



**HARTLAND CONSOLIDATED SCHOOLS  
REGULAR MEETING - BOARD OF EDUCATION  
Hartland Educational Support Service Center  
September 16, 2024 – 6:30 p.m.**

**AGENDA**

*This meeting is a meeting of the Board of Education in public for the purpose of conducting the Hartland School District's business and is not to be considered a public community meeting.  
There is a time for public participation during the meeting as indicated on the agenda. Guests are expected to act with civility and not interrupt this school business meeting. This meeting may be recorded.  
Anyone being disruptive will be asked to leave.*

- I. Call to Order, 6:30 p.m., Boardroom, Hartland Educational Support Service Center
  - A. Pledge of Allegiance
  - B. 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 19, 2024 Regular Meeting
    2. Payment of Invoices
    3. Recognition of Tenure
  - D. Superintendent's Report
    1. Special Education Millage
    2. Panama Trip Update (Summer 2024)
    3. Curriculum Department Presentation
    4. Bond Update
  - 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. DOJ Monitoring Agreement
  - B. Superintendent Contract
- III. Discussion Items
  - A. Out of Country Trip – Ecuador (Summer 2026)
  - B. 2024-25 HCS District Goals
  - C. Hartland Consolidated Schools Administrators Association Master Agreement
  - D. Revised Policies 1410 and 1410.01
- IV. Information Items
  - A. Future meetings: October 21, 2024, Regular, 6:30 p.m., Boardroom, Hartland Educational Support Service Center
  - B. Information Items
- V. Adjournment

**DETAILED AGENDA**

I. **CALL TO ORDER**

President Glabach 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 16<sup>th</sup> regular meeting be approved.

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

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

I.C. **CONSENT AGENDA**

(Recommended action): That the consent agenda for the September 16, 2024 regular meeting be approved.

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

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

1. **APPROVAL OF MINUTES – AUGUST 16, 2024**

(Recommended action): That the minutes of the August 16, 2024 regular meeting be approved.

2. **PAYMENT OF INVOICES**

(Recommended action): That the Board of Education, upon the recommendation of the Chief Financial Officer, approves the financial report as of August 30, 2024, and the payment of invoices totaling \$1,915,326.41 and payroll obligations totaling \$ 5,403,886.90.

3. **RECOGNITION OF TENURE**

(Recommended action): That the Board of Education, upon the recommendation of the Superintendent, recognizes the successful completion of the probationary teaching requirements and achievement of tenure for the following teachers: Lonny Green, Sara Frederick, Loukea Kovanis-Wilson, Molly Lawrence, Luke Moore, Haley Chapman, Madeline Grinage, Ben Jackson, Angela Larson, Bailey Pritula, Anson Ratke, Jennifer Rogers, Dan Trahey, Taylor Wagner, Kiersten Wessel, and Martina White.

I.D. **SUPERINTENDENT’S REPORT**

1. Special Education Millage
2. Panama Trip Update-Summer 2024
3. Curriculum Department Presentation
4. Bond Update

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

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

II.A. **DOJ MONITORING AGREEMENT**

(Recommended action): That the Board of Education, upon the recommendation of the Board President, approves the Board President signing the DOJ monitoring agreement as presented.

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

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

II.B. **SUPERINTENDENT CONTRACT**

(Recommended action): That the Board of Education, upon the recommendation of the Board President, approves extending the Superintendent’s contract through June 30, 2028 based on the Highly Effective Evaluation Rating.

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

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

- III.A. OUT OF COUNTY TRIP – ECUADOR (SUMMER 2026)  
For discussion
- III.B. 2024-25 HCS DISTRICT GOALS  
For discussion
- III.C. REVISED POLICIES 1410 (ADMINISTRATIVE SALARY STRUCTURE) AND 1410.01 (COMPENSATION AND LONGEVITY SCHEDULE)  
For discussion
- IV.A. FUTURE MEETINGS  
October 21, 2024, Regular, 6:30 p.m., Boardroom, Hartland Educational Support Service Center
- IV.B. INFORMATION ITEMS
- V. ADJOURNMENT

Members present: M. Glabach, K. Coleman, C. Costa, C. Shaw, M. Blondeel, G. Keller, G. Gogoleski  
Members absent: None  
Admin. Present: C. Hughes, R. Bois, K. Gregory, C. Hayes, M. Marino, C. Chanavier, B. Hassler  
Guests: E. Naylor, H. Naylor, L. Moore, A. Laibly, B. Laibly, D. VanAuker, M. VanAuker, M. Wade, K. Wabel, B. Neuroth, C. Neuroth, A. Szabo, E. Dennis, B. Tonkovich, J. Scott, L. Scott, E. Nikitin, L. Pietila, L. McFarland, J. Gogoleski, A. Dusseau, K. Dusseau, J. Tucker, M. Wiater

President Glabach called the meeting to order at 6:30 p.m. in the Boardroom of the Hartland Educational Support Service Center. The Pledge of Allegiance was recited.

### **ELECTION OF OFFICERS**

President Glabach called for nominations for the office of **Secretary**.

Kristin Coleman nominated Cindy Shaw.

Greg Keller nominated Glenn Gogoleski.

*Vote for Cindy Shaw:*

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

**Cindy Shaw was elected Secretary 4-3.**

President Glabach called for nominations for the office of **Treasurer**.

Michelle Blondeel nominated Greg Keller.

No other nominations were presented.

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

**Greg Keller was elected Treasurer 5-2.**

### **8/19/24 AGENDA APPROVED**

Motion by Coleman, supported by Shaw, that the Agenda for the August 19, 2024 regular meeting be approved.

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

Motion carried 7-0.

### **8/19/24 CONSENT AGENDA APPROVED**

Motion by Shaw, supported by Costa, that the consent agenda for the August 19, 2024 regular meeting be approved.

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

Motion carried 7-0.

#### **1. 7/22/24 MINUTES APPROVED**

That the minutes of the July 22, 2024 organizational 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, 2024, and the payment of invoices totaling \$3,992,559.18 and payroll obligations totaling \$3,362,389.93.

#### **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 2024/25 school year, pending verification of credentials and Public Acts 99, 83 & 189 requirements, if applicable, to: Logan Balog (FIS), Maggie Reed (MS) and Taylor Vitori (FIS).

### **SUPERINTENDENTS REPORT**

Superintendent Hughes introduced Principal Briskey and Assistant Principal Chanavier to introduce the new hires.

Athletic Director Brian Hassler gave an overview of Spring sports.

Matt Marino gave an update on the Bond projects.

## **CALL TO THE PUBLIC**

Members of the public addressed the Board.

## **COMMITTEE & BUILDING REPORTS**

The Board members reviewed their Committee meeting discussions.

### **HCS STRATEGIC PLAN**

Motion by Shaw, supported by Coleman, that the Board of Education, upon the recommendation of the Board president, pursues a process for the creation of a district strategic plan through MASB consultant resources.

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

Motion carried 4-3.

### **SUPERINTENDENT EVALUATION PLANNING**

President Glabach reviewed with everyone about having goal discussions in committees to bring back to the board for consideration of adoption.

She reviewed updates from the MASB training and stated there will be a mid-year review at January's board meeting with a couple of informal check ins throughout the year.

### **SUPERINTENDENT CONTRACT**

President Glabach noted legal updates in the contract that need to be incorporated into a new contract.

### **FUTURE MEETINGS**

President Glabach noted that the next meeting will be September 16, 2024, 6:30 p.m., in the Boardroom at the Hartland Educational Support Service Center.

### **CLOSED SESSION – LEGAL CONSULTATION**

Motion by Coleman, supported by Costa, that the Board of Education meet in closed session with its attorney to hear an update about the status of accepting and entering into an extension to the monitoring agreement with the U.S. Department of Justice.

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

Motion carried 7-0.

The Board entered into closed session at 7:30 p.m.

The Board reconvened in open session at 9:11 p.m.

### **ADJOURNMENT**

The meeting was adjourned at 9:14 p.m.

