Eastern Michigan University – 2000**
MAJOR:	**Special Education**
MINORS:	**History**
CERTIFICATIONS:	**School Administrator Certificate with an endorsement in (ES) K-12 and a Professional Teaching Certificate with endorsements in (ZG) K-8 all subjects, (SE) K-12 and (CC) K-8.**
EXPERIENCE:	**Since 2019 Patrick has been with Scranton Middle School in Brighton as Co-Principal/Lead Principal. From 2015 until 2019 Patrick was the Principal at White Lake Middle School in White Lake. From 2013 until 2015 Patrick was the Principal at Highland Elementary School in Highland. Patrick also held Assistant Principal assignments at Muir Middle School in Milford and Highland Middle School in Highland.**
SALARY STEP:	**Dean of Students, Step 5**
ASSIGNMENT:	**Dean of Students at Hartland High School**

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a two-year administrator contract to Patrick Borg beginning with the 2024-2025 school year, at the Step 5, Dean of Students salary tract, ($104,901), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
June 17, 2024

HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN

RESUME'

NAME:	Misty Gunn
EDUCATION:	Education Specialist, Oakland University – 2019 M.A., University of North Carolina at Greensboro – 2010 B.S., Western Michigan University – 2005
MAJOR:	Elementary Group Minors
MINORS:	Elementary Professional Education Science and Mathematics Teaching English
CERTIFICATIONS:	School Administrator Certificate with an endorsement in (ES) K-12 and a Professional Teaching Certificate with endorsements in (ZG) K-8 all subjects and (BA) K-8.
EXPERIENCE:	Since July of 2022 Misty has been with Grass Lake Community Schools as Principal at George Long Elementary School. From July of 2018 until July of 2022 Misty was the Assistant Principal at Beech Elementary School in Redford. Misty has also been a lead teacher with Pontiac City Schools and a K-12 District Data Specialist with Charlotte Public Schools.
SALARY STEP:	Elementary School Principal, Step 1
ASSIGNMENT:	Principal at Creekside Elementary School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a two-year administrator contract to Misty Gunn beginning with the 2024-2025 school year, at the Step 1, Elementary School Principal salary tract, ($107,600), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

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

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.

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 RESTROOM USE Protocol **DRAFT A**

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 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. 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):

- A Wrap-Around meeting to include a school administrator, parent(s) or guardian(s), student, and possibly 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 identity 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 a corrected birth certificate if the parent/guardian/student satisfactorily demonstrates that providing a 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 for obtaining a corrected birth certificate.

Secondary Handbook RESTROOM USE 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 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, 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."

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.

Category I	First Referral	Second Referral	Third Referral	Fourth Referral
• Inappropriate Language • Inappropriate Physical Contact • Failure to Follow Direction	• Verbal warning • Parent Contact • Possible detention	• Parent Contact • Detention	• Parent Contact • Possible Detention or Suspension as determined by administration	• Parent Contact • Possible Detention or Suspension as determined by administration
Category II	**First Referral**	**Second Referral**	**Third Referral**	**Fourth Referral**
• Insubordination/ Misconduct • Persistent Disobedience • Disrespect to School Personnel/Students • Disrupting the Educ. Process • Academic Dishonesty • Electronic Device Violation	• Parent Contact • Verbal Warning • Possible Detention • Possible Suspension • Restorative Practice	• Parent Contact • Possible Detention • Possible Suspension • Restorative Practice	• Parent Contact • 1-3 Day Out of School Suspension • Restorative Practice	• Parent Contact • 1-10 Day Out of School Suspension • Possible Expulsion Hearing • Restorative Practice
Category III	**First Referral**	**Second Referral**	**Third Referral**	**Fourth Referral**
• Hitting/Slapping/Kicking, etc • Bullying (Verbal/Cyber) • Theft • Vandalism	• Parent Contact • Detention • Possible Suspension • Restitution, if necessary • Restorative Practice	• Parent Contact • Possible 1-3 Day Out of School Suspension. • Restitution, if necessary • Restorative Practice	• Parent Contact • Possible 5-10 Day Out of School Suspension • Restitution, if necessary • Possible Expulsion Hearing • Restorative Practice	• Parent Contact • Possible 10 Day Out of School Suspension. • Restitution, if necessary • Possible Expulsion Hearing • Restorative Practice
Category IV	**First Referral**	**Second Referral**	**Third Referral**	**Fourth Referral**
• Physical Fighting • Dangerous/Threatening Behavior • Threatening Language • Lewd or Licentious Behavior • Tobacco/Vape	• Parent Contact • 1-5 Day Out of School Suspension • Possible Expulsion Hearing • Possible Contact w/LCSD • Restorative Practice	• Parent Contact • Possible 3-5 Day Out of School Suspension. • Possible Expulsion Hearing • Possible Contact w/LCSD • Restorative Practice	• Parent Contact • Possible 5-10 Day Out of School Suspension. • Possible Expulsion Hearing • Possible Contact w/LCSD • Restorative Practice	• Parent Contact • Possible 10 Day Out of School Suspension • Possible Expulsion Hearing • Possible Contact w/LCSD • Restorative Practice
Category V	**First Referral**	**Second Referral**	**Third Referral**	**Fourth Referral**
• Illegal Substances • Physical Assault • Harassment (All Types) • Weapon Possession	• Parent Contact • 5-10 Day Out of School Suspension • Expulsion Hearing • Referral/Contact with LCSD	• Parent Contact • 5-10 Day Out of School Suspension • Expulsion Hearing • Referral/Contact with LCSD	• Parent Contact • 10 Day Out of School Suspension • Expulsion Hearing • Administration Parent Contact • Referral/Contact with LCSD	• Parent Contact • 10 Day Out of School Suspension. • Expulsion Hearing • Administration Parent Contact

*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.

