

**HARTLAND CONSOLIDATED SCHOOLS  
POLICY COMMITTEE MEETING**

Hartland Educational Support Service Center, Boardroom  
June 29, 2026  
Immediately following the 6:15 special meeting

**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, Boardroom, Hartland Educational Support Service Center
  - A. Pledge of Allegiance
  
- II. Call to the Public
  
- III. Review of Revised Policies
  - A. Bylaw 0151 – Organizational Meeting
  - B. Policy 0168.3 – Committee Meetings
    - For reference only: Policy 0155–Committees / Committee Meetings Resolution
  - C. Policy 1410.01 – Compensation and Longevity Schedule (Administration recommendations)
  - D. Policy 1410.001 – Administrative Salary Structure (Administration recommendations)
  - E. Policy 3120 – Employment of Professional Staff
  - F. Policy 7540.09 - Artificial Intelligence (AI)
    - Current Policy: Administration’s recommendation
    - Neola replacement policy
    - Thrun’s policy
  
- IV. Adjournment



Book	Policy Manual
Section	PROPOSED POLICY REVISIONS
Title	Copy of ORGANIZATIONAL MEETING
Code	po0151
Status	
Legal	M.C.L. 168.302
Adopted	January 28, 2008
Last Revised	February 8, 2021

#### 0151 - **ORGANIZATIONAL MEETING**

The Board of Education shall organize annually not earlier than ~~July~~ **January** 1st and not later than ~~January~~ ~~July~~ **July** 31st at a meeting held for that purpose. The meeting shall be called to order by the Superintendent who shall serve as presiding officer until the election of a President.

Revised 7/29/08

Revised 11/26/12

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Book	Policy Manual
Section	6-29-26 Policy Committee
Title	Copy of COMMITTEE MEETINGS
Code	po0168.3
Status	
Adopted	January 28, 2008
Last Revised	February 13, 2023

#### 0168.3 - **COMMITTEE MEETINGS**

Any Board committee, whether standing or appointed ad hoc, which exercises governmental or proprietary authority must comply with the Open Meetings provisions in 0168.1 and 0168.2.

**These best practices will be followed for all committees of the Hartland Consolidated Schools Board of Education:**

- **Meetings shall be held open to the public for attendance, in accordance with applicable laws and regulations regarding public meetings, and shall provide opportunity for public comment under guidelines established by the Committee Chair for the respectful and orderly participation of community members.**
- **The Hartland Consolidated Schools will provide adequate public notice of committee meetings.**

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Book	Policy Manual
Section	0000 Bylaws
Title	COMMITTEES
Code	po0155
Status	Active
Adopted	January 28, 2008
Last Revised	March 17, 2025

#### 0155 - **COMMITTEES**

Committees are formed for information sharing by the administration and convened by the Superintendent or a designee who shall report the committee minutes to all remaining Board members. No committee has the authority to make decisions for the Board of Education. Committee assignments will be distributed equally if possible.

The policy committee will meet every other month, or six times per year, for board discussion of new and revised policies, and any concerns that should require a policy or policy revision.

Revised 5/23/11  
T.C. 2/13/23



# **Resolution to Commit to Open Committee Meetings with Public Attendance and Comment**

## **Hartland Consolidated Schools**

WHEREAS, the Hartland Consolidated Schools Board of Education recognizes the importance of transparency, accountability, and community involvement in the decision-making processes of the district; and

WHEREAS, the Board values the input of parents, students, staff, taxpayers, and other stakeholders in the development of policies and decisions that affect the district; and

WHEREAS, open meetings and public engagement are in line with best practices for effective governance of public school districts and foster trust between the Board and the community;

NOW, THEREFORE, BE IT RESOLVED that, effective immediately, all committee meetings of the Hartland Consolidated Schools Board of Education shall be open to the public for attendance and comment, in accordance with applicable laws and regulations regarding public meetings.

BE IT FURTHER RESOLVED that all committee meetings shall provide opportunities for public comment and under guidelines established by the Committee Chair for the respectful and orderly participation of community members.

BE IT FURTHER RESOLVED that all committee meetings shall be recorded and live-streamed and that all recordings shall be made publicly available for transparency and public review.

BE IT FURTHER RESOLVED that Hartland Consolidated Schools will provide adequate public notice of committee meetings to ensure the public has ample opportunity to attend and participate.