Respectfully submitted,



Cindy Shaw  
Board Secretary



Renee Braden  
Recording Secretary

**HARTLAND CONSOLIDATED SCHOOLS  
BOARD MEETING ON SEPTEMBER 16, 2024  
EXPENDITURES FOR THE MONTH OF AUGUST 2024**

**Check registers and ACH payments:**

Date	Description	General Fund	Athletics	Cafeteria	Capital Proj	Debt	Activity	TOTAL
08/01/2024	A/P Check Run	\$ 217,644.29	\$ 1,723.89	\$ 830.00			\$ 19,420.79	\$ 239,618.97
08/07/2024	A/P Check Run	\$ 2,000.00						\$ 2,000.00
08/08/2024	A/P Check Run	\$ 100,708.54	\$ 5,387.10	\$ 111.12	\$ 2,953.25		\$ 24,935.30	\$ 134,095.31
08/15/2024	A/P Check Run	\$ 253,733.56	\$ 4,046.85	\$ 43,515.66	\$ 46,869.83	\$ 750.00	\$ 12,593.08	\$ 361,508.98
08/16/2024	A/P Check Run	\$ 1,100.00						\$ 1,100.00
08/22/2024	A/P Check Run	\$ 637,267.40	\$ 204.99	\$ 38,460.62			\$ 7,242.66	\$ 683,175.67
08/23/2024	A/P Check Run						\$ 1,476.00	\$ 1,476.00
08/29/2024	A/P Check Run	\$ 136,826.74	\$ 2,224.99	\$ 41,597.91			\$ 19,265.56	\$ 199,915.20
08/31/2024	Void Checks	\$ (1,692.00)	\$ (190.00)				\$ (375.00)	\$ (2,257.00)
08/12/2024	Merchant Fees (Comm Ed)	\$ 16,890.70						\$ 16,890.70
08/31/2024	Bank Fees	\$ 992.17						\$ 992.17
08/02/2024	Edustaff - ACH	\$ 3,567.44						\$ 3,567.44
08/02/2024	Edustaff - ACH	\$ 70,709.48						\$ 70,709.48
08/16/2024	Edustaff - ACH	\$ 72,240.41						\$ 72,240.41
08/30/2024	Edustaff - ACH	\$ 105,263.36						\$ 105,263.36
08/28/2024	PNC VISA - ACH	\$ 25,029.72						\$ 25,029.72
<b>TOTAL</b>		<b>\$ 1,642,281.81</b>	<b>\$ 13,397.82</b>	<b>\$ 124,515.31</b>	<b>\$ 49,823.08</b>	<b>\$ 750.00</b>	<b>\$ 84,558.39</b>	<b>\$ 1,915,326.41</b>

**Payroll and Benefit expenses:**

Date	Description	Net Pay	Federal Taxes	State Taxes	Retirement	Other	Health Equity	TOTAL
08/02/2024	8/2/2024 PAYDATE	\$ 703,377.88	\$ 235,018.33	\$ 36,460.60	\$ 414,877.95	\$ 40,583.43	\$ (545.56)	\$ 1,429,772.63
08/16/2024	8/16/2024 PAYDATE	\$ 844,433.16	\$ 292,091.46	\$ 44,357.35	\$ 500,175.75	\$ 46,262.82	\$ (627.98)	\$ 1,726,692.56
08/30/2024	8/30/2024 PAYDATE	\$ 875,931.36	\$ 293,921.73	**	\$ 502,879.33	\$ 48,302.06	\$ -	\$ 1,721,034.48
08/23/2024	AUGUST UAAL/ORS				\$ 522,329.79			\$ 522,329.79
	AUGUST HLTH EQ CLAIMS						\$ 4,057.44	\$ 4,057.44
<b>TOTAL</b>		<b>\$ 2,423,742.40</b>	<b>\$ 821,031.52</b>	<b>\$ 80,817.95</b>	<b>\$ 1,940,262.82</b>	<b>\$ 135,148.31</b>	<b>\$ 2,883.90</b>	<b>\$ 5,403,886.90</b>

\*\* Paid in September 2024

## FAQ Regarding DOJ Extension Agreement

This document is intended to help our community better understand why the Department of Justice (DOJ) is involved with HCS and what the expectations are regarding the Extended Agreement.

- 1. Why is the DOJ monitoring HCS?** The DOJ initiated an investigation in March of 2021. Since this time, the district worked with the DOJ on a monitoring agreement through the 2022- 2023 school year. At the end of 2023, the DOJ visited the district to inform us that although we addressed discrimination, bullying, and harassment for all students, they were concerned specifically with student-on-student racial harassment. The DOJ shared that they felt it necessary to “extend” the agreement with an expectation that the district focuses on addressing student-on-student race-based discrimination.
- 2. Has the district been found guilty of any wrongdoing?** The DOJ has stated that it had not found any violations of federal law; however, they noted some “concerns” regarding processes for tracking complaints of racial harassment and educating staff and students.
- 3. Why has it taken a year to develop and agree on an extension?** The district has been working with legal counsel to develop an agreement in which both the DOJ and the district feel is reasonable and appropriate. The district negotiated with the DOJ to create an agreement which would have monitoring check-ins so that we do not get to the end of the agreement and the feedback is that we missed a component of the expectations. The term of this voluntary monitoring agreement will extend through the 2025-2026 school year.
- 4. Is it an expectation of the DOJ that HCS will eliminate all race-based student-on-student discrimination?** No, however this is certainly something to strive for because we do not want any student to suffer from any form of racial harassment, bullying, or discrimination. The intent of the agreement is that all witnessed or reported incidents of racial discrimination are quickly and effectively investigated and processed as well as providing support for victims of alleged racial harassment. Incidents may include the use of racially discriminatory language, actions, and behaviors in all facets of the education system.
- 5. How does the district plan on addressing student-on-student race-based discrimination?** The agreement is that the district will continue to monitor and track student behaviors regarding incidents of student-on-student racial harassment, with a focus on immediate intervention when behaviors are observed, heard, or reported. This includes ensuring that supportive measures are put in place for victims of racial discrimination and effective education and/or discipline is implemented.
- 6. Who determines if discrimination has occurred?** The district administrative staff have an obligation to investigate and determine if discrimination, bullying, harassment or hazing has occurred, all of which fall under the broad category of discrimination.
- 7. What would happen if someone provided false allegations?** Upon investigation, if it is found that someone provided false information or accusations, the district would implement discipline pursuant to its Student Handbook. If a person is falsely accused, they may have independent legal remedies that may be available to them after consulting with private counsel.
- 8. How does the district plan to eliminate barriers/obstacles to ensure educational opportunity for all, including people of color?** The district will continue to take all reasonable steps to promptly address all incidents of discrimination while reviewing policies, practices, and procedures for any instances in which a barrier/obstacle may inadvertently exist that hinders a student’s ability to fully experience the educational environment.

9. **Why does the DOJ require a third-party to help with developing a plan to address racial discrimination concerns?** A third-party will provide an outside view for the district's leadership team. We will develop a plan for appropriately responding to racial discrimination in the district. The third-party consultation organization will provide consultative services, resources, and cultural survey expertise to the leadership team. These experts will also help the district analyze survey data that supports the district in the implementation of activities. They will be a direct liaison with the DOJ and district. Mr. Minsker and Mrs. Gregory will be the district's official liaisons in this 18-month process.
10. **What is the third-party that the district will be working with?** The third-party will be the Great Lakes Equity Center (MAP Center).
11. **Who will be involved in cultural surveys?** Students, parents, and staff will be surveyed.
12. **Who will determine what professional development and student education components will be included in the district's plan to address racial discrimination?** The district will make all final decisions when it comes to educational activities. While the district will be required to submit training proposals to the DOJ, the third-party collaborator will help ensure that what is submitted will meet the DOJ expectations.
13. **How much will this process cost the district?** The cost will be in travel expenses to send a team to Indianapolis a couple of times and to have members of the MAP Center come to the district. Total cost will be recorded and shared at the end of this process.
14. **What is restorative justice?** This is a method required by the State of Michigan when working to address grievances between two or more parties. The intent is to offer an opportunity to identify the root causes of conflict and to find common ground on how to move forward. At its core, restorative justice is the effort to repair the harm caused by the behavior.
15. **What would happen if the district chose not to work with the DOJ?** The DOJ can file a lawsuit. This potentially could assert claims that the district was deliberately indifferent to racial harassment claims and thereby allowed a hostile environment to exist for racially diverse students.
16. **Are future Boards bound by this agreement?** Yes, it is a contract.
17. **How does this agreement impact my student?**
  - a. Students who choose to honor the 3R's (Reason, Respect and Responsibility) and follow expectations consistent with treating others as they expect to be treated, should experience no impact. Educational opportunities will be provided to all district students which will include the beginning of the year presentations on expectations and district policies explaining what race-based bullying, discrimination, hazing, and harassment is, that will be presented by administrators, guest speakers, assemblies, etc.
  - b. Students who choose to use racially discriminatory verbiage, engage in racially discriminatory actions toward others, etc. will find that complaints about such actions will be fully investigated by the administration. Parents will be made aware of the investigation and discipline, as appropriate or permitted under privacy laws, and/or additional education that is implemented for the perpetrator as well as supports available to the victim. A discipline tracking system (confidential and not subject to public disclosure) will be utilized. This will be helpful in providing data to guide the district with respect to supporting victims of racial harassment and for discipline and additional education where necessary.



