

**HARTLAND CONSOLIDATED SCHOOLS
REGULAR MEETING - BOARD OF EDUCATION
Hartland Educational Support Service Center
September 15, 2025 – 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. This meeting may be recorded.

Anyone being disruptive will be asked to leave.

I. Call to Order, 6:30 p.m., Boardroom, Hartland Educational Support Service Center

- A. Pledge of Allegiance
- B. 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 item.*
 - 1. Approval of Minutes – August 11, 2025, Regular Meeting
 - 2. Payment of Invoices
 - 3. New Hires
- D. Superintendent's Report
 - 1. New Hire Introductions
 - 2. High School Cyber Security Program
- E. Call to the Public

This portion of the agenda is for citizens to address any questions or comments to the Board. Attendees must register their intention to participate in the public participation portion of the meeting prior to the start of the meeting. Individuals may not register others to speak during public participation.

The Board will listen and take comments and questions under advisement but will not respond at this time. The presiding officer will refer questions to the superintendent for investigation and respond at a later date.

Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments. Each speaker may be limited to three (3) minutes. No participant may speak more than once.

F. Committee & Building Reports

II. Action Items

- A. New & Revised Policies (discussed at 8/25/25 Policy Committee meeting)
- B. Strategic Plan Goal Objectives
- C. Welding Booth Purchase
- D. Lunch Price Increase
- E. Maintenance Equipment Purchase (2020 Bond)

III. Discussion Items

- A. 2016 Bond Refunding

IV. Information Items

- A. Future meetings: October 20, 2025, Regular Meeting, 6:30 p.m., Boardroom, Hartland Educational Support Service Center
- B. Information Items

V. Adjournment

DETAILED AGENDA

I. **CALL TO ORDER**

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

I.A. **PLEDGE OF ALLEGIANCE**

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

(Recommended action): That the agenda for the September 15, 2025 regular meeting be approved.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

I.C. **CONSENT AGENDA**

(Recommended action): That the consent agenda for the September 15, 2025 regular meeting be approved.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

1. **APPROVAL OF MINUTES – AUGUST 11, 2025**

(Recommended action): That the minutes of the August 11, 2025 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 August 31, 2025, and the payment of invoices totaling \$3,126,834.75 and payroll obligations totaling \$5,048,641.54.

3. **NEW HIRES**

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, and the Assistant Superintendent of Personnel and Student Services, offers a probationary teaching contract for the 2025/26 school year, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable, to Holly Goodheart (VES) and Bethany Strandbergh (MS).

I.D. **SUPERINTENDENT'S REPORT**

1. Introduction of New Hires

2. High School Cyber Security Program

I.E. **CALL TO THE PUBLIC**

I.F. **COMMITTEE & BUILDING REPORTS**

II.A. **NEW & REVISED POLICIES (ALTERNATE MOTIONS BELOW)**

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves the revised policies as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

ALTERNATE MOTIONS

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **0131.1**-Bylaws and Policies as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **2340**-Field and Other District-Sponsored Trips as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **5320**-Immunization as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **5330**-Use of Medications as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **5330.01**: Epinephrine Auto-Injectors as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **8320**-Personnel Files as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **8500**-Food Services as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **8510**-Wellness as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, rescinds policy **8640**-Transportation for Field and Other District-Sponsored as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **0171.1**-President as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **0171.2**-Vice President as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **0171.3**-Secretary as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **0171.4**-Treasurer as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves revised policy **0172**-Legal Counsel as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves the **Opt-Out Policy** as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

II.B. STRATEGIC PLAN GOAL OBJECTIVES

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, approves the strategic plan goal objectives as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____,

II.C. WELDING BOOTH PURCHASE

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Chief Financial Officer, approves the welding booth purchase as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

II.D. LUNCH PRICE INCREASE

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent and the Chief Financial Officer, approves the lunch price increase as presented.

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

II.E. MAINTENANCE EQUIPMENT PURCHASE (2020 BOND)

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

Motion by _____, supported by _____. _____

Gogoleski: _____, Campbell: _____, Shaw: _____, Keller: _____, Scott: _____, Custodio: _____, Coleman: _____

III.A. 2016 BOND REFUNDING

For discussion

IV.A. FUTURE MEETINGS

October 20, 2025, Regular meeting, 6:30 p.m., Boardroom, Hartland Educational Support Service Center

IV.B. INFORMATION ITEMS

V. ADJOURNMENT

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

Members absent: G. Gogoleski

Admin. Present: C. Hughes, R. Bois, K. Gregory, D. Minsker

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.

8/11/25 AGENDA APPROVED

Motion by Shaw, supported by Campbell, that the Agenda for the August 11, 2025 regular meeting be approved.

Motion by Shaw, supported by Campbell, to amend the agenda to add an action item to confirm the appointment of the vice president.

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

Motion carried 6-0.

Motion by Shaw, supported by Campbell, that the agenda for the August 11, 2025 regular meeting be approved as amended.

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

Motion carried 6-0.

8/11/25 CONSENT AGENDA APPROVED

Motion by Shaw, supported by Campbell, that the consent agenda for the August 11, 2025 regular meeting be approved.

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

Motion carried 6-0.

1. 7/21/25 MINUTES APPROVED

That the minutes of the July 21, 2025 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 July 31, 2025, and the payment of invoices totaling \$2,855,184.03 and payroll obligations totaling \$3,250,237.70.

3. NEW HIRES

That the Board of Education, upon the recommendation of the Superintendent and the Assistant Superintendent of Personnel, offers a probationary teaching contract for the 2025/26 school year, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable, to: Neely King (VES), Kristen Memering (FIS), Erin Quinn (LES), Juliana Snyder (FIS), and Jacob Yancho (VES).

SUPERINTENDENTS REPORT

- Introduction of New Hires
- Breakfast/Lunch Program

CALL TO THE PUBLIC

There was no response to Call to the Public.

AUTHORIZATION OF DESIGNEES FOR TREASURER AND SECRETARY RESPONSIBILITIES

Motion by Campbell, supported by Scott, to postpone designating the Superintendent or CFO as Treasurer and Secretary designee until the September regular meeting.

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

Motion carried 6-0.

RESOLUTION TO DESIGNATE LEGAL COUNSEL

Motion by Scott, supported by Keller, to postpone the resolution to designate legal counsel until the September regular meeting.

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

Motion carried 6-0.

RESOLUTION REQUIRING SEARCHABLE PDF DOCUMENTS FOR ADMINISTRATIVE DOCUMENTS

Motion by Scott, supported by Campbell, to postpone the requirement of PDF searchable documents for administrative documents until the September regular meeting.

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

Motion carried 6-0.

CONFIRM THE APPOINTMENT OF VICE PRESIDENT

Motion by Campbell, supported by Coleman, that the Board of Education appoints Cindy Shaw to serve as vice president on the Hartland Consolidated Schools Board of Education.

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

Motion carried 5-1.

STRATEGIC PLAN GOAL OBJECTIVES

The board discussed the strategic plan goal objectives as presented in the packet.

FUTURE BOND

Superintendent Hughes, Rachel Bois and the board discussed the process of beginning to have discussions with staff and the community regarding the needs of the district.

FUTURE MEETINGS

President Coleman noted the next meetings will be August 25, 2025, Policy Committee meeting, 6:30 p.m., and September 15, 2025, regular meeting, 6:30 p.m. in the Boardroom at the Hartland Educational Support Service Center.

CLOSED SESSION: SETTLEMENT STRATEGY DISCUSSION

Motion by Shaw, supported by Campbell, that the Board of Education enters into Closed Session under Section 8(1)(e) of the Open Meetings Act to discuss settlement strategy concerning Vanderlaan v. Hartland Consolidated Schools with the District's attorney. A closed session should be held because discussing settlement strategy publicly would be financially detrimental to the District.

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

Motion carried 6-0.