Attachment A

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.

Category I	First Incident	Second Incident	Third Incident	First Referral
• Inappropriate Physical Contact • Inappropriate Language • Failure to Follow Direction • Minor Misconduct • Indecency	• Verbal warning • Teacher calls home when appropriate	• Detention • Teacher calls home	• Detention • Teacher calls home	• Administration Parent Contact • Detention • Possible Suspension
Category II	**First Referral**	**Second Referral**	**Third Referral**	**Fourth Referral**
• Insubordination/Misconduct • Disrupting the Educ. Process • Academic Dishonesty • Disrespect to School Personnel/Students • Electronic Device Violation • Elopement	• Parent Contact • Verbal Warning • Possible Detention • Possible Suspension • Restorative Practice	• Parent Contact • Detention • Possible Suspension • Restorative Practice	• Parent Contact • 1-3 Day Out of School Suspension • Restorative Practice	• 1-10 Day Out of School Suspension • Possible Expulsion Hearing • Administration Parent Contact • Restorative Practice
Category III	**First Referral**	**Second Referral**	**Third Referral**	**Fourth Referral**
• Hitting/Slapping/Kicking, etc. • Bullying (Verbal/Cyber) • Theft • Vandalism • Threatening Language	• Parent Contact • Detention • Possible Suspension. • Restitution if necessary • Restorative Practice	• 1-3 Day Out of School Suspension • Restitution if necessary • Restorative Practice	• 5-10 Day Out of School Suspension • Restitution if necessary • Possible Expulsion Hearing • Restorative Practice	• 10 Day Out of School Suspension • Restitution if necessary • Expulsion Hearing • Restorative Practice
Category IV	**First Referral**	**Second Referral**	**Third Referral**	**Fourth Referral**
• Dangerous/Threatening Behavior • Physical Fighting • Lewd or Licentious Behavior • Tobacco/Vape	• 1-5 Day Out of School Suspension • Possible Expulsion Hearing • Possible Contact /LCSD • Restorative Practice	• 3-5 Day Out of School Suspension • Possible Expulsion Hearing • Possible Contact /LCSD • Restorative Practice	• 5-10 Day Out of School Suspension • Expulsion Hearing • Possible Contact /LCSD • Restorative Practice	• 10 Day Out of School Suspension • Expulsion Hearing • Possible Contact /LCSD • Restorative Practice
Category V	**First Referral**	**Second Referral**	**Third Referral**	**Fourth Referral**
• Illegal Substances • Physical Assault • Harassment (All Types) • Weapon Possession • Extreme Misconduct/Illegal Activity	• 5-10 Day Out of School Suspension • Expulsion Hearing • Referral/Contact with the LCSD	• 5-10 Day Out of School Suspension • Expulsion Hearing • Referral/Contact with the LCSD	• 10 Day Out of School Suspension. • Expulsion Hearing • Administration Parent Contact • Referral/Contact with the LCSD	• 10 Day Out of School Suspension. • Expulsion Hearing • Administration Parent Contact • Referral/Contact with the LCSD

*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.

Attachment A

May 13, 2024

MI LOCAL UPDATE OVERVIEW AND COMMENTS

VOLUME 38 NUMBER 2

Policy 1240 - Evaluation of the Superintendent (Revised)

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

Policy 6350 - Prevailing Wage (New)

This policy has been added because Michigan's Prevailing Wage Act has been restored.

Policy 6520 - Payroll Deductions (Revised)

This policy has been revised to reflect that districts can deduct union dues or services fees.

Policy 8800 - Religious/Patriotic Ceremonies and Observances (Revised)

The policy is revised to reflect the recent U.S. Supreme Court decision in Kennedy v. Bremerton School District in which the Court clarified the equal importance of and the interaction between the Constitution's two (2) First Amendment clauses pertaining to religious rights. The Bremerton decision reinforced employees' rights to the free exercise of religion such that a First Amendment analysis regarding district action (i.e., discipline or censorship) must consider whether the employee is exercising the staff members' free exercise rights. As a practical matter, the analysis remains unchanged; however, the Court clarified that the school district officials were not entitled to err on the side of avoiding a violation of the Establishment Clause. Revisions are recommended and if they are not adopted to articulate current law, a District can be exposed to a Constitutional challenge to the policy as facially invalid. Likewise, application of the concepts does require officials to apply the law as described in the policy revisions.