- c. Students who find themselves victims of such actions will be offered the opportunity to engage in restorative justice (meeting with the perpetrator to fix the damage done) and supportive measures to help them be successful in school. Administrators will check-in with them for follow-up, and parents will be notified and included in the investigative process. It is essential that all students who feel that they have been racially bullied, discriminated against, hazed or harassed, notify school staff as soon as possible.
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United States Attorney's Office

**Eastern District of Michigan**

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**Extension Agreement**  
**between**  
**The United States of America**  
**and**  
**Hartland Consolidated School District**

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## **INTRODUCTION**

In March 2021, the United States Department of Justice (the "United States") informed Hartland Consolidated School District (the "District") that it opened an investigation into allegations of racial discrimination against students of color under Title IV of the Civil Rights Act of 1964, 42 U.S.C. § 2000c *et seq.* ("Title IV").

The District fully cooperated with the investigation. Ultimately, on June 6, 2022, the District signed a letter of resolution ("2022 Agreement" or "Agreement"), agreeing to take the following actions during the 2022-23 school year:

1. Conduct a district-wide climate survey, sent to all employees, parents, and students, to assess the presence and effect of harassment based on race, the inclusiveness and safety of the educational environments, and the effectiveness of the measures taken by the District to date.
2. Develop a plan to address concerns identified by the survey responses, including developing a strategy to monitor the effectiveness of the District's anti-harassment efforts using specific tools and benchmarks that can be tracked and analyzed.
3. Invite students to meet with designated District officials to share information about their experience with racial harassment in the District and respond promptly and effectively to student complaints and concerns.
4. Continue efforts to better investigate, track, and respond to complaints of racial harassment with a focus on targeted students, and providing them with support following incidents.
5. Provide annual mandatory training and programming for staff and students on racial harassment and ensure staff understand their obligation to address racial harassment.
6. Provide the USAO with copies of complaints alleging racial discrimination in the District and documentation of the District's response on November 1, 2022, March 1, 2023, and June 1, 2023 and provide additional information when requested as needed to evaluate compliance with these terms and federal law.

At the conclusion of the 2022-23 school year, the United States and the District (collectively, "the Parties") jointly determined that the District would benefit from additional time and action steps to fully address the United States' concerns. On that basis, the Parties voluntarily agree to enter into this two-year extension ("Extension Agreement") for the 2024-25 and 2025-26 school years to strengthen the District's ongoing efforts to respond to student-on-student racial harassment,<sup>1</sup> with the agreement by the United States to provide regular feedback regarding ongoing compliance with this extension. The Agreement, Extension Agreement, and/or the performance by the District of any associated obligations do not constitute an admission of liability or any violation of any federal, state, or local law; the District expressly denies any violations.

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<sup>1</sup> While negotiating this Extension Agreement, the District voluntarily continued its efforts from the original 2022 Agreement through the 2023-24 school year and was in regular communication with the United States on compliance concerns.



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## **DEFINITIONS FOR PURPOSES OF THIS EXTENSION AGREEMENT**

- A. **"Staff"** includes persons employed by or serving in the District in any capacity including, but not limited to, administrators, teachers, librarians, cafeteria workers, lunchtime monitors, playground and recess monitors, reading partners or tutors, teachers' assistants, bus drivers, coaches, assistant coaches, and school resources officers (SROs).
- B. **"Racial Harassment"** is unwelcome conduct that is objectively offensive and is based on a student's race or color. Harassment may include the use of derogatory language (such as race-based slurs or jokes), intimidation, threats, unwanted physical contact, or physical violence. Harassment need not include intent to harm, be overtly directed at a specific person, or involve repeated incidents.
- C. **"Hostile Environment"** exists when harassment is objectively offensive and sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities in the educational program.
- D. **"Parent(s)"** means either or both biological or adoptive parent(s) of a student, a student's legal guardian, or other person legally responsible for a student under state law.



## **Section 1. Reporting & Responding to Harassment Complaints**

- A.** The District agrees that all students, including students who are members of protected classes under federal law, have the right to be educated in a welcoming and supportive environment that is free from discrimination and harassment. The District will take all necessary and reasonable steps, consistent with federal law, towards the goal of ending harassment, preventing its recurrence, eliminating any hostile environment in its schools, programs, and activities, and remedying its effects.
- B.** The District's Harassment Compliance Officer, or their designee, will be responsible for ensuring the District's compliance with this Extension Agreement and applicable federal civil rights laws. The Harassment Compliance Officer will monitor compliance with this Extension Agreement; coordinate the District's submission of reports to the United States; ensure consistency of all Districtwide and school-level policies, trainings, and related materials regarding harassment; provide and publicize updated information as needed or appropriate to all administrators, faculty, staff, students, and parents/guardians on the District's policies and related materials; and ensure that all public materials are up-to-date.
- C.** At each school in the District, a designated employee ("Designated School Coordinator"), such as a building principal, will serve as the primary point of contact for, and coordinate the school-level investigation and response to, all incidents and/or complaints of harassment. Each such employee will be responsible for ensuring a prompt, effective, and appropriate response to all such incidents or complaints and for ensuring that each incident is appropriately logged in the District's electronic database.
- D.** The District will inform all District staff that if they become aware of an allegation of harassment they will report it to the school's Designated School Coordinator or other appropriate school- or District-level administrator.
- E.** The District will ensure that all harassment incidents (including any written or verbal report, discipline referral, or complaint involving possible harassment) are tracked electronically, even where no separate disciplinary infraction has been recorded.
- F.** The Designated School Coordinators will provide written reports to the Harassment Compliance Officer describing all incidents of and/or complaints received by the school regarding harassment, and a description of the school's response to each such incident or complaint. The Harassment Compliance Officer will review all such reports and all school-level investigations and resolutions of student misconduct that may constitute harassment to ensure compliance with the District's policies and procedures and to ensure that the school has responded in a prompt, effective, and appropriate manner to all incidents of harassment. The District will provide a summary of its findings from these reviews, including a description of all follow-up actions taken by the District to address problems or concerns identified during the review process, in its required reports to the United States. See Section 4. The United States will treat student personally identifiable information in accordance with its obligations under the Family Educational Rights and Privacy Act (FERPA).
- G.** The District will revise all relevant policies, practices, forms, and procedures, including, but not limited to the Student Code of Conduct and School Board Policies 5517, to define how the following may constitute racial harassment:



United States Attorney's Office

## **Eastern District of Michigan**

1. Conduct that is not overtly directed at an individual student may still be based on, motivated by, or directed at the actual or perceived characteristics of a student.
  2. Conduct that is not overtly directed at an individual student may still have the purpose or effect of creating an intimidating, offensive, or hostile environment.
- H. The District will revise all relevant policies, practices, forms, and procedures to clarify that the District must offer appropriate interim supportive measures during an investigation into a complaint as well as the types of interim supportive measures (e.g., safety plans or other measures) for all students alleging race-based hazing, harassment, or bullying, to the extent otherwise permitted by other federal or state laws including, but not limited to, the Individuals with Disabilities Education Act.