The Board entered into closed session at 7: 41 p.m.

The Board reconvened in open session at 8:28 p.m.

ADJOURNMENT

The meeting was adjourned at 8:29 p.m.

Respectfully submitted,



Jeff Campbell
Board Secretary



Renee Braden
Recording Secretary

HARTLAND CONSOLIDATED SCHOOLS
BOARD MEETING ON SEPTEMBER 15, 2025
EXPENDITURES FOR THE MONTH OF AUGUST 2025

Check registers and ACH payments:

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
08/07/2025	A/P Check Run	\$ 227,892.78	\$ 14,963.53	\$ 850.00	\$ 77,517.94		\$ 33,155.22	\$ 354,379.47
08/13/2025	A/P Check Run	\$ 662,143.79	\$ 9,713.98	\$ 8,214.00	\$ 631,871.06		\$ 22,892.80	\$ 1,334,835.63
08/21/2025	A/P Check Run	\$ 686,357.08	\$ 11,188.15	\$ 55,009.01	\$ 33,105.06	\$ 5,681.41	\$ 11,763.95	\$ 803,104.66
08/28/2025	A/P Check Run	\$ 216,936.55	\$ 3,307.71	\$ 44,995.31			\$ 15,094.36	\$ 280,333.93
08/31/2025	Void Checks	\$ (982.18)	\$ (200.00)	\$ (64.50)			\$ (43.47)	\$ (1,290.15)
08/18/2025	Merchant Fees (Comm Ed)	\$ 20,762.97						\$ 20,762.97
08/29/2025	Bank Fees	\$ 213.00						\$ 213.00
08/01/2025	Edustaff - ACH	\$ 90,856.18						\$ 90,856.18
08/04/2025	Edustaff - ACH	\$ 7,835.84						\$ 7,835.84
08/15/2025	Edustaff - ACH	\$ 82,844.00						\$ 82,844.00
08/29/2025	Edustaff - ACH	\$ 116,383.34						\$ 116,383.34
08/19/2025	Arbiter Deposit - Athletic Officials	\$ 5,000.00						\$ 5,000.00
08/27/2025	Senior Center FY25 Profit - MILAF	\$ 13,634.22						\$ 13,634.22
08/27/2025	PNC VISA - ACH	\$ 17,941.66						\$ 17,941.66
TOTAL		\$ 2,147,819.23	\$ 38,973.37	\$ 109,003.82	\$ 742,494.06	\$ 5,681.41	\$ 82,862.86	\$ 3,126,834.75

Payroll and Benefit expenses:

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
08/01/2025	8/1/2025 PAYDATE	\$ 689,467.90	\$ 232,469.75	\$ 35,859.17	\$ 417,161.69	**	**	\$ 1,374,958.51
08/15/2025	8/15/2025 PAYDATE	\$ 811,199.78	\$ 276,078.28	\$ 42,345.28	\$ 473,827.34	\$ 45,107.88	\$ (15.37)	\$ 1,648,543.19
08/29/2025	8/29/2025 PAYDATE	\$ 836,401.39	\$ 285,160.03	***	\$ 496,987.85	\$ 45,902.65	\$ -	\$ 1,664,451.92
08/28/2025	AUGUST UAAL				\$ 358,524.73			\$ 358,524.73
AUGUST HLTH EQ CLAIMS							\$ 2,163.19	\$ 2,163.19
TOTAL		\$ 2,337,069.07	\$ 793,708.06	\$ 78,204.45	\$ 1,746,501.61	\$ 91,010.53	\$ 2,147.82	\$ 5,048,641.54

** Paid in July 2025

*** Paid in September 2025

New Hire
September 15, 2025

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Holly Goodheart

EDUCATION: M.A., University of Michigan Flint – 2015
B.S., University of Michigan Flint – 2013

MAJOR: Special Education

MINOR:

CERTIFICATION: Professional Teaching Certificate with endorsements in SA (K-12),
ZA (PK-K) and ZG (K-8).

EXPERIENCE: Holly has been an Early Childhood Special Education Teacher with
LESA since 2021. From 2015 - 2021 Holly worked at GISD as an
Early Childhood Special Education Teacher.

SALARY STEP: MA+15, Step 10

ASSIGNMENT: Special Education at Village Elementary School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Holly Goodheart for the 2025-2026 school year, at the Step 10, MA+15 salary tract, (\$86,170), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.

New Hire
September 15, 2025

**HARTLAND CONSOLIDATED SCHOOLS
HARTLAND, MICHIGAN**

RESUME'

NAME: Bethany Strandbergh

EDUCATION: M.A., Central Michigan University – 2017
B.S., Michigan State University – 2015
B.A., Michigan State University - 2010

MAJOR: Integrated Science

MINOR:

CERTIFICATION: Interim Teaching Certificate with an endorsement in DI (7-12).

EXPERIENCE: Bethany has been the Veterinary Technical Lead at Roadside Vet Clinic in Highland since 2018. She joined the Teachers of Tomorrow program in 2025.

SALARY STEP: MA, Step 1

ASSIGNMENT: Science at Hartland Middle School

Recommended Action:

That the Board of Education, upon the recommendation of the Superintendent, offers a probationary teaching contract to Bethany Strandbergh for the 2025-2026 school year, at the Step 1, MA salary tract, (\$52,901), pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable.



Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	BYLAWS AND POLICIES
Code	po0131.1
Status	
Legal	M.C.L. 380.1201 et seq.
Adopted	January 28, 2008
Last Revised	December 17, 2018

changes discussed at the 8-25 Policy Committee meeting

0131.1 - BYLAWS AND POLICIES

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District and shall be bound to follow such bylaws and policies.

Those bylaws and policies which are not dictated required to have a public hearing by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and or repealed at any meeting of the Board by a majority vote of the Board at a regular or special meeting, after completing two (2) readings at two (2) scheduled meetings. provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected except that t The Board may vote to waive the two (2) reading requirement and then vote to adopt, amend, or repeal a bylaw or policy with one (1) reading, provided the amendment or adoption does not conflict with the law, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or may be suspended by a majority vote of the Board. Any resolution suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board.

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole and that are of a non-substantive nature. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. The Superintendent is authorized to identify and make technical corrections to the policies and regulations without Board approval. Upon completion of the technical corrections, the Superintendent shall provide a written brief summary and copy of the technical corrections to the Board for review. Should the Board determine that a technical correction is substantive in nature, it will utilize the normal policy adoption procedure to adopt the amendments to the policy or regulation. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

Revised 6/9/14

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Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po2340
Status	
Legal	M.C.L.A. 380.1282, 380.1331
Adopted	January 28, 2008

Changes discussed at the Policy Committee meeting on 8/25

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips, (b) extra-curricular/co-curricular program-related trips, (c) overnight trips, and (d) other District-sponsored trips.

Field Trips

~~The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:~~

- ~~A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;~~
- ~~B. arouse new interests among students;~~
- ~~C. help students relate school experiences to the reality of the world outside of school;~~
- ~~D. bring the resources of the community — natural, artistic, industrial, commercial, governmental, educational — within the student's learning experience;~~
- ~~E. afford students the opportunity to study real things and real processes in their actual environment.~~

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member, **approved by the Superintendent and furthers or supplements and an integral part of an educational program as planned for and incorporated into that course of study by the teacher.**

Properly planned and executed field trips should cultivate new interests among students, help students relate school experience to the reality of the world outside of school, bring the resources of the community within the student's learning experience, and afford students the opportunity to study real things and processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the Administration Superintendent.

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the Administration in accordance with the same procedures used for approving field trips.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than MHSAA athletic teams participating in State tournaments/meets.

Overnight Travel

Overnight travel is defined as a field trip that involves one (1) or more overnight stays. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such, it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Superintendent in accordance with the District's overnight travel guidelines.

International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel and that is responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents.

Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary.

Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

Trip Approval Process

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Proposals shall include the details of the trip, the cost of the trip, identify any third-party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised.

General Trip Provisions

The Superintendent shall approve all trips. The Board shall be informed in advance of those field trips and other District-sponsored trips which are out-of-state or keep students out of the District overnight or longer.

Students may be charged reasonable fees for field trips **not lasting more than a day**, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to **the District's** administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure ~~that~~:

- A. the safety and well-being of students is protected at all times;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. ~~the staff member in charge shall have access to a copy of each student's Emergency Medical Authorization Form; is in the possession of the staff member in charge.~~
- H. ~~provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;~~
- I. ~~provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;~~
- J. ~~provisions for the selection of lodging (for overnight trips) that provides a safe and secure environment.~~

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in ~~his/her~~ the staff member's charge is imperiled or where changes or substitutions beyond ~~his/her~~ the staff member's control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately, ~~who shall then notify parents as soon as possible.~~

Transportation for Field and Other District Sponsored Trips

~~Regular or special-purpose school vehicles will be used for transportation on field and other District-sponsored trips.~~

~~The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.~~

~~Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.~~

~~All field trips shall be supervised by members of the staff. Any time students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well to supervise students upon return to the District and while they are waiting for rides home.~~

~~All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member by the parent, in writing or in person, to allow an exception.~~

~~District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.~~

~~The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on the use of District vehicles and/or private vehicles.~~



Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	IMMUNIZATION
Code	po5320
Status	
Legal	M.C.L.A. 333.9201 et seq., 380.1177, 380.1177a A.C. 325.176
Adopted	January 28, 2008
Last Revised	June 29, 2015

5320 - IMMUNIZATION

~~The Board of Education believes that immunization is one of the most cost-effective measures to protect children from vaccine-preventable diseases. Accordingly, the~~ Board requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the Department of Health and Human Services (DHHS) regulations.

Students must meet the immunization requirements set by the State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication, the vaccines involved, and the time frame the student is not able to get the vaccines, on the appropriate form. ~~on Form 5320-F2.~~
- B. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet. The District must follow up with the parent or legal guardian to ensure the student has received the required follow-up dose(s) of the vaccine.

When the District provides information on immunizations, infectious, disease, medications, or other school health issues to parents and guardians of students in at least grades, 6,9, and 12, the Board shall include information about meningococcal meningitis and, the vaccine for meningococcal meningitis and about human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis and how it is spread and the risks associated with human papillomavirus. In addition, the information shall include sources where parents/guardian may obtain additional information about both diseases and where they may obtain meningococcal meningitis and/or human papillomavirus vaccination of a child.

Revised 12/15/08

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Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	USE OF MEDICATIONS
Code	po5330
Status	
Legal	M.C.L. 380.1178, 380.1178a, 380.1179 Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools
Adopted	January 28, 2008
Last Revised	December 17, 2018

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the student-child is disabled and requires medication to benefit from the student's educational program.

~~For purposes of this policy, "Medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over the counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health care procedures which require special training, such as catheterization.~~

Definitions

- A. "Administer:" ~~means~~ the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.
- B. Medication: ~~For purposes of this policy, "Medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies.~~
- C. "Nonprescription drug product:" ~~means~~ any non-narcotic drug product which may be sold without a prescription and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.
- D. "Practitioner:" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.
- E. "Treatment:" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Administration of Prescription and Over-the Counter Drug Products by School Staff

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent annually. Both must also authorize any self-medication by the student. Such documentation shall be kept on file in MiStar (electronic file). All medication shall be kept in a locked storage case in the school office. All medication shall be secured and appropriately stored (allowing for quick access and retrieval during school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, the dosage and frequency to be administered.

Administration of Nonprescription Over-the Counter Drug Products by School Staff (must have physicians order for over-the-counter medications)

Substances that are not FDA approved (i.e., natural products, food supplements) will not be administered by District staff. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

~~Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent. Medications will be administered by the District in accordance with the Superintendent's guidelines.~~

~~Only medication in its original container, labeled with the date, if a prescription, the student's name, and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.~~

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines.

Student Possession of Medication

Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

The provisions of this policy are to be viewed together with the Board Policy 5530-Drug Prevention.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler. ~~(Form 5330-F1e)~~

and

B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.

and

C. There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and the student's his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self possess and self administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self possess and administer the medication if they meet the conditions stated above.

General Provisions

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's his/her parent/guardian to the Principal or other chief administrator of the student's school.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of medications to the extent set forth in applicable State law.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

The district will provide the parent/guardian notice to retrieve any unused medication. If the parent/guardian does not promptly retrieve the medication, the district will appropriately dispose of the medication.

M.C.L. 380.1178, 380.1178a, 380.1179

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools

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Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	EPINEPHRINE AUTO-INJECTORS
Code	po5330.01
Status	
Legal	M.C.L. 380.1178, 380.1179, 380.1179A Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School
Adopted	June 9, 2014
Last Revised	August 28, 2023

5330.01 - EPINEPHRINE AUTO-INJECTORS

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

~~Commencing with the 2014-15 school year, e~~Each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of ~~the School Nurse Assistant Superintendent/Chief Financial Officer, Personnel & Student Services~~ to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The Assistant Superintendent/Chief Financial Officer, Personnel & Student Services shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. ~~The persons authorized to use the District maintained Epi Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.~~ **The persons authorized to use the District maintained EpiPens will be trained annually by the school nurse.**

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of epinephrine to the extent set forth in applicable State law.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall immediately contact 911, then promptly notify the building principal, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the Assistant Superintendent of ~~Supt./Chief Financial Officer~~, Personnel & Student Services. The report shall include whether the school's or student's Epi-Pen was used, how many injections were given, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Assistant Superintendent of ~~Supt./Chief Financial Officer~~, Personnel & Student Services shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

T.C. 8/28/23

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Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	PERSONNEL FILES
Code	po8320
Status	
Legal	M.C.L. 423.501 et seq
Adopted	January 28, 2008
Last Revised	December 15, 2021

Changes discussed at the Policy Committee meeting on 8-25

8320 - PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

Unless the District is required by law to provide this information to a third-party, the District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee personal information system to the Assistant Superintendent ~~offer~~ Personnel. A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

An employee may review their personnel record upon written request with an administrator present.

The employee may periodically review their file at reasonable intervals, generally not more than two (2) times in a calendar year or as otherwise provided by law or by a collective bargaining agreement.

The personnel files may be reviewed annually and material no longer required may be destroyed.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records or designee;
- C. make no alterations or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal.

The responsible administrator **Assistant Superintendent of Personnel and Student Services** shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, ~~not exceeding five (5) sheets of 8 1/2 inch by 11 inch paper~~, explaining the employee's position. This written statement shall be kept in the employee's file.

Records Retention

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

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Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	FOOD SERVICES
Code	po8500
Status	
Legal	<p>Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.</p> <p>Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.</p> <p>M.C.L. 380.1272, 1272a, 1272d et seq.</p> <p>7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015</p> <p>42 U.S.C. 1758, 1760</p> <p>OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)</p> <p>SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs</p>
Adopted	January 28, 2008
Last Revised	August 28, 2023

8500 - **FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

~~The Board shall provide a public hearing annually for all parents prior to determining whether or not it will provide a breakfast program for all students. If it chooses not to provide such a program, the Board shall make available the reasons for its decision.~~

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages including, but not limited to, the current United States Department of Agriculture's ("USDA") school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

Further, the food service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point ("HACCP") system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Dietary Modifications

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Michigan to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted; and
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the Special Dietary Accommodation Coordinator or Food Service Director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Special Diets Coordinator who shall serve as the Special Dietary Accommodation Coordinator.

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the Building Principal and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed, the decision is final.

B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.

