HARTLAND CONSOLIDATED SCHOOLS
9525 E. Highland Rd. • Howell, Michigan 48843

Superintendent Search
Ad Hoc Committee meeting
Boardroom
November 6, 2026, 1:00 p.m.

AGENDA

This is a meeting 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.

I. Call to Order

II. Pledge of Allegiance

III. Approval of minutes: 10-6-26 Superintendent Search Committee meeting

IV. 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 committee will listen and take comments and questions under advisement but will not respond at this time. The chairperson will refer any 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.

V. Search Committee Discussion and Recommendations

- Posting salary range
- Advertising in other states
- Survey type (Google or HYA)
- Interim superintendent search timeline

VI. Adjournment

HARTLAND CONSOLIDATED SCHOOLS
SUPERINTENDENT SEARCH COMMITTEE MEETING ~ MINUTES
Hartland Educational Support Service Center, Boardroom
October 6, 2026

Present: K. Coleman, G. Gogoleski, G. Keller

Mr. Keller called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Approval of Minutes: 9/14/26 Superintendent Search Committee Meeting
The committee approved the September 14 committee meeting minutes.

Call to the Public
No community members participated in call to the public.

Discussion Items
Search Committee Vendor Presentations & Questions

- HYA: Presenter Mike Ritchie joined via Zoom due to travel complications. Though he was not on screen, his audio is included in the recording. Mike Haynes attended in person.
- MLI: Presenter Sheila Alles attended in person.
- Both presentations have been posted to the HCS website along with the agenda for this committee meeting. This action item will be on the agenda at the next regular board meeting on Monday, October 19.

Search Committee Vendor Recommendation
The committee discussed the pros and cons of the two finalist search firms and decided to recommend HYA to the board as the firm to hire for our superintendent search.

Adjournment
The meeting was adjourned at 8:26 p.m.

Next Meeting
A committee meeting date was not discussed, as it will be dependent upon the timeline and process established by the board-approved search firm.

DRAFT

HYA | HAZARD YOUNG ATTEA ASSOCIATES

HARTLAND CONSOLIDATED SCHOOLS SUPERINTENDENT SEARCH
PLANNING MEETING AGENDA • NOVEMBER 2, 2026

Hartland Consolidated Board Portal Link	[redacted]
Hartland Consolidated Zoom Link	Zoom Link: [redacted]

1. **Introductions and demonstrations** – Google Docs, Meet, Sites or Board Portal, etc.
   Make sure the Board can get into the Board Portal - Who has access to the Board Portal?

2. **Contacts during search** – Generally the Board President is the liaison for the search. However, this task can be delegated to whomever the Board desires. Typically, the Associates will communicate with the entire Board via the Board Portal. When the Associates need to discuss special circumstances that may arise they will contact the search liaison.

3. **Board email addresses**
   Collect emails and phone numbers of Board members.

Board Members	Email
Kristin Coleman	KristinColeman@hartlandschools.us
Cindy Shaw	cindyshaw@hartlandschools.us
Jeff Campbell	jeffcampbell@hartlandschools.us
Greg Keller	GregKeller@hartlandschools.us
Glenn Gogoleski	GlennGogoleski@hartlandschools.us
Jeff Scott	JeffScott@hartlandschools.us
Danielle Custodio	DanielleCustodio@hartlandschools.us

HYA search team contact information – Contact information for all associates must be shared with the Board.

Name	Role	Email and Telephone Number
Mike Richie	HYA Lead Associate	mikerichie@hyasearch.com [redacted]
Michael Haynes	HYA Associate	michaelhaynes@hyasearch.com [redacted]
Daneyelle Martell	HYA Project Manager	daneyellemartell@hyasearch.com [redacted]
Stacy Richie	HYA Search Assistant	stacyrichie@hyasearch.com

4. **Review search process** – Review the prototypical search and discuss any special steps that the Board would like modified, added to or deleted from the search.

5. **Confidentiality and Community Engagement** – Discuss the options for confidential versus open searches and the pros and cons of each approach. The approach should be determined so that an appropriate calendar can be developed for the search.
   When do names become public?

6. **Schedule interviews with Board members** – A member of the search team will conduct an individual interview with all Board members as part of the development of the *Leadership Profile Report*. This takes about 30 minutes and can be done by phone or Zoom.