Book	Policy Manual
Section	5-13-24 DISCUSSION
Title	EVALUATION OF THE SUPERINTENDENT
Code	po1240
Status	
Adopted	January 28, 2008
Last Revised	June 6, 2016

1240 - **EVALUATION OF THE SUPERINTENDENT**

The Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. To carry out this responsibility, the Board will evaluate the Superintendent utilizing a rigorous, transparent, and fair performance evaluation system that does all of the following:

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

   A Superintendent rated highly effective prior to July 1, 2024 and/or effective after July 1, 2024 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 the Superintendent with relevant data on student growth.

C. Evaluates the Superintendent's job performance prior to July, 2024 as highly effective, effective, minimally effective or ineffective, and after July 1, 2024 as effective, developing, or needing support~~using multiple rating categories that take into account student growth and assessment data~~. Before the 2024-2025 school year,~~For the 2015 - 2016, 2016 - 2017 and 2017 - 2018 school years twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2018 - 2019 school year,~~ forty percent (40%) of the ~~annual~~ year-end evaluation shall be based on student growth and assessment data. Beginning with the 2024-2025 school year, twenty percent (20%) of the year-end evaluation shall be based on student growth or student learning objectives.

   For the Superintendent, the pertinent data is that of the entire School District.

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

   1. The effectiveness of the Superintendent, so thatthe Superintendent ~~s/he~~ is given ample opportunities for improvement.

   2. Retention and development of the Superintendent, including providing relevant coaching, instruction support, or professional development.

   3. Removing an ineffective Superintendent after the Superintendents~~/he~~ has 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, the~~The~~ 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 entire District:

1. The Superintendent's training and proficiency in conducting teacher performance evaluations if the Superintendents~~s/he~~ does so or the~~his/her~~ designee's proficiency and training if the Superintendent 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.

5. Beginning July 1, 2024, the portion of the evaluation that is not based on student growth 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, by the beginning of the 2016-2017 school year, 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.

G. T~~Beginning with the 2016-2017 school year, t~~he 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~~Beginning with the 2016-2017 school year~~:

1. P~~The District shall p~~rovide training to the Superintendent 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 by a district or by a consortium consisting of two (2) or more districts, the intermediate school district or a public school academy.

2. E~~The District shall e~~nsure 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.

Beginning July 1, 2024, the evaluation system must include a mid-year progress report for the Superintendent in each year that they are evaluated. This mid-year progress report shall comply with M.C.L. 380.1249b and may not replace the annual evaluation.
The evaluation system shall ensure that if the Superintendent is rated as minimally effective or ineffective prior to July 1, 2024 or needing support or developing after July 1, 2024, the person(s) conducting the evaluation shall develop and require the Superintendent 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 Superintendent on the Superintendent'shis/her next annual year-end evaluation. A Superintendent rated as ineffective prior to July 1, 2024 and/or needing support after July 1, 2024"ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

The evaluation program shall aim at the early identification of specific areas in which the Superintendent needs help so that appropriate assistance may be provided or arranged for. The Board shall not release the Superintendent from the responsibility to improve. If the Superintendent, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissaldismissal, 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'shis/her performance which are to be placed in the personnel file.

All contracts governing the employment of the Superintendent entered into, extended, renewed, or modified on or after July 1, 2024 must include an appeal process concerning the evaluation process and rating received.

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

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared better to:

(X) determine the Superintendent's salary;
(X) identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
(X) establish specific objectives, the achievement of which will advance the District toward its goals;
(X) improve its own performance as the public body ultimately charged with the educational responsibility of this District.

Revised 6/29/15

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Book	Policy Manual
Section	5-13-24 DISCUSSION
Title	Vol. 38, No. 2 - February 2024 New PREVAILING WAGE
Code	po6350
Status	
Legal	M.C.L. 480.1101, et seq.

New Policy - Vol. 38, No. 2

6350 - **PREVAILING WAGE**

X] The Superintendent shall designate a Prevailing Wage Coordinator for the District who shall be tasked with ensuring compliance with State and Federal regulations concerning prevailing wage rate. **[END OF OPTION]**

[DRAFTING NOTE: If a District selects the above option, the District should also select "Prevailing Wage Coordinator" in the two (2) options below. If the District did not select the above option, select "Superintendent" in the two (2) options below. As a reminder, Superintendent includes the Superintendent's designee by definition. See po0100.]

The **( )** Superintendent **(X)** Prevailing Wage Coordinator **[END OF OPTION]** shall oversee the District's obligations under M.C.L. 480.1101, et seq. including, but not limited to, ensuring the following:

A. A contract for a State Project, entered into pursuant to advertisement and invitation to bid, which requires or involves the employment of Construction Mechanics shall not be approved unless the wage and fringe benefits rate in the contract are not less than the prevailing rates in the Locality in which the work is to be performed.

B. Before advertising for bids on a State Project, the **( )** Superintendent **(X)** Prevailing Wage Coordinator **[END OF OPTION]** shall ask the Commissioner to determine the prevailing rates of wages and fringe benefits for all classes of Construction Mechanics called for in the contract.