Modification Based on Student/Parental Preference

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following: the School District shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State-authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities' recommendation provided with the Medical Statement for Special Dietary Needs.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260—Nondiscrimination and Access to Equal Educational Opportunity.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

~~If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, Director of Food Services, substitutions to the standard meal requirements may be made, at no additional charge, for a student who is not a "disabled person" but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:~~

- ~~A. the medical or dietary need that restricts the student's diet; and~~
- ~~B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.~~

~~For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.~~

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Student Nutrition Director and the Chief Financial Officer. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food service accounts shall be made by the ~~Assistant Superintendent~~/Chief Financial Officer. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal costs, arising from such bad debt after they have been determined to be uncollectible are also unallowable.

Bad debt is uncollectible/delinquent debt that has been determined to be uncollectible by the end of the school year in which the debt was incurred. If the uncollectible/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the district general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectible/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

~~The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.~~

~~This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.~~

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;

H. the regular maintenance and replacement of equipment;

I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines and may be vended in accordance with Board Policy 8540.

~~The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.~~

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 5/23/11
Revised 12/14/15
Revised 6/6/16
Revised 6/12/17
Revised 6/10/19
Revised 5/19/21
T.C. 8/28/23

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Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	WELLNESS
Code	po8510
Status	
Legal	42 U.S.C. 1751, Sec. 204 42 U.S.C. 1771 7 C.F.R. Parts 210 and 220
Adopted	January 28, 2008
Last Revised	May 19, 2021

8510 - **WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the Hartland Consolidated School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and the student's ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits with respect to eating and exercise.

The Board sets the following goals in an effort to enable students to establish good health, healthy nutrition, and physical activity habits:

A. With regard to nutrition education, ~~the District shall:~~

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
3. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
4. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate and enjoyable.

5. The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

B. With regard to physical activity, ~~the District shall:~~

1. Physical Education

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
- b. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- c. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- d. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.

2. Physical Activity

- a. Physical activity shall not be employed as a form of discipline or punishment.
- b. All students in grades 7 - 12 shall have the opportunity to participate in interscholastic sports programs.
- c. In addition to planned physical education, the school may provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

C. With regard to other school-based activities:

Free drinking water shall be available to students during designated meal times and may be available throughout the school day.

1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
2. The school shall provide attractive, clean environments in which the students eat.
3. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion:

1. Any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

2. Additionally, ~~the~~ The District shall encourage students to increase their consumption of healthful foods during the school day.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day, shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte, or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, unless an exemption has been granted.
- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.
- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the food and beverage standards approved by the Principal.
- G. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- H. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.
- I. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- J. Continuing professional development shall be provided for all staff of the food service program.

The Board designates the Superintendent as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

~~The Superintendent shall appoint a District wellness committee that includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually.~~

~~The Wellness Committee shall be responsible for:~~

- ~~A. assessment of the current school environment;~~
- ~~B. review of the District's wellness policy;~~
- ~~C. presentation of the wellness policy to the school board for approval;~~
- ~~D. measurement of the implementation of the policy;~~
- ~~E. recommendation for the revision of the policy, as necessary.~~

~~Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.~~

~~The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.~~

~~The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall distribute information at the beginning of the school year to families of school children (i.e., Community Life) and post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.~~

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public on the School District's website.

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Revised 4/13/15

Revised 6/12/17

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Book	Policy Manual
Section	MAY 2025 DISCUSSION
Title	TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS - RESCIND
Code	po8640
Status	
Adopted	January 28, 2008
Last Revised	June 10, 2019

~~8640—TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS~~

~~The transportation for all field and other District sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent or designee.~~

~~For District transportation involving co-curricular, athletic, and other extra-curricular trips, the District will provide for the vehicles for all other trips but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid by the sponsoring organization from the designated fund.~~

~~Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.~~

~~All field trips shall be supervised by members of the staff. All other District sponsored trips shall be supervised by either staff members or chaperones approved by the administration. Any time students are on the vehicle, at least one (1) chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.~~

~~All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing, to allow an exception.~~

~~District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the appropriate administrator.~~

~~No student is allowed to drive on any trip. An exception may be made by the appropriate administrator on an individual basis provided the student has written parental permission and does not transport any other student.~~

~~The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.~~



Book Policy Manual

Section POLICY UPDATES 7-2025

Title PRESIDENT

Code po0171.1

Status

Adopted January 28, 2008

changes discussed at the 8-25 Policy Committee meeting

0171.1 - PRESIDENT

The President of the Board of Education shall:

- A. preside at all meetings of the Board, and act as the decision-maker on procedural issues, unless overruled by a majority of the Board;
- B. work cooperatively with the Superintendent in planning agendas for board meetings;
- C. sign contracts, correspondence, and other documents on behalf of the district, as authorized by the Board or required by law;
- D. serve as the Board's spokesperson unless another person is designated by the Board;
- E. consult legal counsel on school related matters relevant to the Board, pursuant to policy 0172, and notify one other board officer; ~~investigate or retain legal counsel or qualified investigators to investigate concerns regarding the Superintendent or other Board members;~~
- F. establish all Board committees and appoint the members, where applicable;
- G. ~~appoint a temporary secretary, in the absence of the secretary, who shall sign the minutes of the public meeting;~~
- H. ~~cause an action to be prosecuted in the name of the District on the Treasurer's bond in case of a breach of a condition of the bond;~~
- I. If both the President and Vice President are absent from a Board meeting, the Board may appoint a Board member to serve as acting President;
- J. perform other duties as may be authorized by the Board, required by law, or appropriate to the office of the President.

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Book	Policy Manual
Section	POLICY UPDATES 7-2025
Title	VICE-PRESIDENT
Code	po0171.2
Status	
Adopted	January 28, 2008

0171.2 **VICE-PRESIDENT**

The Vice-President of the Board of Education shall:

- A. preside at meetings of the Board when the President is not able to attend;
- B. perform other duties as may be authorized by the Board, or required by law, or appropriate to the duties office of the Vice-President as the Board determines;
- C. in case of a vacancy in the office of President, or when the President is temporarily or permanently incapacitated or unable to perform the duties of the president, succeed to the office of President and perform all duties of the President until the president is able to resume the duties or a successor is appointed to the Board for the balance of the unexpired term.

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Book	Policy Manual
Section	POLICY UPDATES 9-2025
Title	SECRETARY
Code	po0171.3
Status	Adopted January 28, 2008

0171.3 - SECRETARY

The Secretary of the Board of Education shall:

- A. sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books prior to release to the full board, where applicable;
- B. be the chief election officer of the district with authority to delegate election duties to a member of the administrative staff;
- C. sign orders upon the district's treasury for money to be disbursed by the School District, in the event the Treasurer is unable to perform such functions;
- D. delegate the below actions to the district Superintendent, or the Superintendent's designee:
 - a. act as clerk at meetings of the Board;
 - b. record the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
 - c. prepare the annual report of the district and other reports required by the State Board;
 - d. draw orders upon the district's treasury for money to be disbursed by the School District, in the event the Treasurer is unable to perform such functions; and each order shall be properly numbered and dated, shall specify the sources of the funds called for, the purpose for which, and the fund upon which the order is drawn;
 - e. preserve and file copies of reports, books, papers, and other documents belonging to the office of the secretary or to the School District, and deliver them to a successor in office;
 - f. perform other duties required by law or by the Board.