## **Section 2. School Climate & Culture Assessments**

- A. The District will engage in a Tier III Systemic Equity Partnership with the Great Lakes Equity Center/Midwest and Plains Equity Assistance Center (MAP Center) to receive technical assistance in developing and executing a comprehensive plan to address the school climate. The District will comply with all requirements of the Tier III Systemic Equity Partnership, including but not limited to:
1. Enter in a Memorandum of Understanding with the MAP Center for an 18-month period;
  2. Designate an employee to be the equity liaison to the MAP Center;
  3. Create an Equity Leadership Team to guide equity action planning and implementation;
  4. Designate Equity Leadership Team members to participate in regularly scheduled collaborative consultation calls with the assigned MAP Center technical assistance specialist;
  5. Participate in the Equity-Oriented Strategic Planning partnership academy;
  6. Participate in the Centering Equity in Professional Development and Capacity Building Planning partnership academy;
  7. Participate in the Monitoring and Evaluating Equity-Focused Initiatives partnership academy; and
  8. Complete center evaluation activities.
- B. The District will annually assess the environment of all District schools regarding conduct that may create a racially hostile environment. Beginning in the 2024-25 school year and in all successive years under this Extension Agreement, the District will conduct this assessment mid-year, so that the results of the assessment can inform training provided during the same school year. The assessment should be performed using all of the following methods:
1. A climate survey that assesses the culture and climate in the school, including the prevalence of race-based harassment and the school's responses. MAP Center will conduct the climate survey, analyze its results, and recommend action plans. The District shall submit the proposed climate survey to the United States and the MAP Center for input 60 days prior to public distribution. The United States will hold final approval authority.
  2. The District will administer the survey as follows:
    - a. The District will distribute a climate survey to the entire Middle through High School community, including students, parents, faculty, and staff. For elementary schools, the District may choose to survey only parents, faculty, and staff.
    - b. To the extent permitted by the Hanover Research protocol, the District may permit anonymous responses to the climate survey but ask for the person's relationship to the District (e.g., parent, student, staff).
    - c. The District will make good-faith efforts to encourage responses to the survey. This includes good-faith efforts to promote participation in the survey.
    - d. The District will solicit responses to the climate survey for at least 30 days and will include in its distribution of the climate survey the deadline for responses.
    - e. The District will ensure that the climate survey is accessible to students, parents, faculty, and staff with disabilities or limited English proficiency.
    - f. The climate survey will include:
      - i. Questions pertaining to the prevalence and nature of racial harassment;







### **Section 3. Training & Professional Development**

- A. Before the start of classes in each school year covered by this Extension Agreement, the District will train all staff how to identify, report, and respond to racial harassment and improve the school environment.
- B. Before the start of the 2024-25 and subsequent school years covered in this Extension Agreement, the District will train all Designated School Coordinators at all District schools on:
  - 1. How to recognize racial harassment;
  - 2. The impact of racial harassment on the school environment;
  - 3. Appropriate supportive measures;
  - 4. Feedback from students on staff's response to racial harassment perceived by or witnessed by staff; and
  - 5. How to conduct a prompt, effective, and unbiased investigation; document findings; and take appropriate corrective action.
- C. The District will implement or require attendance at a restorative justice techniques training program for all employee(s) designated to administer discipline or follow up on student complaints.
- D. By October 1 of each school year, the District will conduct age-appropriate, school-wide training programs at all District schools targeted at preventing racial harassment and improving the school environment. The District will take reasonable steps to ensure the training is administered to all students.
- E. The District will submit proposals for all trainings in this section at least 45 days prior to the scheduled training for the United States' and the MAP Center's review, comment, and approval. Each proposal will include training title(s), learning objectives, date(s), trainer(s)/facilitator(s) name and credentials, and agenda. On the same date as its proposal, the District will also provide the United States and the MAP Center with all documents intended to be used in the training (e.g., handouts, presentations, assigned reading). The United States will have final approval authority.



## **Section 4. Monitoring & Reporting**

During the term of this Extension Agreement, the District will submit reports to the United States three (3) times during each school year. The first report will be submitted by November 1, the second will be submitted by March 1, and the third will be submitted by June 1 each year. These reports will contain the following information for the preceding reporting period, with the first report due November 1, 2025:

### **A. General Information**

1. The total number of students enrolled in the District, disaggregated by (a) school, (b) grade level, (c) race/ethnicity, and (d) sex.
2. Copies of all policies on race-based hazing, harassment, and bullying that have been updated or revised during the reporting period.

### **B. School Climate**

1. A description of the District's efforts to implement Section 2.A;
2. A description of all trainings or programs conducted to implement the requirements of Section 3;

### **C. Complaints & Investigations**

1. The District's tracking document in sortable, electronic format listing all known allegations of student-on-student and employee-on-student race-related discrimination, harassment, hazing, or bullying and all allegations of retaliation, if any, related to each such incident. For each report received, whether written or verbal, provide the following information:
  - a. the date, time, and location of the alleged incident(s);
  - b. a narrative description of the alleged incident(s);
  - c. the name and position/job title (e.g., student, teacher, parent, administrator, or other) of the person(s) reporting the allegation, and the date on which it was reported;
  - d. the person who received the complaint and manner in which the allegations were reported (e.g., written complaint, telephone call, email, voicemail, other);
  - e. For the alleged target and alleged perpetrator, each individual's name, race/ethnicity, sex, grade level (if applicable) or job title (if applicable);
    - i. A student's name may be de-identified by providing the first name and last initial of the student with the student's corresponding student number;
    - ii. the United States will treat student personally identifiable information in accordance with its obligations under FERPA.
  - f. A description of all supportive measures/interim actions taken by the District during the investigation and adjudication process in response to each allegation, including interim remedies and academic or behavioral accommodations provided to the alleged target or perpetrator, as well as any interim safety measures (e.g., safety plan for the alleged target, notification to classroom teachers, separation of alleged perpetrator from target student to the extent permissible by federal or state law including, but not limited to, the Individuals with Disabilities Education Act); and
  - g. A description of the outcome of any investigation, including the date on which the investigation commenced and concluded, the date(s) of any communication(s) with the students involved and their family, and all resulting disciplinary or non-disciplinary actions (e.g., education, training, counseling, warning, referrals), restorative justice measures, safety measures, and accommodations or other remedies. If an investigation occurred, include



## **Eastern District of Michigan**

whether or when law enforcement, including SROs, were involved, and who was assigned to conduct the investigation.

2. All documents related to any reported allegation of student-on-student and employee-on-student race-based discrimination, harassment, hazing, or bullying and allegations of retaliation, if any, related to each such incident.
3. To the extent not produced in response to C1 and C2 above, all disciplinary records involving the use of offensive slurs, including the n-word, or gestures, that may be perceived as demeaning to students based on race. For all disciplinary records responsive to this request, provide all Documents related to the referral, the underlying incident, and the District's response to the complaint or underlying incident.



## **Section 5. Enforcement**

- A. The United States, through its representatives or any consultant or expert it may retain, may conduct on-site reviews of the District's schools and in-person or virtual interviews of staff, with District counsel present, to evaluate compliance with the terms of this Extension Agreement upon giving notice to the District.
- B. Once the District implements changes to policies, training, and any materials required by this Extension Agreement and approved by the United States, the District will not substantively modify those changes during the period of the Extension Agreement without obtaining the United States' prior written approval.
- C. The United States will promptly notify the District in writing within 60 days of any submission of documents or information required by this Extension Agreement if that submission raises issues or concerns related to compliance with this Extension Agreement. The failure to provide written notice waives any concern or issue regarding the District's compliance related to that specific submission but does not alter the District's overarching obligation to comply with the Agreement and federal law. The Parties will act in good faith to resolve any such issues or concerns. In the event of a material breach by the District of this Extension Agreement that cannot be resolved through good faith negotiation, the United States may initiate judicial proceedings under Title IV and the terms and obligations of the District under this Extension Agreement. This Extension Agreement does not relieve the District from its other obligations under other federal civil rights laws.
- D. The United States retains the right to investigate and, where appropriate, initiate enforcement proceedings concerning any alleged violations of federal law by the District.
- E. The District will not retaliate against faculty, staff, parents, or students, who participate in the United States' investigation, monitoring, and enforcement of this Extension Agreement or otherwise exercise their rights under federal law.