7. **Job Posting -** Review draft copy of job posting and salary range discussion
   - Interim Position: Interim Job Posting Hartland
   - Permanent Position:

8. **Focus groups** – Identify individuals and/or groups to meet with the HYA Associates in development of the *Leadership Profile Report*. Identify a district contact person to help schedule stakeholders and prepare letters of invitation.
   We will work with the District regarding times and locations.
   Need to pick dates and identify focus groups

Date	Time	Focus Group	Location

Date	Time	Focus Group	Location

9. **Online survey (groups for disaggregation of survey results)**. A district contact is needed to post the survey on the district website.

District Contact Name and Email for Survey Email:	Survey Dates Open Survey: Close Survey:
Google Survey Subgroups 1. Student 2. School Employee 3. Parent/Guardian of Student attending School 4. Community Member	

10. **Number of slated candidates** – Most Boards request a slate of at least six candidates for initial interviews, a few desire more or less. The choice is up to the Board. This decision can affect the number of days devoted to the interviewing process and may change the timeline of the search.

11. **Internal candidates** – Should the Board have any internal candidates, determine how to proceed. Some Boards express a preference to look outside the district; others insist they see any internal candidate as a finalist. We recommend that we treat an internal candidate just as we would any other candidate and present him/her to the Board only if s/he is competitive with the other candidates. HYA Associates provide personal interviews to all internal candidates unless the Board suggests otherwise.

12. **Candidate Expenses** – Is the Board going to reimburse candidates for travel for interviews? Will the Board consider reimbursement for First Round Interviews or Second Round Interviews/day in the district?

13. **Advertising Options** – Advertising on HYA's webpage (over 25,000 page views on the Active Searches page per month) and social media pages is included in the search fee. HYA has 30K+

Newsletter Subscribers and 46K Website Users. HYA has regional and national advertising packages available to maximize exposure for the vacancy. Review options and pricing for these additional advertising services.

HYA Posted Advertising	
	Post Position on HYA websites/social media sources. Advertising on the HYA website, National Association of School Superintendents (NASS) newsletter and social media pages are included in the base fee. https://hyasearch.com/job/superintendent-turtle-lake-wi/
	Post Position on the Hartland Consolidated Schools websites/social media sources
	Accepting applications and recruiting Network with other HYA Associates Advertise and marketing position
	Michigan: https://mistaff.com/?source=masa

Advertising: The Board determines what type of advertising they want. HYA has designed extended advertising packages to maximize exposure for the vacancy.

14. **Background Checks** – HYA facilitates independent, third party due diligence background checks on the semi-finalists and/or the preferred candidate. The search calendar, which will be planned below, should allow 7-10 days to have these background checks conducted.
Copy of HYA Due Diligence Services.pdf

15. **Transition Services** – Associates will meet with the Board and new superintendent at the end of the search regarding Transition Services. HYA Transition Services.pdf

16. **Calendar for search** -

TENTATIVE SCHEDULE FOR THE HARTLAND CONSOLIDATED SCHOOLS INTERIM SUPERINTENDENT SEARCH *Dates may be adjusted at the Board's planning meeting to best align with district needs.*	
Dates	**Activity**
November 2, 2026 @ 3 pm	The HYA Team will meet with the School Board to plan the search and determine the process, finalize timeline,
November 4 through November 15, 2026	Post for Interim Superintendent to serve the Hartland Consolidated Schools from January 1 to June 30, 2027.
November 16, 2026	Board to review interim superintendent applicants
November 24, 2026	Board to interview candidates for Interim Superintendent position.

By December 1, 2026 2026	Interim Superintendent appointed
January 1 through June 30, 2027	Interim Superintendent contract dates

TENTATIVE SCHEDULE FOR THE HARTLAND CONSOLIDATED SCHOOLS SUPERINTENDENT SEARCH *Dates may be adjusted at the Board's planning meeting to best align with district needs.*	
Dates	**Activity**
January 4 through February 14, 2027	Post permanent position on HYA site and other sources Network with other HYA Associates Advertising and marketing Accepting applications and recruiting
Ongoing	HYA screening interviews/vetting
Completed by December 15, 2026	Individual interviews with board members (Zoom/phone)
January 4, 2027	Open online survey to all stakeholders
Week of January 11, 2027	Stakeholder interviews/focus groups/forums
January 15, 2027	Close online survey
January 25, 2027	District Leadership Profile Report Placed in Board Portal
February 22, 2027	Presentation of Slate to the Board
Week of March 1, 2027	Board first round interviews and to identify semi-finalists
Week of March 8, 2027	Day in the District
Week of March 8, 2027	Board conducts final interview(s)
By March 30, 2027	Superintendent's hiring approved and announced
July 1, 2027	Superintendent contract formally begins

July through December 2027 Six 90 minute sessions followed by Q&A	**HYA Transition Academy for new Superintendent and a Board member** **July:** Board Governance and Leadership / 100-day Transition Plan **August:** Create Community Engagement Calendar and your AI Assistant **September:** Framework for Communication / Strategic Dashboard-KPIs **October:** Assess current strategic plan and make recommendation to reaffirm, modify, or begin a new process and plan **November:** Establish goals and leadership evaluation process **December:** Transformational Leadership. Continuous quality improvement

17. **Preparation for Interviews and Other** - Anything else you might like to discuss.