Book	Policy Manual
Section	POLICY UPDATES 7-2025
Title	TREASURER
Code	po0171.4
Status	
Legal	M.C.L.A. 380.1221
Adopted	January 28, 2008

0171.4 - **TREASURER**

The Treasurer of the Board of Education shall:

- A. have care and custody of all monies of the School District and ~~the Treasurer shall~~ deposit funds of the District with a bank or banking corporation or trust company designated by the Board in the proportion and manner directed by the Board;
- B. draw and sign orders upon the district's treasury for money to be disbursed by the district;
- C. **delegate the below actions to the district Superintendent or the CFO:**
 - a. keep proper books of account;
 - b. keep an account of interest received from invested school funds, and credit interest received to the appropriate fund accounts;
 - c. pay out funds for the purposes specified by law, or, in the case of gifts or donations for the purposes for which the money is given or donated, on proper orders signed by the Secretary and countersigned by the President of the Board;
 - d. perform other duties **as may be authorized by the Board, required by law, or appropriate to the duties of the office of treasurer.**

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Book Policy Manual

Section POLICY UPDATES 7-2025

Title LEGAL COUNSEL

Code po0172

Status

Adopted January 28, 2008

0172 - LEGAL COUNSEL

The Board of Education may employ an attorney to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

The Board will contract with a primary law firm to provide the Thurn Law Firm, P.C. for general legal counsel services and any additional legal firms necessary for guidance on specialty services appropriate for conducting the business of the District.

The Board President or the Superintendent may contact District legal counsel directly on behalf of the Board or the District. As the spokesperson for the Board (per bylaw 0143.1), the Board President may consult with administration to determine the necessity of records to conduct board business. The Board President, or Vice President if the President is not available, shall be the contact person for all legal matters of the Board. Board members interested in soliciting legal opinions will work through the Board President on such requests.

Requests made of legal counsel must relate to district governance or Board business. The information requested must be:

- A. necessary for board members to make a decision/vote at the board table;
- B. pertinent to performing the duties of a board member.

It is not appropriate to contact legal counsel for questions relating to personal matters.

When requests are made, information will be shared with all board members, when appropriate. Exceptions to this may include when the requested information is pertaining to a complaint against a Board member.

The Superintendent, or Board president as appropriate, will immediately inform the Board when the cost of legal services for a single matter is expected to exceed \$10,000. The Superintendent will promulgate procedures to which other District administrators may directly contact legal counsel and will notify legal counsel of these procedures.

The Board will designate the district's attorney for general legal counsel each year at the organizational meeting in July.

Opt-Out Policy for Activities During the School Day Outside of Academic Instructional Time

Hartland Consolidated Schools recognizes the importance of working with parents in support of their child's education. Outside of the academic instructional learning time, students will have the opportunity to participate in activities that support their learning, give real life context to what they learned in the classroom, or support their future goals and aspirations. These learning experiences may include activities such as field trips, assemblies, special events and programs, and guest speakers. Hartland Consolidated Schools also recognizes that parents/guardians have the right to opt out of these activities. When such activities are planned:

- 1) The building or district will communicate the specifics of the activity to parents/guardians at least 5 days prior to the activity. Information will include the date, time, purpose and description of the activity.
- 2) Should a parent/guardian have concerns about the activity they can contact the school requesting to opt-out.
- 3) The principal and/or teacher leading the activity will discuss the opt-out to ensure complete transparency as to the contents of the activity and the parents decision to opt-out. The parent will be provided the district's standardized opt-out form to be submitted to the principal at least 48 hours prior to the scheduled event or program beginning. This ensures time for the distribution to key staff regarding the opt-out request.
- 4) The principal, teacher and parent/guardian will discuss alternate plans for the student during the time of the activity.

Opt-Out Policy for State-Mandated Standards/Curriculum For Religious Reasons

Hartland Consolidated Schools recognizes the importance of working with parents in support of their child's education. The State of Michigan mandates school districts to teach and assess the Michigan State Standards to every child as part of their educational experience. Those standards are taught within our curriculum and courses. Hartland Consolidated Schools recognizes that parents/guardians have the right to opt-out of state mandated standards/curriculum for religious reasons. Parents/guardians wishing to opt-out should adhere to the following:

- 1) If a parent/guardian has concerns for religious reasons about any of the State Mandated Standards and Curriculum, they can contact the school with an opt-out request.
- 2) The principal and/or teacher and the parent/guardian will discuss said concerns regarding religious reasons to opt out. The parent/guardian will be provided the district's standardized opt-out form, which will include the specific curriculum to be opted-out, the religious reason(s) for the opt-out, the student's name and grade, and parent/guardian signature.
- 3) The principal, teacher and parent/guardian will discuss alternative plans for the student during the opted-out time of instruction.

First Year Strategic Plan Goal Objectives

HCS

Year One 2025-26

Superintendent Responsible for Evidence of Effort

(Those in parentheses will be responsible for working in collaboration with the Superintendent)

Academic & Programs

Realize a 3% increase in student growth. (All building administrators, instructional coaches, Assistant Superintendent of Curriculum & Instruction, teachers and support staff).

- MICIP 3% Growth in ELA, Math, Science and Social Studies assessment proficiency scores. This includes benchmark assessments, MSTEP, PSAT, SAT, and district common assessments.

Note: For MSTEP, PSAT, and SAT proficiency scores in the 70's and above are to be considered top state scores and harder to impact in a positive way. For the District's purpose, the following scores reflect this trend, 4th Math = 71%, 4th ELA = 71%, 5th ELA = 70%. At the secondary level ELA scores on the PSAT and SAT were outstanding at 80% in 8th grade, 80% in 9th grade, 71% in 11th grade. Proficiency scores in the 60% range are still considered outstanding which include 3rd Math = 67%, 3rd ELA = 63%, 5th Math = 62%, 5th Science = 69%, 6th Math = 62%, and 6th ELA = 65% and 69% in 10th grade ELA.

- Instructional Coaches will focus work on the District's lowest performing grades and subjects. This includes 7th grade as a 51% for Math proficiency and 46% in ELA is not acceptable for HCS performance indicators. Support for Village Elementary in 3rd grade math (55%) and 3rd grade ELA at Lakes (58%) will also be provided. The district will continue to work with secondary math staff (8th = 58%, 9th = 56%, 10th = 46% and 11th = 37%) to increase proficiency.
- **METRIC:** The metric to be used to assess success will be 25-26 assessment proficiency scores. We will also use the MDE school report card Growth Index scores to monitor student growth achievement expectations at the building level. This is a multi-year effort.

Prepare and launch a system for the 2026-2027 school year which identifies additional student behavioral support needed in the classroom. (Assistant Superintendent of Personnel & Student Services, Assistant Superintendent of Curriculum & Instruction, Director of Special Education, Building Administrators, teachers and support staff)

- The high school is planning to add a CTE paraeducator as this was an area of concern brought up during the strategic planning session.
- The district will utilize updated IEP data and work with staff to determine if and where additional support is needed.

- Multi-Tiered Systems of Support teams will be in place at each building to identify needs to support students and staff with intervention where needed.
- All building administrators will be attending professional development on effective Multi-Tiered Systems of Support through our partnership with LESA.
- **METRIC:** The metric to be used will be evidence showing that 100% of our buildings have updated their MTSS programs based on the work completed during the year. Building MTSS program documents will be submitted during the end of the year administrative evaluation process. This will be a multi-year effort.

Culture & Learning Environment

Market Parent Perception Survey results by quarter. (Superintendent)

- A 2024-25 Parent Perception Survey review will be provided in a Weekly Update in September. The 2025-26 Parent Perception Survey data will be given in November and December and data shared in January, March and May. Longitudinal data will be compared with the expectation of growth in the percentage of parents rating the district and schools in a positive way.
- **METRIC:** The metric to be used will be “was this done” and the data collected. This will be a multi-year effort.

Develop and launch opportunities for stakeholder involvement in 3R's education. (Assistant Superintendent of Curriculum & Instruction and Building Administrators)

- Provide parents with the 3R's presentation information in August so that they can review and opt-out if they choose. An Opt-out form will be provided with the number of opt-outs reported to the Board.
- Provide parents with information regarding all fieldtrips and assemblies to allow for choosing to opt out of the experience. The expectation will be that this occurs 100% of the time.
- **METRIC:** The metric to be used will be the number of opt-out forms submitted by building and program or event which will demonstrate the extent of involvement of parents in what their children are engaging in. The goal is to see less than 5% utilizing this option. This is a multi-year effort.