RESOLVED this 16<sup>th</sup> day of December, 2024

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Meghan Glabach  
President

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Glenn Gogoleski  
Secretary



Book Policy Manual  
 Section 6-29-26 Policy Committee  
 Title Copy of COMPENSATION AND LONGEVITY SCHEDULE  
 Code po1410.01  
 Status  
 Adopted December 14, 2015  
 Last Revised March 16, 2026

**1410.01 - COMPENSATION AND LONGEVITY SCHEDULE**

**Director/Supervisor Tier 1**

Student Nutrition Director<sup>+</sup>  
 Director of Human Resources\*  
 Director of Payroll Services\*  
 Transportation Supervisor\*  
 Operations Manager\*<sup>+</sup>  
 Administrative Assistant to the Superintendent\*<sup>+</sup>  
<sup>1</sup>Director of Operations & Transportation\*<sup>+</sup>  
 Director of Data Systems\*<sup>+</sup>  
 Director of Early Childhood\*<sup>+</sup>

**Supervisor Tier 2**

Assistant Director of Student Nutrition<sup>+</sup>  
 Personnel Coordinator\*  
 Accountant\*  
 Custodial Supervisor\*  
 Operations Coordinator\*<sup>+</sup>

**Certified/Licensed Staff**

<sup>2</sup>General Education Social Worker  
 School Nurse<sup>+</sup>  
 School Certified Medical Assistant<sup>+</sup>

**Other Staff**

Administrative Assistant, Business Office\*  
 Administrative Assistant, Curriculum Department\*  
 Accounts Payable Clerk\*

**Compensation Schedule**

Guaranteed 1% increase in years 2-5, but could be more dependent on the market value of position. ~~The schedule below will be discontinued with all new hires under this policy.~~

**Year 1 Base Salary**

Year 2 1%  
 Year 3 1%  
 Year 4 1%  
 Year 5 1%

**Longevity**

Year 6	\$2,000	Year 6-7	\$1,000	Year 6-7	\$1,000
Year 7	\$3,000	Year 8-9	\$2,000	Year 8-9	\$2,000

Year 8	\$4,000	Year 10-11	\$3,000	Year 10-11	\$3,000
Year 9	\$5,000	Year 12-13	\$4,000	Year 12-13	\$4,000
Year 10	\$6,000	Year 14+	\$5,000	Year 14+	\$5,000

Longevity is earned in the year listed. Paid in February of that fiscal year.

Longevity is prorated if an employee retires or resigns before the end of the fiscal year.

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

Employee is on step schedule for first five (5) years. In addition, compensation is subject to the 'formula' in place at that time unless special arrangements made per hire letter or otherwise noted.

**PTO Days** – Employees covered by this policy will receive ten (10) sick and four (4) personal business days in July of each year. Starting in 2025-26 these will be considered PTO (personal time off) days. Employees may bank any of the unused days covered in this section for future use consistent with FMLA and Worker Compensation policy and practices. A maximum of three (3) consecutive days may be used without the Superintendent's approval. Any days used which are connected to holidays and calendar breaks must be pre-approved by the Superintendent.

**Banked Day Payout** - Upon retirement or resignation in good standing (after five (5) years of service), up to sixty (60) banked days may be cashed in for \$75.00 each.

**Vacation Days and Cash-in** – All fifty-two (52) week employees covered under this policy receive twenty (20) vacation days per year and are eligible to cash in a maximum of five (5) vacation days at the end of the year by notifying the Superintendent no later than May 15th of each year.

**Bereavement Days** – Employees covered in this policy will be provided up to four (4) bereavement days for each instance of death in the immediate family (spouse, child, parent, brother, sister, step-relatives, in-laws, grandchildren, grandparent).

**July 4th**- All fifty-two (52) week employees will be provided a two (2) day Holiday for the 4th of July.

**Non-Student Days** - All fifty-two (52) week employees covered in this agreement will not be required to report to work on the first four (4) non-student/non-teacher workdays. The number of days shall be determined by the negotiated calendar. Any non-student/non-teacher workdays above four (4) require attendance in the district.

**Act of God Days** – All Employees covered in this agreement are not required to report for work on the first two (2) act of God days (i.e. snow days, power outage that results in a building shut down, etc.). There is an understanding that if time is needed to accomplish responsibilities (i.e. pre-arranged training, school events, etc.) the employee attends to duties without being owed additional days. After the second act of God Day, the employee may work from a location of choice if the ability to do so is available.

**On-Call** - The District will provide an on-call payment of \$500 per year, paid on the first paycheck of September starting in the 2025-26 school year. On-call means that the administrator agrees to respond to communications when not on duty. Eligibility is designated with a + following the position listed above. The Administrative Assistant to the Superintendent will be provided a \$75.00 stipend for all meetings after normal hours, payable on the last pay (combination of all meetings) of the fiscal year.

~~† Salary compensated per schedule found in Board Policy 1410.~~

<sup>2</sup>This position will be compensated consistent with the teacher salary schedule and longevity schedule and follow the HEA Master Agreement.