C. A schedule of these rates shall be made part of the specifications for the work to be performed and shall be printed on the bidding forms.

D. If a contract is not awarded or construction is not undertaken within ninety (90) days of the date of the Commissioner's determination of prevailing rates, the Commissioner must make a redetermination before the contract is awarded.

E. Every contractor and subcontractor must fulfill its obligations under the statute relating to prevailing wages on State Projects.

F. Every contract for a State Project must contain the statutory language providing that Construction Mechanics are intended beneficiaries of the contractual prevailing wage, fringe benefit, and non-discrimination, non-retaliation requirements, and provide that any Construction Mechanic aggrieved by the failure of a contractor or subcontractor to pay prevailing wages or benefits as specified in the contract or retaliation associated therewith, may bring an action in a court of competent jurisdiction against the contractor or subcontractor for damages or injunctive relief along with other remedies prescribed by statute.

G. The District shall maintain certified payroll records and other records required by law for a minimum of three (3) years.

Contracts on State Projects which contain provisions regarding payment of prevailing wages as determined by the United States Secretary of Labor or which contain minimum wage schedules which are the same as prevailing wages in the Locality as determined by collective bargaining agreements or understandings between bona fide organizations of Construction Mechanics and their employers are exempt from the above requirements.

Additionally, the above requirements do not apply to a State Project if it was paid for, in whole or in part, from revenues from a millage or bond that was authorized under the revised school code, if the millage was authorized before February 13, 2024.

Definitions

Commissioner means the Department of Labor and Economic Opportunity.

Construction Mechanic means a skilled or unskilled mechanic, laborer, worker, helper, assistant, or apprentice working on a State Project but shall not include executive, administrative, professional, office, or custodial employees.

Locality means the county, city, village, township, or school district in which the physical work on a State Project is to be performed.

State Project means new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning, or improvement of public buildings, schools, works, bridges, highways, or roads authorized by a contracting agent.

M.C.L. 480.1101, et seq.

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Book	Policy Manual
Section	5-13-24 DISCUSSION
Title	PAYROLL DEDUCTIONS
Code	po6520
Status	
Legal	M.C.L. 380.1224, 408.477; 423.210 (2012 P.A. 53) M.E.A. v. Secretary of State, (on rehearing) 489 Mich. 104 (2011) Mich. OAG 7187 (2006)
Adopted	January 28, 2008
Last Revised	November 25, 2013

6520 - **PAYROLL DEDUCTIONS**

The Board of Education authorizes, in accordance with the provisions of law or upon proper authorization on the appropriate form, that deductions be made from an employee's paycheck for the following purposes:

A. Federal and State income tax

B. Social Security

C. Public School Employees Retirement System

D. Michigan Public School Employment Retirement System (MPSERS) Tax Deferred Payment (TDP) plan

E. other legally permissible deductions established through an applicable collective bargaining agreement

F. Section 125 deductions (cafeteria plans)

G. direct deposit in a chartered credit union and/or bank

H. contributions to charitable corporations, not-for-profit, and community fund organizations

I. payment of group insurance premiums for a plan as approved by the Superintendent

J. payment for benefits of part-time employees who elect to participate in benefits provided to full-time staff

K. court ordered judgments

~~Deductions are not allowed for dues or service fees for a labor organization or for contributions to political action committees.~~

To the extent permitted by law and in accordance with the procedures set forth below the Board declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding

amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.

In any case where the employee designates the agent, broker, or company through whom the Board shall arrange for the placement or purchase of the tax-sheltered annuity, the agent, broker, or company must execute a reasonable service agreement, an information sharing agreement, and/or other similar agreements as determined at the discretion of the District. The service agreement shall include a provision that protects, indemnifies, and holds the District harmless from any liability attendant to procuring the annuity in accordance with provisions of the Internal Revenue Code and other applicable Federal or State law.

The Board may limit the number of participating providers and select approved providers.

The Board, by providing employees with payroll deduction services for annuities, is not providing any financial advice to employees, and is not vouching for the suitability of any investment or any annuity provider. The District assumes no responsibility or liability for any investment decisions or losses with respect to employee annuity purchases.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the Superintendent's Office in writing if they wish to participate in such a program.

M.C.L. 380.1224, 408.477

Revised 7/29/08

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Book	Policy Manual
Section	5-13-24 DISCUSSION
Title	RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800
Status	
Legal	M.C.L. 380.1347, 380.1347a, 380.1565 20 U.S.C. 4071 et seq. Gregoire vs. Centennial School District 907 F2d 1366, (3rd Circuit, 1990) Lee vs. Weisman, 112 S. Ct 2649, 120 L. Ed. 2d 467 (1992)
Adopted	January 28, 2008
Last Revised	May 13, 2013

8800 - **RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES**

The Board of Education acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to free exercise of religion enjoyed by all persons. Within the confines of this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.~~Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.~~

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, d~~D~~istrict staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy. ~~The District shall not function as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 and AG 7510A – Use of District Facilities and Policy 9700 – Relations with Special Interest Groups.~~

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property, may make a request in accordance with Policy 7510 and AG

7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A – Distribution of Materials to Students.