Personnel & Leadership

Prepare and launch a revamped new teacher mentor program in 2025-26. (Assistant Superintendent of Personnel & Student Services, Assistant Superintendent of Curriculum & Instruction, HEA President/New Teacher Mentor, Instructional Coaches, Building Administrators)

- Provide a half day of release (daily) to a teacher to be the New Teacher Mentor within the district.
- Provide a New Teacher Orientation prior to school starting.
- Assign a building mentor teacher to each new teacher.

- Monthly meetings with district instructional coaches to support new teachers in effective classroom instructional strategies.
- Develop a professional development plan for each new teacher.
- Ensure each new teacher has an Individual Development Plan in place at the beginning of the year (built in collaboration between teacher and building administrator) and review this plan mid-year.
- **METRIC:** The metric to be used will be a new teacher survey on the effectiveness of these efforts at 80% or better. This is a multi-year effort.

Prepare and launch a robust teacher/bus driver recruitment process in 2026-27 (Assistant Superintendent of Personnel & Student Services, Director of Operations and Transportation and Transportation Supervisor).

- Develop a budget for supporting recruitment activities.
- Work with the Regional Transportation Consortium to market and recruit new bus drivers.
- Create radio advertisements for WHMI to promote job openings and school of choice enrollment.
- By June 16, 2025, the district identified 24 teachers to hire to replace retirements, resignations, and added positions for 2025-26. Of these teachers 12 or 50% left other districts to come to Hartland and 12 are new teachers.
- **METRIC:** The metric to be used will be data regarding fill rates for all posted teacher positions for the 2025-26 school year and beyond at 95% or better. This is a multi-year effort.

Launch a building-level staff recognition program in Community Life. (Building Administrators)

- From September to May, each building will highlight a staff member who exemplifies reason, respect, and responsibility as an employee in Community Life.
- The Superintendent will highlight a person of the month in the September – April Community Life.
- The district social media content coordinator will highlight the above staff on our social media platforms.
- **METRIC:** The metric to be used is “did this happen.” This will be a multi-year effort.
- **Note:** The emphasis shall always be on setting the stage to ensure the school environment centers on student achievement which is why we have adopted the motto “Give To All, Gains For All.”

Communication & Community Engagement

Increase student and community attendance at district-wide events. (Building Administrators, Athletic Directors, Social Media Content Coordinator)

- The athletic directors will develop a new fee model with the intent of making it more affordable for students to attend more athletic events.

- Building principals have been charged with utilizing social media and their websites to highlight upcoming events. In the past we have concentrated on what has happened. This should allow stakeholders to plan to attend upcoming events.
- The Superintendent will highlight upcoming events in the Weekly Update.
- **METRIC:** The metric to be used will be data such as athletic tickets sold, musical and play ticket sales, the number of individuals attending superintendent talks, etc. The 2025-26 data will be used as baseline data for future efforts. This will be a multi-year effort.

Increase parent knowledge of district/community partnerships. (Superintendent)

- Highlight business partnerships between the district and local governmental bodies, chamber of commerce, business, LESA, etc. on a in the Weekly Update.
- **METRIC:** The metric to be used will be providing a list of partnership activities at the end of the year. This 2025-26 data will become the baseline data for future efforts. This will be a multi-year effort.

Finance & Operations

Plan for Bond/Sinking Fund programming. (Chief Financial Officer, Board of Education, Superintendent, Director of Operations and Transportation)

- Present Sinking Fund renewal plan to the Board of Education during the 2025-26 school year. **Note:** Over the life of the Sinking Fund, the district has or will complete roughly \$7,614,196 worth of projects that did not require out-of-pocket interest costs.
- Request that the Board of Education approve the beginning process for developing the next District bond proposal.
- Determine timeline for discussion a future sinking fund and bond programs in the 2025-26 school year.
- **METRIC:** The metric to be used is “did this happen” and any relevant documentation associated with planning for these endeavors as well as the end of the year fund balance remaining at 12%-15% or better. This is a multi-year effort.

Review wage scales for non-union staff. (Assistant Superintendent of Personnel & Student Services, Chief Financial Officer, and Superintendent)

- Review salary schedules, compare market wages, and determine whether any adjustments are necessary over the life of this plan.
- Ensure the annual budget reflects any approved adjustments (June of each year).
- **METRIC:** Board communications regarding any adjustments made to meet this objective, as well as, the result of how staff feel the administration is doing on the annual staff survey. The goal is always 90% approval or better. This is a multi-year effort.

Complete a technology assessment to determine future needs. (Director of Technology)

- Review the Technology program from the 2020 Bond program with the Board of Education in January 2026.

- Complete a future needs assessment and develop a 3–5-year plan for addressing these needs.
- Collaborate with the Livingston Educational Service Agency to finalize plans for updating the districts fiber connectivity capability for the next 10 years. **Note:** Our current fiber infrastructure (either underground or hanging on poles) is roughly 20 years old and aging quickly. The average lifespan for fiber is around 25 years.
- **METRIC:** The metric to be used will be in the form of Board presentations and documents associated with this effort, as well as a technology work order analysis of common concerns at the end of 2025-26. This is a multi-year effort.

DRAFT

Meal Pricing
Prepared by: Rachel Bois
September 15, 2025

In anticipation of the possibility that universal free meals may not continue past September 30, 2025, we recommend that the Board take action to revise the current meal pricing structure.

The USDA publishes annual guidelines on allowable meal pricing. These guidelines are designed to ensure that the federal reimbursement for free meals is not used to subsidize paid meals. Based on the USDA's formula for calculating paid meal equity, the following price adjustments are recommended:

Breakfast:	Current Price	Proposed Price	Increase
Elementary & FIS	\$2.00	\$2.50	\$0.50
Middle School	\$2.50	\$3.00	\$0.50
High School	\$3.00	\$3.50	\$0.50

Lunch:	Current Price	Proposed Price	Increase
Elementary & FIS	\$2.75	\$3.50	\$0.75
Middle School	\$3.75	\$4.25	\$0.75
High School	\$4.00	\$4.75	\$0.75

The last meal price adjustment occurred during the 2019/20 school year. Since then, various federal and state programs have provided free meals to all students regardless of income status (with the exception of the 2022/23 school year). At the same time, program costs have increased significantly due to inflation, rising food prices, and labor costs. These factors have made a price adjustment necessary should the universal free meals program be eliminated.

We recommend that the Board approve these updated prices in preparation for the possibility that the universal free meals program is eliminated. This will help ensure the continued financial stability of our student nutrition program while remaining compliant with federal requirements.

Automotive Technology Equipment
Prepared by: Rachel Bois
September 15, 2025

The district was recently awarded a \$70,000 grant from the Margaret Dunning Foundation to purchase welding equipment for the auto shop.

The equipment to be purchased includes (2) welding booths with integrated ventilation systems and multi-process welders, as well as a full comprehensive training curriculum where students can earn certifications.

Three quotes were obtained as follows:

Integrated Systems Technologies	\$48,890.92 (includes installation)
Matheson Tri-Gas	\$46,690.92 (does not include installation)
Flint Welding Supply Company	\$52,796.16 (does not include installation)

After review of the quotes and discussion with Dan Trahey, I am recommending the equipment be purchased from Integrated Systems Technologies, since it is the only company willing to also provide installation of the equipment. Note that the difference in pricing between Integrated Systems Technologies and Matheson Tri-Gas is the cost of the installation.

The remaining funds from the grant will be used to pay for the electrical upgrades needed to support the equipment.