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Michigan Law

Section 8(f) of OMA permits a school board to meet in closed session to review the specific contents of employment applications for a superintendent position. This exemption allowing closed sessions applies only if the candidate requests that his or her application be kept confidential. Additionally, the motion to approve going into a closed session under Section 8(f) must satisfy three elements. First, the motion must state the purpose of the proposed closed meeting. Second, the vote on the motion must be taken by a roll call vote. And third, at least two-thirds of all the members of the board must vote in favor of the motion.

Thus, five affirmative votes must be obtained for a seven-member board. If only four members of a seven-person board are present, the board cannot obtain the necessary vote to go into closed session under Section 8(f).

This exemption does not include interviews of candidates for employment. OMA specifically states that all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.

The key words in Section 8 (f) are “review” and “specific contents.”

The review process cannot be used by a school board as a means of deciding which candidates rank the highest or should be given interviews. As the Supreme Court has observed, a public body engaged in the process of hiring a chief executive officer may meet in closed session to review applications of candidates who have requested that their applications remain confidential, but members of the public body cannot attempt to narrow the field of candidates through a consensus building process in closed session. All decisions to reduce the number of candidates must be made in open session. Booth Newspapers, Inc v Board of Regents of University of Michigan, 444 Mich 211 (1993).

The Court further noted Section 8(f), permitting closed sessions to review the specific contents of applications for employment (when applicants request confidentiality), is clear and unambiguous. The "specific contents" provision permits closed sessions only to review personal matters contained in the candidates' applications. Where the discussions go beyond a review of the applications, OMA is violated. Booth Newspapers, Inc v Board of Regents of University of Michigan, 444 Mich 211 (1993).

A board can convene in closed session to "review and consider the contents of an application for employment or appointment to a public office *if the candidate requests that the application remain confidential*." Thus, the OMA only permits a board to enter a closed session to discuss a superintendent candidate's resume or application if the candidate requests confidentiality. Absent that request, a board must review that individual's resume or application in open session. We prompt such a request by asking the candidates and informing the Board that they want their application to remain confidential.

HOWEVER, closed session purpose is limited to reviewing and considering application materials. Boards cannot use this closed session to consider or conduct the interview. Any action that amounts to decision-making, such as completing an internal rubric as a group, is not permitted in closed session and must be done in open session. Likewise, decisions to eliminate certain applicants from consideration or to offer candidates interviews must be made in open session. FURTHERMORE, all interviews of superintendent candidates must be conducted in open session. Michigan's Attorney General has specifically opined that an interview for employment to public office must be conducted in open session and does not violate the applicant's constitutional privacy rights, reasoning that "the interest of the public in knowing the qualifications and hiring procedures of its officials is superior to the applicant's right of privacy.

Other than the limited closed session purpose to go through applications, the superintendent selection process must be open, from posting through hiring. Since interviews must be held in open session, members of the public have a right to be present and to address the board during the meeting's public comment period. Notably, members of the public may pose questions but do not have a legal right to an answer from the board or the candidate

Germantown School District Superintendent Search Survey

The Germantown School District is in the process of hiring a superintendent. Your input is valuable, and the Board appreciates your participation. By completing this survey, your feedback will support our search process. Individual responses will remain confidential, and a summary of all responses combined will be shared with the Board. **This survey will close at 10:00 p.m. on October 9, 2026**. Thank you.

* Indicates required question

Empower and Inspire Every Student to Success



1. What best describes your connection to the Germantown School District? *

Mark only one oval.

- Certified Staff / Teacher / Administrator
- Community Member
- Parent or Guardian of Student attending Germantown
- Professional / Technical Staff
- Student
- Support Staff

2. On a scale of 1 to 5 with 5 being the highest quality, how would you rate Germantown as a quality school district?

Mark only one oval.

- 1
- 2
- 3
- 4
- 5

3. What are the Germantown School District's strengths that the next superintendent can build upon?

4. What are the challenges facing the Germantown School District that the next superintendent should be aware of, or you would like to see addressed?

5. What are the characteristics or traits that you think an effective Superintendent should possess in order to best lead the Germantown School District?