Students are not prohibited by this~~The Board acknowledges that it is prohibited from adopting any~~ policy or any guideline promulgated pursuant to this policy, from engaging in~~rule respecting or promoting an establishment of religion or prohibiting any person from~~ the free, individual, and voluntary exercise or expression of the individual's/person's religious beliefs.

However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate, or on an individual basis in a manner that does not disrupt the educational process..

~~Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged.~~Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on ~~minority~~ groups or individuals, and do not interfere with the regular school program.

~~The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies. The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.~~

The District may offer students and staff a Moment of Silence to commemorate a significant event that has a significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the Superintendent's decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity.

The United States Flag and Pledge of Allegiance

The flag of the United States shall be raised above each public school building operated by the District at all times during school hours, weather permitting. This flag shall measure at least four (4) feet two (2) inches by eight (8) feet. A United States flag shall also be displayed in every classroom or other instructional site in which students recite the Pledge of Allegiance.

All students in attendance at school will be provided an opportunity to recite the Pledge each day that school is in session. However, no student shall be compelled to recite the Pledge of Allegiance. No student shall be penalized for failure to participate in the Pledge and the professional staff shall protect any such students from bullying as a result of their not participating in the Pledge.

The building principal or administrator shall be responsible for determining the appropriate time and manner for reciting the Pledge, with due regard to the need to protect the rights and the privacy of a nonparticipating student.

M.C.L. 2.91, 380.1347, 380.1347a, 380.1565
20 U.S.C. 4071 et seq.
29 C.F.R. 1910.1030
Gregoire vs. Centennial School District 907 F2d 1366, (3rd Circuit, 1990)
Lee vs. Weisman, 112 S. Ct 2649, 120 L. Ed. 2d 467 (1992)

[Cross Reference
po8805]
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Food Service Equipment & Kitchen Upgrades
Prepared by: Rachel Bois
May 13, 2024

On April 17, 2024, the District issued 3 separate requests for proposal (RFP's) for various equipment and upgrades within the High School and Middle School kitchens. The detailed list of items included in the RFP's is attached for reference. These items will replace existing kitchen equipment that has reached the end of its useful life.

The RFP's were reviewed and evaluated by Lisa Archey, Student Nutrition Director, and me. The evaluation process included an analysis of pricing, vendor reputation and experience, and the ability to meet project specifications.

A summary of the bids received and purchase recommendations are as follows:

High School Kitchen Equipment

Great Lakes Hotel Supply Company	$263,079.00
Stafford Smith	$271,074.00

Based on review of the proposals for the High School Kitchen equipment, I recommend we award the purchase to **Great Lakes Hotel Supply Company** in the amount of **$263,079**.

High School Walk-In Cooler/Freezer

Fizz Industries	$138,886.14
Great Lakes Hotel Supply Company	$153,744.00
Stafford Smith	$154,005.00

Based on review of the proposals for the High School Walk-In Cooler/Freezer, I recommend we award the purchase to **Great Lakes Hotel Supply Company** in the amount of **$153,744**. Fizz Industries did not provide a bid within the scope of the project specified in the RFP, and therefore, their proposal was rejected.

Middle School Walk-In Cooler/Freezer

Chef's Deal	$60,424.19
Stafford Smith	$63,768.00
Great Lakes Hotel Supply Company	$64,502.00

Based on review of the proposals for the High School Walk-In Cooler/Freezer, I recommend we award the purchase to **Chef's Deal** in the amount of **$60,424.19**.

Funding for the items above have been accounted for in the Food Service budget, which has built up an excess fund balance due to the various State and Federal programs that have provided free lunch over the past few years. These purchases will return our Food Service fund balance to the level required under federal guidelines.

High School Kitchen Eqipment Listing:

Item #	Manufacturer	Model	Description	Quantity
1	Structural Concepts	CO55R	Open Display Merchandiser	1
2	Multiteria	ULS54	Serving Counter, Utility	1
2.1	Hatco	GR2SDS-42D	Display Merchandiser, Heated for Multi-Product	1
3	Multiteria	ULS48	Serving Counter, Utility	1
4	Multiteria	CLS36	Serving Counter, Utility	1
5	Multiteria	CS30	Cash Register Stand	1
6	Multiteria	CS30	Cash Register Stand	1
7	Multiteria	CLS36	Serving Counter, Utility	1
8	Structural Concepts	CO35R	Open Display Merchandiser	1
9	Multiteria	CLS60	Serving Counter, Cold Food	1
10	Multiteria	HLS66	Serving Counter, Hot Food	1
11	Ovention	CONVEYOR C2000	Conveyor Oven, Electric	3
12	Vulcan	ABC7G-NAT	Convection Oven, Gas	2

High School Walk-in Cooler/Freezer:

School	Item #	Qty	Model	Description	Manufacturer Spec
Hartland HS	1	1	209113	Walk-in Cooler/Freezer	American Panel Corp.