## **Section 6. Term & Termination**

- A.** The Parties anticipate that the District will have completed all activities required by this Extension Agreement by the end of the 2025-26 school year. When the District provides the United States with the status report due on June 1, 2026, the United States will have 90 days to raise any remaining concerns about the District's compliance with the Extension Agreement.
  - 1.** If the United States does not raise any concerns with the District's compliance, the Extension Agreement will terminate.
  - 2.** If the United States raises a substantial concern about the District's compliance, the Parties will attempt to resolve those concerns cooperatively and may consider extending the Extension Agreement.
- B.** The Parties may, upon mutual written agreement, amend this Extension Agreement to address changed circumstances.
- C.** This Extension Agreement constitutes the entire agreement by the Parties. No financial consideration was exchanged as part of this settlement. No statement, promise, or agreement that is not contained in this Extension Agreement, whether written or oral, made by any Party or agents of any Party, will be enforceable on the matters raised in this Extension Agreement.
- D.** This Extension Agreement is final and binding for the term of the Agreement on the District, including its Board, even if changes in Board membership or Superintendent occur.
- E.** The undersigned representatives of the Parties certify that they are authorized to enter into and consent to the terms and conditions of this Extension Agreement and to execute and legally bind the Parties to it.
- F.** The effective date of this Extension Agreement is the date of the last signature below.



**SIGNATURES OF PARTIES TO THE EXTENSION AGREEMENT**

**For Hartland School District:**

\_\_\_\_\_

School Board President

**For the United States of America:**

DAWN N. ISON  
United States Attorney  
Eastern District of Michigan

KRISTEN CLARKE  
Assistant Attorney General

\_\_\_\_\_  
SUNITA DODDAMANI  
Assistant United States Attorney  
Civil Rights Unit  
U.S. Attorney's Office  
for the Eastern District of Michigan  
211 W. Fort St.  
Detroit, MI 48202

\_\_\_\_\_  
Shaheena A. Simons, Chief  
Aria Vaughan, Trial Attorney  
Aziz Ahmad, Trial Attorney  
Educational Opportunities Section  
Civil Rights Division  
United States Department of Justice  
150 M Street, NE  
Washington, DC 20002

Date: \_\_\_\_\_

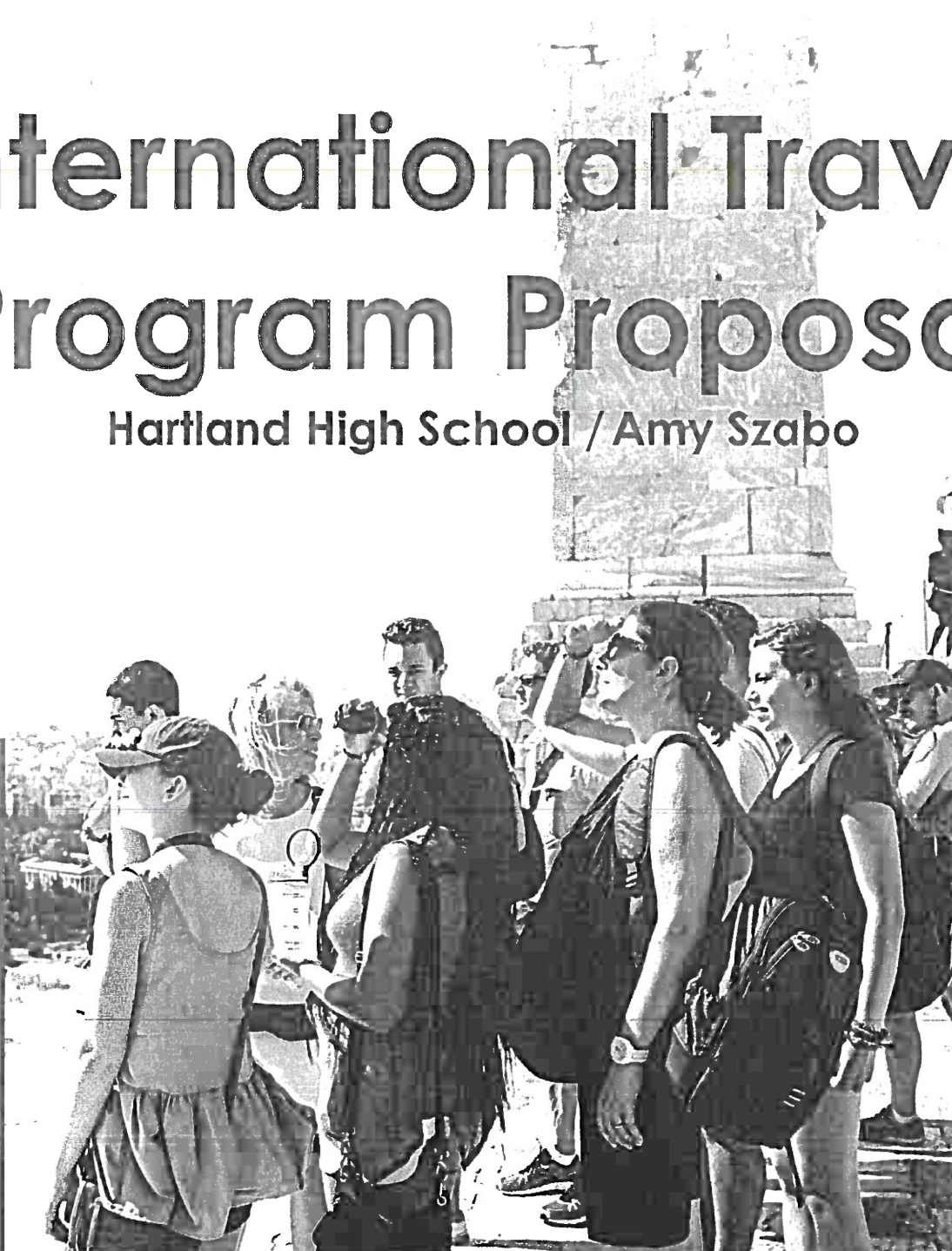
Date: \_\_\_\_\_



EDUCATIONAL  
TOURS

# International Travel Program Proposal

Hartland High School / Amy Szabo



**Journey through the Galapagos – Summer 2026**

[eftours.com/GAL](http://eftours.com/GAL)



# Safety

**Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.**

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## **Worldwide presence**

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

---

## **24/7 emergency support**

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

# Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

## General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

## Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

### *Peace of Mind*

#### *Provided to all groups*

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

# Affordability

**We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.**

---

**Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.**

## Resources for managing cost and payments

*Automatic Payment Plan* – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

*Fundraising pages* – Each student has access to their own unique and customizable fundraising page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

*Global Citizen Scholarship Fund* – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

*Risk-free enrollment period* - New travelers who enroll by their Enrollment Deadline can cancel for any reason up to 7 days after enrollment for a full refund of 100% of the money paid to EF. Travelers must pay in full or enroll in our Automatic Payment Plan at the time of program enrollment and must remain either paid in full or enrolled in our Automatic Payment Plan and in good financial standing at the time of cancellation to remain eligible. To be eligible, the traveler must enroll on a tour at least 110 days prior to the scheduled departure date.

# Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

## Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

**Full flexible travel window:** June 12-28, 2026

**Requested travel dates:** June 15-25, 2025

## DBD itinerary- JOURNEY THROUGH THE GALÁPAGOS

### Price Details

#### Journey Through the Galápagos

Program Price <sup>1</sup> \$5,249

Includes:

- Round-trip airfare and on tour transportation
- Hotels with private bathrooms
- Breakfast and dinner (see your itinerary for meal details)
- Full-time Tour Director
- Daily activities, tours and entrances to attractions

Global Travel Protection \$190

EF's Peace of Mind Program <sup>\*</sup> Free

**Total for Students (under 20) \$5,439**

22 monthly payments \$243/mo

Adult Supplement <sup>2</sup> \$910

**Total for Adults \$6,349**

22 monthly payments \$285/mo

<sup>1</sup> Program price valid for today. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at [ef-tours.com/baggage](https://ef-tours.com/baggage). All prices subject to verification by EF Tour Consultant. To view EF's Booking Conditions, visit [ef-tours.com/bc](https://ef-tours.com/bc). Some countries may require aircraft insecticide treatment for in-bound foreign flights. Such countries can be found at [ef-tours.com/insecticide](https://ef-tours.com/insecticide).