\* 52-week employee

+ On-Call Employee

Revised 9/17/19

Revised 6/28/21

Revised 10/11/21

Revised 6/13/22

Revised 8/8/22

Revised 12/12/22

Revised 6/12/23

Revised 10/21/24

Revised 2/3/25

Revised 5/12/25

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Book Policy Manual  
 Section 6-29-26 Policy Committee  
 Title Copy of ADMINISTRATIVE SALARY STRUCTURE  
 Code po1410.001  
 Status  
 Adopted January 28, 2008  
 Last Revised April 20, 2026

1410.001 - **ADMINISTRATIVE SALARY STRUCTURE**

**PURPOSE**

To establish a continuing process for administrative salaries.

**SCOPE**

This policy applies to all administrators noted in the salary schedule.

**DESCRIPTION**

District administrators, as described in the scope of this policy, who are performing at an Effective or Developing level can expect to move up one (1) salary step on the salary schedule each year until Step 5 is reached. Administrators receiving a Needs Support evaluation will not receive the step increment raise or longevity. Their salary shall be frozen and they may face possible termination.

The Superintendent may recommend an update to the salary grid when necessary to ensure that the District is offering competitive compensation. At the discretion of the Superintendent, proposals can be moved through a standing committee or ad hoc committee of the Board prior to being considered by the entire Board of Education.

**Salary Schedule – (4% 2026-27, 2% 2027-28, 2% 2028-29) The numbers below represent 2026-27 year only.**

**Assistant Superintendents or Chief Financial Officer**

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
\$138,580	\$141,550	\$144,524	\$147,495	\$150,467

**Director of Student Services**

<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
\$122,014	\$124,815	\$127,617	\$130,419	\$133,221

~~**Director of Operations and Transportation (salary only, see 1410.01)**~~

Step 1	Step 2	Step 3	Step 4	Step 5
\$111,543	\$114,520	\$117,490	\$120,461	\$123,432

**Director of Technology & Director of Community Education**

Step 1	Step 2	Step 3	Step 4	Step 5
\$99,389	\$102,360	\$105,332	\$108,305	\$111,279

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

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

**Merit Pay** - All Administrators who are rated Effective or Developing will either move up on the salary schedule or, beginning in year 6, be eligible for an off-schedule payment of \$1,000 at the end of the 6th year, and each consecutive year thereafter.

**PTO Days** – Administrators will receive ten (10) sick and four (4) personal business days in July of each year. Starting in 2025-26, these will be considered PTO (personal time off) days. Administrators may bank any of the unused days covered in this section for future use consistent with FMLA and Worker Compensation policy and practices. A maximum of three (3) consecutive days may be used without Superintendent approval. Any days used which are connected to holidays and calendar breaks must be pre-approved by the Superintendent.

**Banked Day Payout** - Upon retirement or resignation in good standing (after five years of service), up to sixty (60) banked days may be cashed in for \$100.00 each.

**Vacation Days and Cash-in** – Administrators are granted twenty (20) vacation days per year and are eligible to cash in (at per diem) a maximum of five (5) vacation days at the end of the year by notifying the Superintendent no later than May 15th of each year.

**Bereavement Days** - Administrators will be provided up to four (4) bereavement days for each instance of death in the immediate family (spouse, child, parent, brother, sister, step-relatives, in-laws, grandchildren, grandparent).

**July 4th**- All 52-week employees will be provided a two (2) day Holiday for the 4th of July.

**Non-Student Days** - All administrators will not be required to report to work on the first four (4) non-student/non-teacher work days. The number of days shall be determined by the negotiated calendar. Any non-student/non-teacher work days above four (4) require attendance in the District.

**Act of God Days** - Administrators are not required to report for work on the first two (2) act of God days (i.e. snow days, power outage that results in a building shut down, etc.). There is an understanding that if time is needed to accomplish responsibilities (i.e. pre-arranged training, school events, etc.), the administrator attends to duties without being owed additional days. After the second act of God Day, the employee may work from a location of choice if the ability to do so is available.

**On-Call** - The District will provide an on-call payment of \$500 per year, paid on the first paycheck of September starting in the 2025-26 school year. On-call means that the administrator agrees to respond to communications when not on duty.