Middle School Walk-in Cooler/Freezer:

School	Item #	Qty	Model	Description	Manufacturer Spec
Ore Creek Middle School	1	1	CUSTOM	Walk-in Cooler/Freezer	American Panel Corp.

HARTLAND COMMUNITY EDUCATION

9525 Highland Road – Howell, MI 48843
Phone 810.626.2150

May 22, 2024

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

Dear Chuck,

I recently became aware that we are in violation of "Board Policy 4120 – Employment of Support Staff" within the gymnastics program through Hartland Community Ed. Specifically, in violation is the section that states: "Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member."

Our current gymnastics director, Brenda Gordon has been employed with the district since May 2004 as a gymnastics coach and became the Gymnastics Director in July 2016. Her daughter Ashley Miller has been employed as a gymnastics coach since November 2006 and her daughter Madison Gordon has been employed as a gymnastics coach since February 2013. They are currently coaching our team gymnasts. We haven't had any issues in the past with Ashley & Madison working for Brenda and don't foresee any issues in the future. I am asking that Board Policy 4120 be set aside so Ashley Miller and Madison Gordon can continue to coach gymnastics under the direction of their mother, Brenda Gordon.

Thank you for your consideration,

Carol Hayes
Hartland Community Education Director

Operations Department

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

Date: June 11, 2024

To: Chuck Hughes

Cc: Rachel Bois

From: Matt Marino

Subject: Building Furniture Purchases

As you are aware, within the Bond program is an allocation for furniture items for each building. Each building principal has reviewed their building furniture and determined what furniture needs replacement. Below are those requests for Village Elementary, Round Elementary and Legacy High School. The furniture will be procured using cooperative purchasing sources, and these products are already bid through each of those cooperatives.

If you have any questions, please let me know.

Building	Company	Item	Cost
Village Elem. Round Elem.	School Outfitters (TIPS Cooperative)	Classroom desks	$64,438.02
Legacy HS	KI (Sourcewell Cooperative)	Classroom tables, chairs, stools	$53,933.00

SCHOOL OUTFITTERS

Furnishing great places to learn.

www.schooloutfitters.com • PO Box 779193 • Chicago IL 60677-9193

For assistance, please contact:
Shawn Donnellon
Phone: 866-619-3445
Fax: 866-619-3446
shawn.donnellon@schooloutfitters.com

Quote Summary

Quote #: QUO11470969
Valid through: 06/14/2024

Bill to:
Hartland Village Elementary School
Matt Marino
10632 Hibner Rd
Hartland MI 48353-1130 USA

Phone: 1 (810) 626-2189
Fax: N/A
Email: mattmarino@hartlandschools.us

Ship to:
Hartland Village Elementary School
Matt Marino
10632 Hibner Rd
Hartland MI 48353-1130 USA

Phone: 1 (810) 626-2189
Fax: N/A
Email: mattmarino@hartlandschools.us

Item	SKU#	Description	Qty.	List	% Off	Price Per Item (including options)	Total Price
1.	LNT-0029N	Open Front Desk w/ Metal Book Box **Options:** Combination – Maple Desktop/Black Edgeband/Black Bookbox/Black Leg (+ $0.00) **Estimated Delivery:** 27 business days after order confirmation *Special product pricing based on TIPS (Contract # 210902)	376	$281.76	52%	$136.65*	$51,380.40
2.	LNT-0029N	Open Front Desk w/ Metal Book Box **Options:** Combination – Gray Nebula Desktop/Black Edgeband/Black Leg (+ $0.00) **Estimated Delivery:** 27 business days after order confirmation *Special product pricing based on TIPS (Contract # 210902)	30	$281.76	52%	$136.65*	$4,099.50

Shipping & Handling Breakdown

Items Shipping From:	Shipping Via:	Service(s) Included:
Learniture	BNSF Logistics	Lift Gate

Product SubTotal:	$55,479.90
Shipping & Handling:	$8,958.12
Sales Tax:	0.00
Grand Total:	**$64,438.02**

Important Shipping Information

Shipping on specified items includes a lift gate on the truck, but does not include inside delivery. The driver will lower items to the ground only. Customer must bring inside. Inside delivery is available for an additional charge.

Please remember to inspect your order at the time of delivery. Do not throw away any of the original packaging until inspection is completed. Any missing parts or damages must be reported to customer service at 1-866-619-1776 within 5 business days of delivery.

All quotations are for tailgate delivery, F.O.B. factory, unless otherwise noted.

QUOTATION

Harland Consolidated Schools: ~~Farms~~ Legacy Classrooms

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options*

* TBDs exist and must be selected prior to purchase. Please contact a sales team member for assistance with specifications.