<sup>\*</sup> Adult supplement required for travelers age 20 and older at the time of travel.

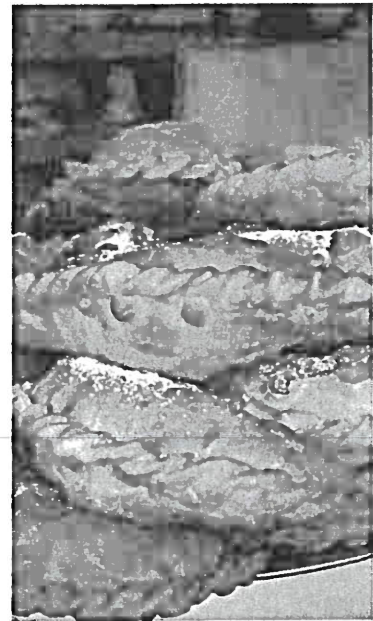
<sup>2</sup> We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

*Itinerary shown is for 2026 travel. Itineraries are subject to change biannually; please call for more details*

# Sample meals

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of local dishes travelers may try at the destination that your teacher has chosen, but please note that meals can vary from tour to tour.

On tour, breakfast generally is simple and will be at the hotel; it could be plated or buffet-style. **Lunch** typically is your chance to make culinary discoveries of your own. **Dinners** will be a mix of familiar dishes and local specialties. All meals will be a mix of familiar dishes and local specialties all served from a pre-set group menu.



## Ecuador: Sample Meals

Soup, roasted chicken with rice and vegetables, fresh fruit, salad

## Galapagos Islands: Sample Meals

Fish or chicken, rice, French fries or plantains, pasta, salad

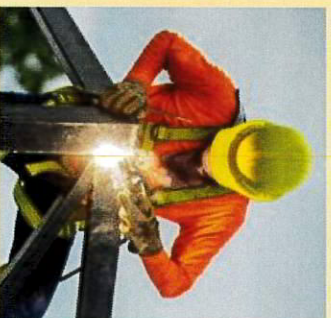
# Building & Site Goal 2024-25 HCS

**Goal #1:** Complete 90% of construction projects outlined in the 2020 Bond package.

**Goal #2:** Complete the final 13 projects identified by Secure Education Consultants (SEC) to ensure that all buildings comply with the outlined safety standards.

**Goal #3:** Create a priority project list of things we can complete within current revenue streams (sinking fund and capital outlay) over the next 3 years.

**Goal #4:** Complete 95% of all maintenance and technology work orders.



## Strategies/Expectations

- Report bond progress during at least six public Board Meetings.
- Maintain the sinking fund site on the district web page with completed projects as a visual for the potential 2026 renewal process.
- While creating a project list of our top ten needs, begin creating a list of potential future bond projects. Present this information to Building & Site for thoughts and future discussion.
- Periodically update the SEC safety project completion list.
- Complete maintenance and technology work orders.
- Create and distribute a district service satisfaction survey in conjunction with the Director of Operations and Transportation (custodial, maintenance, transportation, utility). This may be accomplished by adding questions to parent and staff surveys.

## Assessment

- Track and report the number of bond presentations to the Board.
- Review website links that share bond and sinking fund progress.
- Share number of SEC and priority projects completed.
- Review the percentage of work orders completed in both the technology and maintenance departments.
- Share results of district surveys regarding custodial, maintenance, utility, and transportation services.



# Curriculum & Instruction

## Goal 2024-25 HCS

**Goal #1:** Increase the growth of cohorts by 10% on the Early Benchmark Assessments of Math and Reading. **Note:** Baseline data to be determined by fall scores.

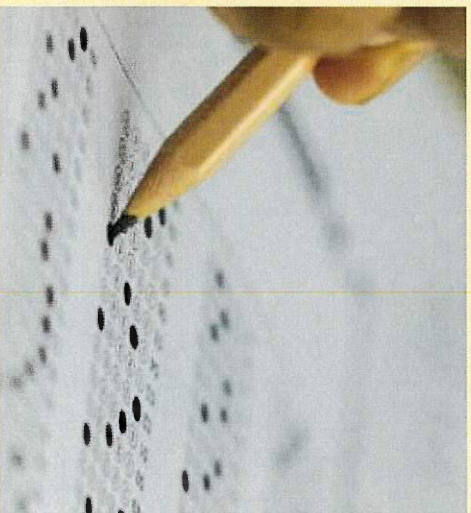
**Note:** The HCS MiCIP School Improvement Plan has the district reaching 10% growth as determined by Spring scores in 2028.

**Goal #2:** Increase the number of MSTEP assessments meeting 70% proficiency.

**Note:** Baseline is 6 out of 16



Department of Education



## Strategies

- Offer professional development opportunities to our teaching staff and administrators through early release Fridays, and full professional development (PD) days. Building administrators and instructional coaches will ensure that teachers are focusing on the Framework for Highly Effective Teaching instructional model to implement the workshop process in the classroom.
- Utilize the expertise of our Instructional Coaches for one-on-one (ie. coaching cycles) and small group professional development (ie. team/grade level meetings)
- Maintain a multi-tiered system of supports for academics to provide intervention for all students to support high achievement.
- Utilize the 23g grant to provide intervention support in the elementary schools.
- Utilize Title I funding to provide an interventionist at Farms Intermediate.
- Maintain an expectation that individual and small group instruction is a focus in all K-12 classrooms, **"Give to All, Gains for All"**.

## Assessment

- Compare Early Benchmark ELA and Math scores from fall to the spring.
- Compare M-STEP proficiency data with the previous year. This may require us to use the tentative data and not data provided by MDE.
- Increase the number of assessment bands reaching 70% proficiency in all state assessments.
- Compare SAT data if available.
- Compare PSAT data if available.
- MDE building ratings compared to previous year, if available.
- Compare DRA assessment data for third graders (reading ready) with the previous percentage of "at grade level" readers.
- District ranking data from available real estate sites
- Present the districts 3 year longitudinal data regarding Graduation Rates (HHS, LEGACY and HVA).



# Diversity, Equity, and Inclusion

## Inclusion (DEI)

### Goal 2024-25 HCS

**Goal #1:** Finalize the new Department of Justice extended agreement and meet the expectations for 2024-25.

**Goal #2:** Decrease the number of actionable race-based incidents in the district by 25%. **Note:** The 2023-24 incident data will be used as the baseline or 23 incidents.



## Strategies

- Work with the DOJ and Board of Education to finalize the extended agreement at a Board meeting.
- Complete the Mi Student Voice survey regarding belonging, and any climate survey required as we work through the new agreement and any other surveys expected in this process.
- Provide education regarding harassment, bullying, and discrimination to all students and staff during the 2024-25 school year.
- Provide education regarding harassment, bullying, and discrimination to all coaches before each season starts.
- Engage in professional development with administration, teachers, support staff and the Board as required under the DOJ agreement. Attendance will be captured.
- Track incidents of racial discrimination and document victim follow-up in the tracker, at least 1 time per semester.

## Assessment

- Finalized DOJ Agreement and submit reports for 2024-25 (3) and share any feedback provided by the DOJ.
- Summary of Mi Student Voice survey and any other required climate survey.
- Provide a list of trainings for students, staff and coaches around harassment, bullying, and discrimination.
- Summary of any relevant staff PD engaged in during the year.
- Present data on the number of race-based incidents in the district during the year compared to the 2023-24 school year.

**“We strive to be a leading district in Livingston County and the State of Michigan”**



# Finance Goal

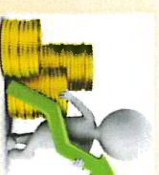
## 2024-25 HCS

**Goal #1:** Earn an “unmodified opinion” on our 2023-24 audit.

**Goal #2:** Develop a balanced budget that supports student achievement while maintaining a fund balance above 15%.

**Note:** This can only be accomplished if there are no large scale unexpected expenditures or project investments requested by the Board.