Quote

Quote Number 00008004

IST US & Customer Information:

Company Address	150 Industrial Drive Lexington, Ohio 44904 US	Account Name	Hartland Consolidated Schools
		Bill To	9525 E Highland Rd Howell, MI 48843
Quote Name	Trahey - Hartland Welding Equipment	Created Date	8/8/2025
Prepared By	Eric Bradbury	Pricing Valid Until	8/30/2025
Sales Consultant	Eric Bradbury	Contact Name	Dan Trahey
Consultant Phone # (734) 680-9903		Email	danieltrahey@hartlandschools.us
Consultant's Email	Eric@istus.com		

Product	Line Item Description	Quantity	Sales Price	Total Price
Double Weld Booth Fume Extraction One-Pak® - 5x5 ft	Dual 5x5 ft. Weld Booth equipped with Prism Wall Mount with MERV 14 Filter, dual telescopic counter-weight 5-8 ft. fume extraction arms, and weld curtain. K5563-2	2.00	\$11,400.00	\$22,800.00
POWER MIG® 262MP Multi-Process Welder Educational One-Pak®	POWER MIG® 262MP Multi-Process Welder Educational One-Pak® K5636-1	4.00	\$5,353.69	\$21,414.76
Weld Table with Post 32 Inch Wide	Welding Table with Post (32 in wide) K5248-1	4.00	\$619.04	\$2,476.16
Onsite Weld Booth Assembly and Installation	(Optional) Onsite Weld Booth Assembly and Installation. Excudes Any and All Electrical Hookups	1.00	\$2,200.00	\$2,200.00

Note: Shipping and handling is included in price above.

Ship To:
Hartland High School
Attn: Dan Trahey
10635 Dunham
Hartland, MI 48353

Totals

Subtotal	\$48,890.92	Quote Grand Total	\$48,890.92
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**Invoicing will occur upon product delivery - Partial invoicing may occur*

***Credit card payments are subject to a 2.5% processing fee*



Operations Department

Matt Marino, Director of Operations

9525 Highland Rd

Howell, MI 48843


Phone: 810-626-2189

Email: mattmarino@hartlandschools.us

Date: September 8, 2025

To: Chuck Hughes

Cc: Rachel Bois

From: Matt Marino 

Subject: Compact Track Loader Purchase

Following a review of the maintenance department's current equipment, discussions with maintenance staff, and the scope of work performed district-wide, I am recommending the purchase of a compact track loader. This equipment will enhance our ability to maintain fields, move equipment, manage tree lines, and perform snow removal.

The department has an existing Ford tractor is more than 30 years old and no longer meets the needs of current operations. It will be removed from service and sold.

A vendor quote for the new equipment has been obtained through a Purchasing Cooperative program, ensuring competitive pricing. The purchase will be funded through the bond allocation designated for maintenance equipment.

Carleton Equipment of Howell (Bobcat) - \$65,328.89



Product Quotation
Quotation Number: **AU1396833**
Quote Sent Date: **Sep 09, 2025**
Expiration Date: **Oct 09, 2025**

Your Bobcat Contact
Alex Urlaub
Phone:
Email: alex.urlaub@doosan.com

Your Customer Contact

Deliver to
HARTLAND SCHOOLS
10635 DUNHAM RD
HARTLAND, MI, 48353-1016

Bobcat Dealer
Scott Smith
Carleton Bobcat of Motor City, Howell, MI
948 NORTH OLD US HWY 23
BRIGHTON, MI, 48114

Bill to
HARTLAND SCHOOLS
10635 DUNHAM RD
HARTLAND, MI, 48353-1016

Item Name	Item Number	Quantity	Price Each	Total
T66 T4 Bobcat Compact Track Loader	M0349	1	48,412.86	48,412.86
<i>Comment:</i> Serial Number: B4SB57469				
Standard Equipment:				
74.0 HP Tier 4 V2 Bobcat Engine			Lift Arm Support	
Auxiliary Hydraulics: Variable Flow			Lift Path: Vertical	
Backup Alarm			Lights, Front and Rear LED	
Bob-Tach			Operator Cab	
Bobcat Interlock Control System (BICS)			Includes: Adjustable Suspension Seat, Top and Rear	
Controls: Hand and Foot (Manual)			Windows, Parking Brake, Seat Bar and Seat Belt	
Cylinder Cushioning - Lift, Tilt			Roll Over Protective Structure (ROPS) meets SAE-	
Engine/Hydraulic Performance De-rate Protection			J1040 and ISO 3471	
Glow Plugs (Automatically Activated)			Falling Object Protective Structure (FOPS) meets SAE-	
Horn			J1043 and ISO 3449, Level I; (Level II is available	
			through Bobcat Parts)	
			Parking Brake: Spring Applied, Pressure Released (SAPR)	
			Solid Mounted Carriage with 4 Rollers	
			Tracks: Rubber, 12.6" Narrow C Pattern	
			Counter Weights - 100 lbs.	
			Telematics - Machine IQ - 2-year Basics	
			Warranty: 2 years, or 2000 hours whichever occurs first	
Comfort Package	M0349-P11-C07	1	7,132.82	7,132.82
<i>Included:</i> Comfort Package: Enclosed HVAC Cab, Radio, Adjustable Heated Cloth Air Ride Seat, Power Bob-Tach, Solid Undercarriage, Instrumentation: Standard 5" Display, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, auto idle, and security lockouts, Premium LED Lights, Keyless Start, Two-Speed Travel, 7-Pin Attachment Control, Dual Direction Bucket Positioning, Rear Camera, Sound Reduction,				
Selectable Joystick Controls	M0349-R01-C04	1	562.80	562.80
15.7" C-Pattern Rubber Track	M0349-R09-C02	1	1,108.18	1,108.18
<i>Included:</i> 15.7" C-Pattern Rubber Track				
7" Touch Display	M0349-R08-C03	1	1,226.77	1,226.77

74" Heavy Duty Bucket	7272680	1	1,414.36	1,414.36
Bolt-On Cutting Edge, 74"	6718007	1	307.70	307.70
Total for T66 T4 Bobcat Compact Track Loader				60,165.49
Quote Subtotal				60,165.49
Dealer PDI				200.00
Tariff Surcharge				3,249.90
Freight Charges				1,525.00
Destination Charges				116.00
Dealer Assembly Charges				72.50
Quote Total - USD				65,328.89

Comment:

*Plus applicable taxes. IF Tax Exempt, please include Tax Exempt Certificate with the order.

*Prices per the Sourcewell Contract #020223-CEC

*Sourcewell Member Number (if applicable): _____

*All orders should include 1) Accounts Payable Contact and email address, 2) W9 with correct legal entity name, and 3) Bill to Address.

*Orders may be placed with the contract holder or authorized dealer as allowed by the terms and conditions of the contract. *A Copy of all orders must be provided to Heather.Messmer@Doosan.com.

*Contact Holder Information: Doosan Bobcat North America, Inc. Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078. TID# 38-0425350.

*Payment Terms: Net 60 Days. Credit cards accepted.

*Remittance address: Doosan Bobcat North America, Inc. P. O. Box 74007382, Chicago, IL 60674-7382

Customer Acceptance:	
Quotation Number: AU1396833	Purchase Order: _____
Authorized Signature:	
Print: _____	Sign: _____
Date: _____	Email: _____
Addresses	
Delivery Address _____	
Billing Address (if different from ship to): _____	
Tax Exempt: Y <input type="checkbox"/> / N <input type="checkbox"/>	
Exempt in the State of: _____	
Tax Exempt ID: _____	
Federal: _____	
State: _____	
Expiration Date: _____	

Refunding of 2016 Bonds
Prepared by: Rachel Bois
September 15, 2025

Given the current interest rate environment, we may have an opportunity to refund our 2016 bonds in January/February 2026 in order to provide significant savings to our taxpayers. Currently, the estimated net present value savings is approximately \$800K net of expenses, or 6.24% of the refunded amount. This savings does not include any school bond loan fund interest rate avoidance, which could push the total savings number closer to \$1M.