Quote Number: 24CAH-2448/C

CREATED 5/20/2024 / REVISED 6/5/2024 | **Valid Through 7/19/2024**

PRODUCT TOTALS	$53,933.00
See Quote Detail Summary	$0.00
GRAND TOTAL	**$53,933.00**

Contract Information:
OT0043776 Sourcewell #091423-KII Delv/Dropship

Requested Delivery Date: To be Determined

Sales Team:

Chris Halatek
Dealer Rep
chris.halatek@ki.com
248-408-0978

Sold To
To be Determined

End User
Hartland Consolidated Schools
P.O.Box 900
Hartland, MI 48353-0900
P. (810) 632-7229

Ship To
To be Determined

Installation
To be Determined

Client Notes:
Drop Ship to Site

QUOTATION

CREATED	**5/20/2024**
VALID THROUGH	**7/19/2024**
Prepared By	Chris Halatek
Quote Filename	Harland Consolidated Schools: Farms Classrooms - 24CAH-2448/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are notated in the far right column with (?)

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: Stools							
1.1	**SLSNAP**	Strive Four-Leg Armless Cafe Stool,Poly	10		$208.45	**$2,084.50**	
		Seat Height	30" seat height	/30			
		Frame Color	Chrome	/CH			
		Poly Seat & Back Color	No Fire Retardant	/NFR			
		Poly Seat & Back Color	Rubber Ducky	/PRK			
		Glide Option	Plastic glides	/P			
		MK: Lunch Room					
		Price Description: Delivered/Open Market					
		Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI					
		Please Note: Leadtime calculated on 6/5/2024 and is subject to change.					
1.2	**SLSNAP**	Strive Four-Leg Armless Cafe Stool,Poly	10		$208.45	**$2,084.50**	
		Seat Height	30" seat height	/30			
		Frame Color	Chrome	/CH			
		Poly Seat & Back Color	No Fire Retardant	/NFR			
		Poly Seat & Back Color	Rubber Ducky	/PRK			
		Glide Option	Plastic glides	/P			
		MK: Art					
		Price Description: Delivered/Open Market					
		Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI					
		Please Note: Leadtime calculated on 6/5/2024 and is subject to change.					
Tag 1: Stools					**WorkGroup Product Subtotal**	**$4,169.00**	

QUOTATION

CREATED	**5/20/2024**
VALID THROUGH	**7/19/2024**
Prepared By	Chris Halatek
Quote Filename	Harland Consolidated Schools: Farms Classrooms - 24CAH-2448/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are notated in the far right column with (?)

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: Classrooms							
2.1	**IW418**	Intellect Wave 4-Leg Chair,Large	120		$97.35	**$11,682.00**	
		Glide Option	Nylon glides	/NG			
		Carton Code Option	Racked	/RCK			
		Intellect Wave Frame Color	Chrome	/CH			
		Shell Color	No Fire Retardant	/NFR			
		Shell NFR	Nordic	/PND			
		Price Description: Delivered/Open Market					
		Lead Time: 6 - 8 Weeks; Ships from GREEN BAY, WI					
		Please Note: Leadtime calculated on 6/5/2024 and is subject to change.					
2.4	**RDEEA2030-74P**	Ruckus,Sit Height Adjustable Post-Leg Desk 20-33",Rectangle,1-1/4"Top,74P Edge,20x30"	120		$317.35	**$38,082.00**	3
		Edge Color	To Be Determined	TBD<<			
		Laminate Color	To Be Determined	TBD<<			
		Base Finish	Chrome	/CH			
		Caster/Glides	To Be Determined	TBD<<			
		Under Table Storage	No book storage	/NB			
		Price Description: Delivered/Open Market					
		Lead Time: 6 - 8 Weeks; Ships from BONDUEL, WI					
		Please Note: Leadtime calculated on 6/5/2024 and is subject to change.					
Tag 1: Classrooms					**WorkGroup Product Subtotal**	**$49,764.00**	

Quote Summary

Product SubTotal:	**$53,933.00**
Estimated Sales Tax:	**See Notes**
Quote Total:	**$53,933.00**

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

Shipping Location	MFG Lead Time Range
BONDUEL, WI	6 - 8 Weeks
GREEN BAY, WI	6 - 8 Weeks

- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Chris Halatek
Market Code: 2=2=K-12

Opportunity #: 694815

Quote Filename: Harland Consolidated Schools: Farms Classrooms - 24CAH-2448

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
   KI
   1330 Bellevue Street
   Green Bay, WI 54302

2. The following items must be included on all purchase orders:
   - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
   - Ship To Information: complete legal name, address, contact name, contact phone number
   - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
   - Issue Date: date the purchase order was issued
   - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
   - Purchase Order Total: total of all items and services included on the purchase order
   - Authorization: signature of authorized purchasing agent or buying entity
   - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
     - Quantity of each item
     - Complete model number, including all finish and option information (by line item)
     - Net purchase price (by line item)
     - Extended net purchase price (all line items)
     - Any additional applicable charges (ex: installation and/or delivery charges)
     - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

GENERAL APPROPRIATIONS ACT RESOLUTION

Hartland Consolidated Schools
Livingston County, Michigan

A regular meeting of the Board of Education of the Hartland Consolidated Schools was held in the boardroom of the Hartland Educational Support Service Center on the 17th day of June 2024 at 6:30 p.m.