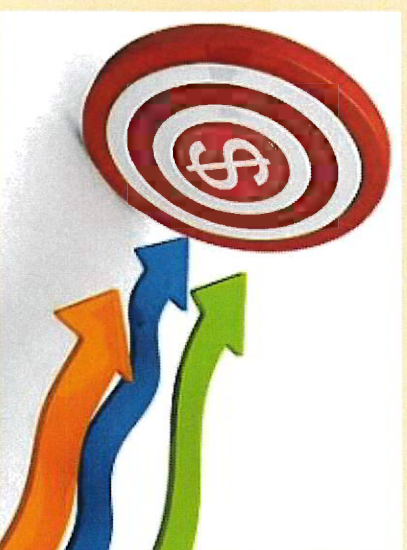
### Strategies



- Prepare for and finalize the annual audit.
- Establish and monitor budgets for all required entities in the district.
- Hold Finance Committee meetings when needed to engage in the work of budget amendments and to ensure the Board is up to date on district finances, including forecasting conversations.
- Continue to monitor and pursue relevant grants that the district may be eligible to obtain.
- Meet with individual Board members when requested to help them understand the financials and budgeting processes.
- Implement a new electronic timesheet system for hourly employees to reduce inefficient paper reporting.

### Assessment

- Results of final district audit rating for 2023-24.
- Final 2024-25 budget amendment.
- Review the end of year budget and adoption of the 2025-26 budget.
- Report on the implementation of the new timesheet process including realized benefits and concerns.

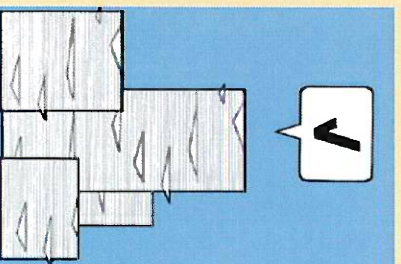


### UNMODIFIED

### Opinion

[ar- 'kwā-la- fid a' pin-yan]

An independent auditor's judgment that a company's financial statements are fairly and appropriately presented.



# Health & Safety

## Goal 2024-25 HCS

**Goal #1:** Increase the percentage of students, parents, and staff who feel the schools are safe environments by 2%. (2023-24 survey data as baseline)

**Goal #2:** Close out the Village monitoring wells by working collaboratively with EGLE, NOVA and our staff. The goal is full closure.



### Strategies

- Survey students, parents and staff regarding perceptions about school safety.
- Employ and support SRO's and SSO's throughout the district.

### Strategies Continued

- Utilize the Raptor check-in system to screen visitors to our schools.
- Monitor discipline infractions such as bullying, vaping, controlled substance possession and use, discrimination, harassment, threatening behavior, persistent disobedience and the number of expulsion hearings.
- Continue to follow the district's behavioral intervention process to address concerns.
- Promote OK2SAY and respond to all reported concerns.

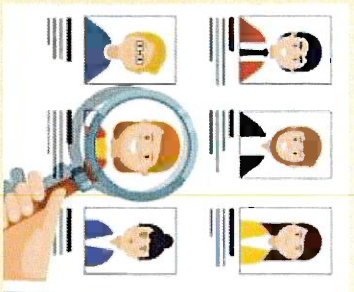


- Provide ALICE training to all new employees by the end of September.
- Effectively implement the HCS Multi-tiered Systems of Support (MTSS) and Positive Behavioral Interventions and Support (PBIS) processes throughout the district.
- Collaboratively work with EGLE and NOVA to finish all reporting needed to close all VE's monitoring wells.



### Assessment

- Share number of SRO and SSO staff retained in the district.
- Report student, parent, and staff perception data regarding school safety.
- Review school safety team impact within the school environment through regular meetings with security staff and the results of our safety officer survey.
- Compare the number of expulsion hearings with the previous year, the goal is to have less.
- Status of the VE monitoring well closure effort.



# Personnel Goal 2024-25 HCS

**Goal #1:** Reach and maintain a fill rate of 98% for all jobs available in HCS.

**Goal #2:** Train 100% of administrators and teachers on the new evaluation standards mandated by statute by the end of October.

**Goal #3:** Increase staff satisfaction with how the HCS administration and management communicates with employees by 5% (81% is the baseline).

## Strategies

- Continue thinking outside the box on how to post and recruit employees.
- Publish at least 20 Community Weekly Update newsletters for an audience of students, parents, and staff, while including job postings.
- Highlight six employees through the Employee of the Month in Community Life, put emphasis on why they enjoy working in HCS. (Yearly)
- Complete the Staff Satisfaction Survey in April of 2025 with at least a 30% return rate.
- Hold three community input events this year. Mid-morning or early evening. Utilizing topics that the Personnel Committee, DPAC parents, or staff may suggest and follow-up with a summary of what was discussed with the Board of Ed. and community.
- Train administrators and teachers on the latest evaluation processes due to the change in statute.
- Meet monthly with employee groups to optimize communication and solve problems proactively.
- Continue the practice of employing a social media expert to highlight all the good things happening in the district.

## Assessment

- Share job posting fill rates data each semester and substitute teacher vacancy fill rates each semester.
- Report progress of evaluation training, finish date.
- Review 2025 Staff Satisfaction Survey highlighting the responses in Goal 3.
- Reported summary of community meetings.
- Report student enrollments and exits (where from and where to).
- Report the number of Community Updates created and shared.



**Hartland Consolidated Schools  
Administrative Association Contract  
July 1, 2024 - June 30, 2027**

*Ta'  
C. Weitz  
9-10-24.  
Thomas P. Weitz Jr.*

**ARTICLE 1: RECOGNITION**

- A. The Board of Education hereby recognizes the Hartland Consolidated Schools Administrators' Association (HCSAA) to the extent required by the provisions of Act 379, P.A. of 1965, as amended, as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, hours of employment and conditions of employment for the following personnel in the administrative positions enumerated hereunder:
- (a) High School Assistant Principals (44 Week)
  - (b) Middle School Principal (44 Week)
  - (c) Middle School Assistant Principal (44 Week)
  - (d) Intermediate School Principal (44 Week)
  - (e) Intermediate School Assistant Principal (44 Week)
  - (f) Elementary School Principals (44 Week)
  - (g) High School Dean of Students (44 Week)
  - (h) High School Principal (52 Week)
  - (i) Alternative Education/HVA School Principal (52 Week)
  - (j) Director of Athletics (52 Week)
- B. Individuals employed in an interim, temporary, or contracted capacity are not covered by this agreement.
- C. Administrators removed from this bargaining unit shall retain all seniority accrued upon return to the unit.
- D. The Association shall have the right to use school buildings and facilities for Association business without charge, upon application of the approved building use form.
- E. The Association shall have the right to use the district's interschool mail service and email for communication to its members.

## ARTICLE 2: TRANSFERS

- A. A "transfer" is a change in bargaining unit position. Requests for transfer must be in writing, including the reason for the transfer, the position requested, and the Administrator's qualifications for such position. Such requests are to be submitted to the Superintendent, or his/her designee, and renewed annually to remain active.
- B. A vacancy may be filled by a currently employed Administrator by their request or at the direction of the Superintendent. This does not, however, preclude the placement of a new administrator in that vacancy.
- C. Once hired, when an administrator is promoted within the district, the administrator will not receive a decrease in salary, as defined by the salary grid found in Appendix A.
- D. Each transfer request shall be considered separately and does not preclude the transfer of more than one Administrator at or about the same time.
- E. When the assignment of any Administrator is being reviewed, the concerns held by that school Administrator will be heard by the Superintendent/designee. All final decisions rest with the Superintendent.
- F. Official notification of the new assignment should take place within 30 days of a new school year, or in a timely manner when new assignments are determined. Both parties understand that emergency situations do occur requiring that 30 days' notice may not be possible, or changes may occur during the school year necessitating new assignments.
- G. Each Administrator is subject to reassignment as follows:
  - 1. When an involuntary transfer is contemplated, the affected Administrator and the Association will be provided notice at least sixty (60) days before the beginning of the next school year except in unusual circumstances or reasons that may be made with no notice or an unforeseen event such as retirement or resignation occurs. Following such notice, the Association and the affected Administrator shall meet with the Superintendent to discuss the rationale for the transfer and consider possible alternatives. The Superintendent will make all final decisions.
  - 2. An Administrator transferred involuntarily for non-disciplinary reasons shall be paid at the rate of his/her previous position or the new position, whichever is higher, for the duration of the Administrator's individual contract.
  - 3. An Administrator transferred involuntarily shall retain all seniority rights earned while serving in his/her previous position.