Note that refunding the outstanding 2016 bonds does not extend the maturity beyond the current 2035 date.

In October, you will be asked to adopt an authorizing resolution that will allow the district to move forward with the refunding process. Note that approving the authorizing resolution does not require that the district move forward with the refunding process if between now and the point of sale market conditions change to where the savings is no longer favorable.

I've attached the analysis prepared by PFM Financial Advisors that calculates the estimated savings, as well as a timeline of the refunding process for your information.



Hartland Consolidated Schools

Refunding Update – 2016 Refunding Bonds

August 13, 2025

PFM Financial Advisors LLC
555 Briarwood Circle, Suite 333
Ann Arbor MI, 48108

P: 734-994-9700

www.pfm.com



Optional Redemption Provision = Refunding Opportunity

What is an optional redemption provision?

- Allows a district the option to call-in (pay off early) principal maturities of bonds before their stated maturity date
- Also known as a “call-date”
 - May 1, 2026 on the 2016 Bonds
- The call date is generally 10 years after issuance (investors generally prefer 10 years of call protection)
- Funding for optional redemption may consist of:
 - Proceeds from Refunding Bonds
 - Excess funds in Debt Service Fund/Account
 - Projected Escrow Earnings
 - Other Funds



\$26,615,000
HARTLAND CONSOLIDATED SCHOOLS
COUNTY OF LIVINGSTON, STATE OF MICHIGAN
2016 REFUNDING BONDS
(GENERAL OBLIGATION - UNLIMITED TAX)

Dated: May 3, 2016

Due: May 1, as shown below

The 2016 Refunding Bonds (General Obligation – Unlimited Tax) (the “Bonds”) were authorized by the Board of Education of Hartland Consolidated Schools, County of Livingston, State of Michigan (the “School District”) by resolutions adopted on February 15, 2016 and expected to be adopted on April 18, 2016 (the “Resolutions”). The Bonds are being issued for the purpose of refunding all of two prior bond issues of the School District. The Bonds will pledge the full faith and credit of the School District for payment of the principal and interest thereon and will be payable from ad valorem taxes, which may be levied on all taxable property in the School District without limitation as to rate or amount.

The Bonds are expected to be fully qualified as of the date of delivery for the Michigan School Bond Qualification and Loan Program pursuant to Act 92, Public Acts of Michigan, 2005, as amended, enacted pursuant to Article IX, Section 16 of the Michigan Constitution of 1963. Under the terms of said constitutional and statutory provisions, if for any reason the School District will be or is unable to pay the principal of and interest on the Bonds when due, the School District shall borrow and the State of Michigan shall lend to it an amount sufficient to enable the School District to make the payment. See “QUALIFICATION BY THE STATE OF MICHIGAN” and APPENDIX A, “State Qualification,” herein.

The Bonds are expected to be issuable only as fully registered bonds without coupons and, when issued, will be registered in the name of Cede & Co., as Bondholder and nominee for The Depository Trust Company (“DTC”), New York, New York. DTC will act as securities depository for the Bonds. Purchases of beneficial interests in the Bonds will be made in book-entry-only form in the denomination of \$5,000 or any integral multiple thereof. Purchasers of beneficial interests in the Bonds (the “Beneficial Owners”) will not receive certificates representing their beneficial interest in Bonds purchased. So long as Cede & Co. is the Bondholder, as nominee of DTC, references herein to the Bondholders or registered owners shall mean Cede & Co., as aforesaid, and shall not mean the Beneficial Owners of the Bonds. See “THE BONDS—Book-Entry-Only System” herein.

Principal of and interest on the Bonds will be paid by the corporate trust office of The Huntington National Bank, Grand Rapids, Michigan (the “Paying Agent”). So long as DTC or its nominee, Cede & Co., is the Bondholder, such payments will be made directly to such Bondholder. Disbursement of such payments to DTC’s Direct Participants is the responsibility of DTC and disbursement of such payments to the Beneficial Owners is the responsibility of DTC’s Direct Participants and Indirect Participants, as more fully described herein. Interest will be payable semiannually on November 1 and May 1, commencing November 1, 2016, to the Bondholders of record as of the applicable record dates herein described.

(Base CUSIP\$: 416848)

Maturity	Amount	Interest Rate	Price	CUSIP\$	Maturity	Amount	Interest Rate	Price	CUSIP\$
2018	\$1,125,000	4.00%	105.868%	VY2	2027	\$2,035,000	5.00%	120.906%**	WH8
2019	1,140,000	4.00	108.149	VZ9	2028	2,100,000	5.00	119.835%**	WJ4
2020	1,130,000	5.00	113.854	WA3	2029	2,155,000	4.00	108.131%**	WK1
2021	1,160,000	5.00	116.153	WB1	2030	2,185,000	5.00	118.393%**	WL9
2022	1,670,000	5.00	118.231	WC9	2031	870,000	5.00	117.632%**	WM7
2023	1,730,000	5.00	119.707	WD7	2032	900,000	5.00	116.877%**	WN5
2024	1,815,000	5.00	120.749	WE5	2033	905,000	5.00	116.409%**	WP0
2025	1,895,000	5.00	121.734	WF2	2034	910,000	5.00	116.035%**	WQ8
2026	1,970,000	5.00	122.583	WG0	2035	920,000	5.00	115.663%**	WR6

THE BONDS MATURING ON OR AFTER MAY 1, 2027 ARE SUBJECT TO OPTIONAL REDEMPTION BEGINNING MAY 1, 2026, IN THE MANNER AND AT THE TIMES DESCRIBED HEREIN. See “THE BONDS — Optional Redemption” herein.



Current Refunding of Callable 2016 Refunding Bonds

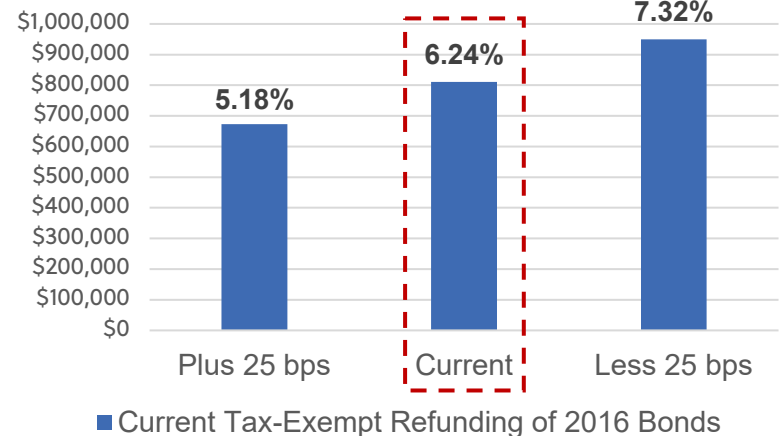
- Given the recent interest rate environment, a current tax-exempt refunding (in February of 2026) of callable 2016 Refunding Bonds is projected to provide meaningful positive savings at this time
- Below is a summary of refinancing economics given current market rates as well as a sensitivity analysis for how a change in rates may impact potential savings

Summary of Financing Results*

Current Tax-Exempt Refunding - 2016 Bonds Level Savings Structure	
Total Cashflow Savings (after expenses):	\$891,997
Net Present Value (NPV) Savings:	810,425
NPV Savings as % of Refunded Bonds:	6.24%
Average Annual Cashflow Savings:	\$96,490
Refunding Bonds All In True Interest Cost:	3.27%
Average Coupon of Refunded Bonds:	4.88%

- Estimated SLRF interest cost avoidance is not included.
- Estimated tax-exempt interest rates as of August 12, 2025

Interest Rate PV Savings Sensitivity Analysis



*Preliminary, subject to change. Cost of issuance and underwriter's discount are estimates only; estimated market rates as of August 12, 2025; SLGS escrow;



Preliminary Financing Timeline