6. Is there anything else you would like to share with us?

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Google Forms

Welcome

Your school district is interested in your input as they seek to hire a new superintendent. This survey is designed to gather yourc perceptions of the school district and the importance of various characteristics found in effective superintendents. The information will be used to determine the desired characteristics of the next Superintendent. Thank you for taking the time to share your thoughts. The survey is conducted by a search firm, which ensures that your individual responses are keptc anonymous and confidential.

Please answer all questions to the best of your ability.

NOTE: The survey will time out after 60 minutes and will automatically submit any responses entered if not manuallyc submitted before the time limit.

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A2. Please indicate your role.

If you represent more than one stakeholder role, please select the role you most identify with.

- ☐ Administrator
- ☐ Community Member
- ☐ Parent of student attending school
- ☐ Board Member
- ☐ Employee
- ☐ Student
- ☐ Support Staff
- ☐ Teacher
- ☐ Certified/Licensed Staff
- ☐ Faculty
- ☐ Classified Staff
- ☐ Staff
- ☐ Teacher/Licensed Staff
- ☐ Non-Licensed Staff

Section I: State of the District

B2.

Please rate the ove all quality of education in the District.

Unsatisfactory	Poor	Average	Good	Excellent
☐	☐	☐	☐	☐

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B3. Please select the response from the options below that best describes your agreement with each statement. <u>You may skip any question you feel you do not have sufficient information to answer.</u>

	Strongly Disagree	Disagree	Neither Disagree nor Agree	Agree	Strongly Agree
The District provides a clear, compelling shared vision for the future.	☐	☐	☐	☐	☐
The District is heading in the right direction.	☐	☐	☐	☐	☐
The District has high performance standards for all students.	☐	☐	☐	☐	☐
The District makes decisions based on information from data and research.	☐	☐	☐	☐	☐
The District is working to close achievement and opportunity gaps.	☐	☐	☐	☐	☐
The District provides a well-rounded educational experience for all students.	☐	☐	☐	☐	☐
Teachers personalize instructional strategies to address individual learning needs.	☐	☐	☐	☐	☐
District schools are safe.	☐	☐	☐	☐	☐
The social and emotional needs of students are being addressed.	☐	☐	☐	☐	☐
Students are on track to be ready for the next grade and ultimately college and career ready.	☐	☐	☐	☐	☐
There is a clear plan for the use of Artificial Intelligence (AI) integration in the cla sroom.	☐	☐	☐	☐	☐
The District engages the community as a partne to improve the school system.	☐	☐	☐	☐	☐
There is transparent communication from he District.	☐	☐	☐	☐	☐
The District engages with diverse acial, cultural and socio-economic groups.	☐	☐	☐	☐	☐
Facil ties are well maintained.	☐	☐	☐	☐	☐
The District is fiscally responsible.	☐	☐	☐	☐	☐
The District employs effective teachers, administrators and support staff in its schools.	☐	☐	☐	☐	☐
Employees are held accountable to high standards.	☐	☐	☐	☐	☐
District uses AI tools and platforms to support and enhance classroom teaching and learning.	☐	☐	☐	☐	☐

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Section II: Leadership Profile

In the previous section, you provided insight into the strengths and challenges of the District. This will help narrow the search for leaders with experience in those areas of importance. The next section asks you to narrow your focus even further. All of the following 12 statements are skills we want a leader to possess. We would like to know which of these skills you deem mostc important. Please select the 4 statements that are MOST important to you.

C2. I would like the new Superintendent to: (select only four)

- Provide transparent communication in all formats (speeches, social media, newsletters, etc.) ☐
- Be visible throughout the District and actively engaged in community life ☐
- Provide a clear, compelling vision for the future ☐
- Understand and be sensitive to the needs of a diverse student population ☐
- Provide guidance for district-wide curriculum and instruction ☐
- Demonstrate measurable student outcomes grounded in research and emerging best practices ☐
- Foster a positive, professional climate of mutual trust and respect among faculty, staff, and administrators ☐
- Establish a culture of high expectations for all students and personnel ☐
- Integrate personalized educational opportunities into the instructional program ☐
- Be an effective manager of the District's finances and operations ☐
- Recruit, employ, and retain effective personnel throughout the District and its schools ☐
- Effectively engage with political realities ☐

Section III: Other Considerations

D2. Please add any additional comments you wish to make regarding what you believe are necessary characteristics for a Superintendent. Please note, your comments will be transcribed verbatim and may be made public.

D3. If you know of someone that you think would be a good candidate for this position, please share their name and contact information below.

Name

Email

Phone

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