**LONGEVITY – Director of Student Services, Director of Community Education, and Director of Technology**

After administrators finish the year at salary Step 5, a longevity benefit replaces step increases in year six (6) and only after the administrator accumulates five (5) complete years of service in the District. After that, they will qualify for additional longevity as follows:

Year 6	Year 7	Year 8	Year 9	Year 10
\$2,000	\$3,000	\$4,000	\$5,000	\$6,000

**LONGEVITY – Superintendent, Assistant Superintendents, and CFO**

After administrators finish the year at salary Step 5, a longevity benefit replaces step increases in year six (6) and only after the administrator accumulates five (5) complete years of service in the District. After that, they will qualify for additional longevity as follows:

<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>
\$5,000	\$6,000	\$7,000	\$8,000	\$9,000

Individual contracts will provide additional details such as benefit coverage.

Revised 12/21/95  
 Revised 6/15/99  
 Revised 8/13/01  
 Revised 2/12/07  
 Revised 7/21/14  
 Revised 2/12/15  
 Revised 7/18  
 Revised 8/18  
 Revised 1/19  
 Revised 7/23/19  
 Revised 9/9/19  
 Revised 12/17/20  
 Revised 6/28/21  
 Revised 12/16/21  
 Revised 6/17/22  
 Revised 11/14/22  
 Revised 6/12/23  
 T.C. 1/15/24  
 Revised 7/1/24  
 Revised 7/25/24  
 Revised 10/21/24  
 Revised 7/1/25  
 Revised 3/16/26

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Book	Policy Manual
Section	6-29-26 Policy Committee
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Legal	M.C.L. 380.1229, 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623 R 390.1105
Adopted	January 28, 2008
Last Revised	December 15, 2021

### 3120 - **EMPLOYMENT OF PROFESSIONAL STAFF**

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. The Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which the professional staff member is assigned.

The Superintendent will maintain and update Central Office administrator job descriptions, and establish qualification criteria. The Superintendent will also post all central office administrator positions internally and externally for a minimum of 14 days.

The Board shall approve and extend an offer of employment based on the recommendation of the hiring committee, which includes administrative staff and district personnel, the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the The recommendation shall include compensation, and establish the term of employment for each professional staff member. ~~employed by the Board.~~

Individuals employed in the following categories shall be considered members of the professional staff:

- A. administrators
- B. teachers

All professional staff are subject to a criminal history record check. See Policy 3121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Assistant Superintendent of Personnel.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which the staff member would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, the Board member's resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to their qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except as otherwise permitted by law.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed ~~Consent to Obtain Records (Form 3120-F2)~~ **PA 189 Disclosure of Unprofessional Conduct Authorization, Release and Waiver form** and shall to obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file, relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed ~~prior to a recommendation for employment~~ and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications **for pending employment**.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing.

Revised 6/29/15

Revised 12/17/18

Revised 6/10/19

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Hartland Consolidated Schools  
Regular Meeting-Board of Education  
February 16, 2026  
Minutes

Members present: K. Coleman, C. Shaw, J. Campbell, G. Keller, G. Gogoleski, J. Scott

Members absent: D. Custodio

Admin. Present: C. Hughes, R. Bois, K. Gregory, D. Minsker, M. Marino, J. Reck, C. Briskey, M. Frasier, D. Hottum,  
C. Chanavier

President Coleman 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.

**2/16/26 AGENDA APPROVED**

Motion by Shaw, supported by Keller, that the agenda for the February 16, 2026 regular meeting be approved as presented.

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: yes, Coleman: yes

Motion carried 6-0.

**2/16/26 CONSENT AGENDA APPROVED**

Motion by Keller, supported by Shaw, that the consent agenda for the February 16, 2026 regular meeting be approved.

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: yes, Coleman: yes

Motion carried 6-0.

**1. JANUARY 12, 2026 MINUTES APPROVED**

That the minutes of the January 12, 2026 regular meeting be approved.

**2. PAYMENT OF INVOICES**

That the Board of Education, upon the recommendation of the Chief Financial Officer, approves the financial report as of January 31, 2026, and the payment of invoices totaling \$2,146,568.62 and payroll obligations totaling \$5,769,012.39.

**SUPERINTENDENTS REPORT**

Superintendent Hughes introduced Principal Melissa Frasier who talked about the staff at Lakes Elementary.

**CALL TO THE PUBLIC**

Members of the public addressed the board.

**NEW & REVISED POLICIES**

Motion by Shaw, supported by Campbell, that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Curriculum, adopts revised policy 2210 Curriculum Development-Approved Courses as presented.

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: yes, Coleman: yes

Motion carried 6-0.

Motion by Campbell, supported by Scott, that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel & Student Services, adopts revised policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities as presented.

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: yes, Coleman: yes

Motion carried 6-0.

Motion by Shaw, supported by Keller, that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel & Student Services, adopts revised policy 5517.01 Bullying and Other Aggressive Behavior Toward Students as presented.