The meeting was called to order at 6:30 p.m., by

Present:

Absent:

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

WHEREAS,

1. This Board previously resolved to conduct a hearing regarding the proposed budget for the fiscal year 2024-25 on June 17, 2024; and

2. This Board caused notice of such hearing to be published, which notice included the statement that the "property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing;" and

3. Such a hearing was conducted on June 17, 2024 at which time this Board heard public comment and considered the proposed 2024-25 budget and proposed property tax millage rate to be levied to support the proposed budget.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board hereby adopts as its 2024-25 budget the proposed budget document, incorporated by reference, which includes the property tax millage rate to be levied to support the 2024-25 budget.

2. This Board certifies that, for 2024, 18 mills shall be levied for operating purposes upon non-homestead and non-qualified agricultural property, and 0 mills for operating purposes shall be levied upon homestead and qualified agricultural property. Further, this Board certifies that, for 2023, 9.49 mills shall be levied upon all property for debt retirement purposes, as required by PA 437 of 2012, and .4792 mills shall be levied upon all property for sinking fund purposes, as required by PA 319 of 2016.

BE IT FURTHER RESOLVED that this resolution shall be the general appropriations act of the Hartland Consolidated School District for the fiscal year ending June 30, 2025; A RESOLUTION to make appropriations; to provide for the expenditure of appropriations; and to provide for the disposition of all income received by the Hartland Consolidated School District.

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the General Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2025, is as follows:

REVENUE

Local		$ 9,303,972
State		57,522,342
Federal		488,117
Incoming Transfers and Other Transactions		3,313,708
TOTAL REVENUE		$ 70,628,139
Estimated Fund Balance, July 1, 2024	$ 17,352,405	
Less Appropriated Fund Balance	0	
Fund Balance Available to Appropriate		17,352,405
TOTAL AVAILABLE TO APROPRIATE TO GENERAL FUND		$ 87,980,544

BE IT FURTHER RESOLVED that $87,980,544 of the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Instruction:		
Basic Programs		$ 33,078,923
Added Needs		9,062,531
Support Services:		
Pupil		2,307,609
Instructional Staff		2,443,982
General Administration		1,811,425
School Administration		4,270,995
Business		677,695
Maintenance & Operations		7,731,187
Transportation		3,724,050
Central		562,916
Other		217,641
Community Services		3,536,653
Debt Service		66,521
Capital Outlay		909,449
Outgoing Transfers & Other Transactions (Athletics)		612,769
TOTAL APROPRIATED, GENERAL FUND		$ 71,014,346

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Athletics Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2025, is as follows:

REVENUE

Local (gate)		$ 161,338
Other Local		347,100
State Sources		57,469
Incoming Transfers and Other Transactions		612,769
TOTAL REVENUE		$ 1,178,676
Estimated Fund Balance, July 1, 2024	$ 205,235	
Less Appropriated Fund Balance	0	
Fund Balance Available to Appropriate		205,235
TOTAL AVAILABLE TO APROPRIATE TO ATHLETICS FUND		$ 1,383,911

BE IT FURTHER RESOLVED that $1,383,911 of the total available to appropriate in the Athletics Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Other Support Services:		
Salaries	$	290,558
Employee Benefits		172,089
Contracted Services		564,835
Equipment		27,175
Officials' Fees		76,519
Transportation		47,500
TOTAL APROPRIATED, ATHLETICS FUND	$	1,178,676

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Cafeteria Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2025, is as follows:

REVENUE

Local		$	318,650
State			1,837,290
Federal			987,336
TOTAL REVENUE		$	3,143,276
Estimated Fund Balance, July 1, 2024	$ 1,089,747		
Less Appropriated Fund Balance	0		
Fund Balance Available to Appropriate			1,089,747
TOTAL AVAILABLE TO APROPRIATE TO CAFETERIA FUND		$	4,233,023

BE IT FURTHER RESOLVED that $4,233,023 of the total available to appropriate to the Cafeteria Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Other Support Services:		
Salaries	$	787,975
Employee Benefits		477,603
Food		1,306,317
Supplies & Other		163,441
Capital Outlay		477,037
Outgoing Transfers		199,000
TOTAL APROPRIATED, CAFETERIA FUND	$	3,411,373

BE IT FURTHER RESOLVED that the total revenues and unappropriated fund balance estimated to be available for appropriations in the Student Activities Fund of the Hartland Consolidated School District for the fiscal year ending June 30, 2025, is as follows:

REVENUE

Other Local Revenue		$ 1,609,265
TOTAL REVENUE		$ 1,609,265
Estimated Fund Balance, July 1, 2024	$ 1,781,760	
Less Appropriated Fund Balance	0	
Fund Balance Available to Appropriate		1,781,760
TOTAL AVAILABLE TO APROPRIATE TO STUDENT ACTIVITIES FUND		$ 3,391,025

BE IT FURTHER RESOLVED that $3,391,025 of the total available to appropriate to the Student Activities Fund is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Miscellaneous Student Activities	$ 2,151,314
TOTAL APROPRIATED, STUDENT ACTIVITIES FUND	$ 2,151,314

BE IT FURTHER RESOLVED that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED that the Superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This act is to take effect July 1, 2024.

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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