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: yes, Coleman: yes

Motion carried 6-0.

Motion by Campbell, supported by Shaw, that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel & Student Services, adopts revised policy 0144.2 Board Member Ethics as presented.

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: yes, Coleman: yes

Motion carried 6-0.

Motion by Keller, supported by Campbell, that the Board of Education, upon the recommendation of the Superintendent, adopts new policy "Communication" as presented.

Motion by Scott, supported by Gogoleski, to amend this policy and remove the second sentence in item number 5 on page 3: "If a request for information requires significant staff time (2 or more hours), it must receive a majority board approval before proceeding".

Gogoleski: yes, Campbell: no, Shaw: no, Keller: yes, Scott: yes, Coleman: no

Motion failed 3-3.

Motion by Keller, supported by Gogoleski, to amend this policy and change the second sentence in item number 5 on page 3 from "2 or more hours" to "4 or more hours".

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: no, Coleman: yes

Motion carried 5-1.

Vote on the original motion by Keller, supported by Campbell, that the Board of Education, upon the recommendation of the Superintendent, adopts new policy "Communication" as presented and amended:

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: no, Coleman: yes

Motion carried 5-1.

### **HCSAA CONTRACT EXTENSION**

Motion by Shaw, supported by Campbell, that the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel and Student Services, approves the HCS Administrative Association contract extension as presented.

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: yes, Coleman: yes

Motion carried 6-0.

### **2025-26 BUDGET AMENDMENTS**

Motion by Campbell, supported by Shaw, that the Board of Education, upon the recommendation of the Chief Financial Officer, approves the 2025/26 budget amendments as presented.

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: yes, Coleman: yes

Motion carried 6-0.

### **RATIFYING RESOLUTION-BOND REFUNDING**

Motion by Shaw, supported by Keller, that the Board of Education, upon the recommendation of the Chief Financial Officer, approves the bond refunding ratifying resolution as presented.

Gogoleski: yes, Campbell: yes, Shaw: yes, Keller: yes, Scott: yes, Coleman: yes

Motion carried 6-0.

## **RESOLUTION-ASSISTANT SUPERINTENDENT POSITION**

Motion by Shaw, supported by Gogoleski, that the Board of Education, upon the recommendation of Jeff Scott, approves the resolution regarding the search process for the position of Assistant Superintendent of Curriculum and Instruction as presented.

Motion by Campbell, supported by Scott, to amend version two of this resolution sent on 2-16-26 to remove "and performance metrics" from paragraph six.

Gogoleski: yes, Campbell: yes, Shaw: no, Keller: no, Scott: yes, Coleman: yes

Motion carried 4-2.

Vote on the original motion by Shaw, supported by Gogoleski, that the Board of Education, upon the recommendation of Jeff Scott, approves the resolution regarding the search process for the position of Assistant Superintendent of Curriculum and Instruction as presented and amended:

Gogoleski: yes, Campbell: yes, Shaw: no, Keller: yes, Scott: yes, Coleman: no

Motion carried 4-2.

The board agreed to discuss changes to Policy 3120 at the next committee meeting such as posting administrator job openings internally and externally and requiring updated job descriptions and qualifications. When policy revisions are complete, this resolution will be brought to the board for a vote to rescind.

## **ADMINISTRATOR CONTRACT ROLLOVERS**

Superintendent Hughes reminded the Board that at the March meeting, the board will consider three-year contract rollovers for administrators that will start on July 1<sup>st</sup>, 2026.

## **REVISED POLICIES 1410 & 1410.01**

Superintendent Hughes noted he is making a recommendation to the board to apply terms from the HCSAA contract to the employee groups who are not covered by a bargaining unit.

## **POOL STAIRS RENOVATION**

Superintendent Hughes noted the stairs are deteriorating and need to be renovated. Mr. Marino discussed details.

## **FUTURE MEETINGS**

President Coleman noted the next meetings will be a policy committee meeting on March 2, 2026, and a regular meeting on March 16, 2026 at 6:30 p.m. in the Boardroom at the Hartland Educational Support Service Center.

## **ADJOURNMENT**

The meeting was adjourned at 8:18 p.m.

Respectfully submitted,



Jeff Campbell  
Board Secretary



Renee Braden  
Recording Secretary



## **Resolution to Commit to Fair, Open, and Transparent Search Process for the Position of Assistant Superintendent of Curriculum and Instruction**

### **Hartland Consolidated Schools**

WHEREAS, the role of Assistant Superintendent of Curriculum and Instruction has a profound impact and influence on Student Academic Achievement throughout Hartland Consolidated Schools; and

WHEREAS, the Hartland Consolidated Schools Board of Education is committed to ensuring that all hiring practices comply with applicable state and federal anti-discrimination laws, including the Elliott-Larsen Civil Rights Act (MCL 37.2101 et seq.), the Persons with Disabilities Civil Rights Act (MCL 37.1101), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e), the Age Discrimination in Employment Act (29 U.S.C. 621), the Americans with Disabilities Act (42 U.S.C. 12101), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1681); and

WHEREAS, the Board Member Ethics Policy (po0144.2) explicitly states that the Board shall "support the employment of those persons best qualified to serve as school staff," emphasizing merit-based hiring to advance the District's mission of providing high-quality, researched based education to all students; and

WHEREAS, the Michigan Department of Education (MDE) recommends as a best practice that "positions are posted and widely distributed, and candidates equitably reviewed prior to hiring personnel," as this ensures the selection of the best possible candidate for the position and promotes transparency and fairness in public education hiring; and

WHEREAS, Primary and secondary public education is rapidly evolving due to advancements in technology, shifts in learning/teaching approaches, changes in State and Federal standards, and emerging challenges such as addressing learning gaps post-pandemic, integrating artificial intelligence in instruction, and adapting to diverse student needs, necessitating leadership that is innovative, forward-thinking, and aligned with evolving District strategic goals; and

WHEREAS, to secure the most qualified candidate for the Assistant Superintendent of Curriculum position, it is essential to develop an updated job description and qualification criteria that reflect the current and future needs of the District, including expertise in curriculum development, instructional leadership, data analysis, and adapting to changing learning environments; and

WHEREAS, a fair and open process will mitigate risks of unintentional bias, promote a wide range of applicants, and demonstrate a commitment to equal opportunity employment; and

WHEREAS, allowing limited preferential consideration for internal candidates, such as valuing familiarity with District operations and culture as a tie-breaking factor among equally qualified

applicants, can support staff retention and continuity while still ensuring a fair review of all candidates; and

NOW, THEREFORE, BE IT RESOLVED by the Hartland Consolidated Schools Board of Education that the Superintendent is directed to create an updated job description and qualification prior to initiating the search process, ensuring these elements address the rapidly changing landscape of primary and secondary education and clearly define the District's needs.

BE IT FURTHER RESOLVED that the District shall post the job opening internally and externally for no less than 30 days to reach a broad audience.

BE IT FURTHER RESOLVED that the Superintendent shall make a good faith effort to encourage a diverse pool of applicants from across Michigan and beyond.

BE IT FURTHER RESOLVED that the Superintendent may grant limited preferential treatment to internal applicants by considering District-specific experience as a positive factor, provided it does not override overall qualifications.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

RESOLVED this 16<sup>th</sup> day of February 2026

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Kristin Coleman  
President

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Jeff Campbell  
Secretary



Book	Policy Manual
Section	7000 Property
Title	ARTIFICIAL INTELLIGENCE ("AI")
Code	po7540.09
Status	Active
Cross References	po5500 - STUDENT CONDUCT po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Adopted	January 13, 2025

#### 7540.09 - **ARTIFICIAL INTELLIGENCE ("AI")**

The Board of Education recognizes the positive impact that artificial intelligence ("AI") technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to, the following: Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 5136 - Personal Communication Devices; Policy 5500 – Student Conduct; Policy 7540.03 – Student Technology Acceptable Use and Safety; Policy 7540.04 – Staff Technology Acceptable Use and Safety; Policy 8330 – Student Records; Policy 8350 - Confidentiality; and Policy 8351 - Security Breach of Confidential Databases.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

**[Cross Reference  
po5500  
po7540.03  
po7540.04]**

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Book	Policy Manual
Section	6-29-26 Policy Committee
Title	Replacement ARTIFICIAL INTELLIGENCE (AI)
Code	po7540.09
Status	
Cross References	po5500 - STUDENT CONDUCT po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Adopted	January 13, 2025

### **Replacement Policy - Vol. 40, No. 2**

#### **7540.09 - ARTIFICIAL INTELLIGENCE (AI)**

The Board acknowledges the positive impact and transformative potential of Artificial Intelligence ("AI") in education and operations, emphasizing a balanced, people-centered approach. It supports the responsible and innovative use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. The Superintendent is responsible for overseeing and ensuring compliance of this policy.

#### **Definitions**

For purposes of this policy, the following definitions apply:

#### **Artificial Intelligence ("AI")**

AI refers to systems or tools capable of performing tasks that typically require human intelligence including, but not limited to, decision-making, problem-solving, and language understanding. AI is computer code that can resemble human intelligence to complete a given task (e.g., problem-solving, planning, etc.). It involves developing algorithms and systems that can perceive, reason, learn, and make decisions based on data made available to the AI tool.

#### **Generative AI**

A subset of AI that uses large language models ("LLMs") and other advanced algorithms to create content, such as text, images, audio, or video, in response to user input.

Generative AI works by analyzing large datasets to learn patterns and features, which it then uses to generate new, original content. It uses complex algorithms, often based on neural networks, to make predictions based on the input data it has processed; thereby enabling it to create a wide range of outputs, from text and images to music and code, that mimic the style or characteristics of the data on which it was trained.

At its core, generative AI predicts the flows of language. Trained on massive amounts of text taken from publicly available internet sources to recognize the relationships that most commonly exist between individual units of meaning (including full or partial words, phrases, and sentences), LLMs can, with great frequency, generate replies to users' prompts that are contextually appropriate, linguistically facile, and factually correct.

#### **Natural Language Processing ("NLP")**

A field of artificial intelligence that focuses on enabling computers to understand, interpret, and respond to human language in a meaningful way. Examples of NLP include, but are not limited to, Grammarly, GPT-Based APIs, Google Cloud Natural Language AI, Microsoft Azure Text Analytics, IBM Watson NLP, Amazon Comprehend, etc.

### **Large Language Model ("LLM")**

A sophisticated AI system trained on extensive text data to process and produce language; recognize patterns, grammar, and nuances. It can perform tasks like text generation, question answering, and language translation.

### **Algorithm**

A set of rules or instructions guiding AI operations and decision-making.

### **Personally Identifiable Data/Personal Data**

Refers to any information that can directly or indirectly identify an individual including, but not limited to, names, addresses, student records, and health information.

### **Proprietary Information/Data**

Refers to a broad category of non-public, sensitive, or confidential data belonging to the District, its staff, or its operations. This information is considered the District's. This information is generally protected from unauthorized disclosure or use.

### **Open AI ("Open-Source AI")**

Definition: AI models where the developers openly share the model's architecture, underlying code, and often the "weights" (the learned parameters of the model), and sometimes the training data. Open AI models accessed publicly present a high risk of data release, as data input is often used for AI tool training and can be publicly available. Open AI models may require the District to implement and manage its own wrapper or filtering layer. As a result, it is not recommended that OpenAI tools/applications are used in districts due to the high potential of violating Federal and State laws. Open-Source AI also produces less reliable content, because it is accessing a pool of data that is not universally verified as accurate.

### **Closed AI ("Closed-Source/Proprietary AI")**

Definition: AI models where the developers obscure or protect the model's architecture, underlying code, training data, and weights. Users interact with the model via a restricted service. Closed AI may offer better, contractually-guaranteed data security (e.g., "enterprise" versions), but its "black box" nature still requires a formal audit and contract. Closed AI developers typically manage these filters internally. Closed-Source or Proprietary AI produces more reliable results because it is accessing data sources that are controlled and can be verified as accurate.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies, including, but not limited to, the following: Policy 5500 – Student Code of Classroom Conduct; Policy 5517 – Student Anti-Harassment; Policy 5517.01 – Bullying; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities; Policy 8330 – Student Records; Policy 2240 – Controversial Issues in the Classroom; Policy 7540.03 – Student Technology Acceptable Use and Safety; and Policy 7540.04 – Staff Technology Acceptable Use and Safety.

## **General Principles**

### **A. Transparency**

Users of AI tools must be able to disclose when and how these tools have been employed in the creation of academic or professional work.

### **B. Ethical Use**

District employees who use AI technologies must do so in ways consistent with institutional values, privacy standards, Family Educational Rights and Privacy Act ("FERPA"), Individuals with Disabilities Education Act ("IDEA"), copyright laws, and ethical principles, honesty, trustworthiness, and personal dignity of both employees and students.

### **C. Content Responsibility**

District employees who use AI technologies are responsible for the content created by that AI tool.

## **Evaluation and Approval**

Before adopting any AI tool or system, the District will conduct a comprehensive risk assessment — evaluating data sources (including use of student Personally Identifiable Information), decision-making impacts on students, potential bias or disparate impact, and vendor compliance with privacy, security, and data retention laws — and ensure all contracts include clear legal, ethical, and technical safeguards aligned with FERPA, IDEA, COPPA, PPR, Michigan statutes, and District policies. AI systems must be reviewed to ensure they are nondiscriminatory, fully accessible, and do not compromise the rights or individualized support of students, particularly those protected under federal and state civil rights laws.

## **AI Tool Selection**

The District approves the use of Closed AI tools only, that have been carefully reviewed, evaluated, and approved by the IT Director and the Assistant Superintendent of Curriculum and Instruction for student and staff use.

## **Transparency**

The District is committed to transparency and accountability in AI use by informing teachers, students, and parents when AI influences decisions, clearly explaining how it works and what data it uses, assigning oversight to the Assistant Superintendent of Curriculum and Instruction, and conducting regular audits to evaluate accuracy, fairness, and impact on equity and student rights. The District will maintain a public AI Tool Inventory that lists every approved AI tool and includes a summary of its data-handling and privacy features. The AI Tool Inventory will be posted on the District website.

## **Vendor Vetting & Contracts**

All AI tools used by the District must undergo a formal risk assessment by the IT/Legal department to review their Terms of Service and data handling practices to ensure compliance with all Federal and State privacy laws. The District prohibits the input by any user of any student information, staff information, or confidential district data into any AI tool that does not have a formal, vetted contract guaranteeing data privacy and non-use for training.

## **Employee Use of AI**

Employees may integrate AI tools into their instruction at their discretion and should clearly define the parameters for AI usage in the classroom by students using District-approved AI applications/tools.

When using AI to create instructional materials, assessments, or feedback, employees shall maintain transparency by disclosing the role of AI in these processes. Employees must review and verify the accuracy and appropriateness of any AI-generated content.

Employees shall not input sensitive, confidential, personally identifiable, or proprietary information about students, colleagues, or institutional operations into AI systems that lack safeguards and policies to protect such data from being used in their training models.

Using AI detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI technologies in education can lead to considerable confusion regarding expectations for AI use. Employees should use AI-detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Employees must also disclose the use of AI software in course curricula.

Employees may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with State and Board policies. The use of AI tools for such purposes should be disclosed when disseminating AI output.

## **Student Use of AI**

Students shall receive age-appropriate instruction about responsible AI use, digital citizenship, privacy, and the risks/limitations of AI prior to using AI.

Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools, and they should ask their teacher(s) when they have questions and/or need assistance.

Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).

Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 – Student Code of Conduct.

**Academic Accessibility**

AI tools can be utilized to assist students with disabilities in accessing and understanding written materials. For example, text-to-speech software can help students with specific learning disabilities, visual impairments, or other disabilities in reading texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material). Specific use of AI technologies beyond universal application for students with disabilities is best addressed in each student's Individual Education Plan ("IEP").

**Employee Training**

Employees will receive training periodically to ensure adherence to this and other related policies, data privacy, student records, and allowable/approved AI tools in the District.

**Non-Academic Use of AI**

Students and staff are prohibited in the use of AI from generating false or knowingly misleading representations of other students, staff, volunteers, or Board members that are reasonably interpreted as derogatory, threatening, or otherwise objectionable to a reasonable person, including by way of AI generated or manipulated visual or verbal depictions of any such individual, or the distribution of such depictions through any means, for example via social media, regardless of whether the distributor created the depictions themselves.

**Enforcement**

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Superintendent will refer any illegal acts to law enforcement.

**Questions or Concerns**

Staff, parents, or members of the public who have questions or concerns regarding this policy or the use of AI in the District should contact the Director of Technology.

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### **4229 Acceptable Use of Generative Artificial Intelligence**

Employees may use Generative Artificial Intelligence (“Generative AI”) in the school setting in compliance with this Policy and applicable law.

#### **A. Definitions**

1. “Generative AI” means the class of AI models that emulate the structure and characteristics of input data in order to generate derived synthetic content. This may include images, videos, audio, text, and other digital content.
2. “AI System” means any data system, software, hardware, application, tool, or utility that operates in whole or in part using AI.

#### **B. Acceptable Use**

Employee use of Generative AI must be appropriate for the educational environment and in compliance with all applicable laws, including, but not limited to, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, and the Children’s Internet Protection Act. Employees must also comply with applicable Board Policies when using Generative AI, including, but not limited to, policies on District technology and acceptable use, copyright protection, student records, unlawful harassment, discrimination, and employee ethics.

Employees must obtain prior approval from the Superintendent or designee before using Generative AI Systems for District-related purposes.

Employees must thoroughly review AI-generated material to ensure accuracy, relevance, and appropriateness. Employees may not rely solely on Generative AI to deliver instructional or work-related material. Employee use of Generative AI in the classroom must align with the Board-approved curriculum.

#### **C. Training**

Employees may receive training on the legal and ethical use of Generative AI and its integration into the curriculum.

#### **D. Violations**

Violations of this policy may result in disciplinary action, up to and including discharge.

Legal Authority: 20 USC 1232g; 20 USC 1400 et seq.; 34 CFR 99; 47 CFR 54.520; 88 Fed Reg 75191 (October 30, 2023)