### **ARTICLE 3: REDUCTION IN STAFF LAYOFF AND RECALL**

- A. In the event the District determines for any reason to reduce the number of Administrators, the Superintendent/Designee shall first meet with the Association. The reasons for the reduction shall be reviewed and possible alternatives discussed prior to any Administrator being officially notified of reduction. The Superintendent will make all final decisions.
- B. Staff reductions shall not be used for disciplinary purposes.
- C. Administrative personnel shall be reduced based upon factors relating to effectiveness as the priority indicator. If effectiveness ratings are equal, the district will look at length and quality of service as well as from least to senior regarding time served as an administrator.
- D. Administrators put on involuntary layoff shall have access to teaching positions, subject to state law, if a position exists in which the administrator is highly qualified and certified to teach. This right remains in place for a maximum of two years.
- E. Administrators who are involuntarily placed in a classroom position or are on layoff shall be considered for any administrative position which becomes available, for up to two years. There is no expectation that placement will be made, only consideration.
- F. The Board will attempt to give the Association at least thirty (30) days' notice of reductions in the number of Administrators or by April 1 for the following year. It is understood, however, that failure to provide such notice will not prohibit the Board from implementing what has been deemed a necessary reduction in Administrators.

### **ARTICLE 4: TERMINATION OF ADMINISTRATIVE EMPLOYMENT**

- A. An Administrator may be terminated at any time for misconduct, or if the employee violates any of the terms of this Agreement. During the term of this contract, the Administrator shall be subject to discharge for causes that are not arbitrary or capricious.

An individual contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board pursuant to Article 3. The Administrator shall be given at least ninety (90) days-notice of termination prior to the effective date of layoff. In the event of layoff, the Board shall have no further obligation under this Contract other than the terms expressed in Article 3, Sections D and E.

- B. Before an Administrator's contract is terminated, or there is a change in status of an Administrator, the Board shall offer reasonable assistance to the Administrator in correcting performance-related concern(s), other than acts of misconduct, leading to the contemplated action. The Administrator may request a representative of his/her choosing to be present at each level of due process as outlined below:

1. A conference shall be held between the Administrator and either the Building/Department Supervisor or Superintendent, or whomever evaluates the Administrator. The concern(s) and remedies will be clearly identified and documented in writing on an Individual Development Plan.
2. If the problem continues, a formal written warning shall be issued to the Administrator. The written warning shall contain the specific concern(s) and appropriate timelines for correcting the concern(s) as determined by the Building/Department Supervisor or Superintendent and agreed to by the Administrator; however, the Building/Department Supervisor or Superintendent has the right to the final decisions and expectations.
3. If the problem persists, a formal review of the Administrator's performance shall be completed and presented to the Administrator at a subsequent conference.
4. In the event the decision is made to terminate an Administrator during the term of an individual Administrator contract, the Administrator shall be entitled to written notice of the charges and the opportunity for a hearing before the Board of Education. The hearing shall be in open or closed session, at the Administrator's choosing.

C. Administrator represents that they possess and will maintain all certifications and qualifications required by law, including the provisions of Sections 1246 and 1536 of the Revised School Code, the regulations of the Michigan Department of Education and those required by the Board to serve in the position assigned. Administrator agrees, as a condition of continued employment, to meet all certification and continuing education requirements for the position assigned, as are and may be required by law and/or by the State Board of Education. If at any time an Administrator fails to maintain all certifications, credentials, continuing education requirements and/or qualifications for the position assigned as required herein, their employment shall automatically terminate, and the Board shall have no further employment obligation.

## **ARTICLE 5: INDIVIDUAL CONTRACTS OF EMPLOYMENT**

A. Individual contracts of employment shall be for the duration of three years, beginning July 1 and expiring June 30. Contracts for Administrators hired subsequent to July 1 will expire on June 30 of the school year of their original determined duration. Extension of individual contracts shall be considered annually by March 30. Should the Administrator's performance be effective or developing, his/her contract will be recommended for extension to the Board of Education for one (1) additional year to start on the following July 1. **Note:** New administrators may be brought in with a two-year contract and work to earn the extension at the end of year one per this section.

- B. The standards set forth for termination in Article IV shall not be applicable to the non-renewal of an individual employment contract. Non-renewal of individual Administrator contracts shall not be made for reasons that are arbitrary or capricious. Notice of non-renewal shall be given as required by Section 1229 of the Revised School Code.
- C. Employees with administrative certification shall not acquire continuing tenure as an Administrator. To be employed in HCS as an administrator, the expectation is that the employee holds an up-to-date teacher certificate, unless an exception is approved by the Superintendent and Board of Education.

#### **ARTICLE 6: PROBLEM SOLVING PROCESS**

- A. Any alleged violation, misinterpretation, or misapplication of a specific provision of this Agreement shall be expressed informally to the Superintendent/Designee within ten (10) days of its occurrence. This communication shall include the section(s) alleged to have been violated and the facts giving rise to the allegation.
- B. In the event the informal discussions do not produce a resolution, the Superintendent/designee will schedule a formal meeting with the Association to review the allegation and will render a written decision within five (5) days of the meeting.
- C. The timelines set forth in this article may be extended by mutual agreement of the parties.

#### **ARTICLE 7: WORK SCHEDULE, PAID AND UNPAID LEAVE TIME**

- A. All 44-week administrators will start their year no earlier than August 1<sup>st</sup> and end no later than June 15<sup>th</sup> each school year. This means August 1 and June 15 are work days unless they fall on a weekend.
- B. All administrators covered in this agreement will not be required to report to work up to the first four (4) non-student/non-teacher work days. The number of days shall be determined by the negotiated calendar. Any non-student/non-teacher work days above 4 require attendance in the district.
- C. All 52-week administrators will be provided a 2-day July 4<sup>th</sup> paid holiday break.
- D. All 52-week administrators shall receive 20 days' vacation per year of which five unused days may be paid out on the last pay in June. Vacation days shall not carry over to the next school year. The administrator must make his/her request for payout of unused days in writing to the superintendent by May 15 of each year.



- E. All 44-week administrators may apply to the Superintendent for up to two (2) flex days to be used on non-student/non teacher days at the end of the school year. This requires the administrator to record work performed outside of the regular work year (example: summer break) and to forward the information and request approval from the Superintendent no later than September 1<sup>st</sup> of the new school year. For the purpose of flex days, every 7 hours equals one day. In the event of special circumstances, the Association may petition the Superintendent for additional days (i.e. opening a new building, greater than usual staff turnover, etc.).
- F. Absent mutual agreement with the current Administrator in a position, the work year will not be reduced in length nor salary reduced.
- G. In the event of a vacancy, the District reserves the right to modify the length of the work year for the vacant position with a proration process.
- H. Administrator shall be credited/advanced ten (10) days of sick leave and four (4) personal days per school year. Starting in 2025-26 these will be considered PTO days. Unused sick or personal days (PTO days) may be carried over and accumulated as banked days. In the event of a change in employment status (e.g. resignation at mid-year), payment for days credited and used will be subject to repaying through payroll deduction at per diem wages. The administrator may use up to two (2) consecutive days PTO days (not banked days) in a row without Superintendent permission. If sick, a doctor note may be required after the third day. Any day associated with a designated calendar break or holiday must be approved by the Superintendent in advance.
- I. The following PTO days may be available to use in the event of an FMLA related situation. This is designed to help the administrator fill the gap needed to reach long-term disability, previously available 60-day letter that was provided as an addendum to annual contracts. The use of these days requires Superintendent approval based on a verified need. It is agreed that starting in 2027-28 only banked days will be available for such instances.
- a. 30 days for 2024-25
  - b. 20 days for 2025-26
  - c. 10 days for 2026-27
- J. Accumulated banked days may be used for illness of the Administrator or family member and must follow the FMLA requirements. In the event an Administrator will be absent from the building, the Superintendent/Designee is to be promptly notified and the absence entered into the current attendance system.
- K. Administrators will be provided up to four (4) bereavement days for each instance of death in the immediate family (spouse, child, parent, brother, sister, step-relatives, in-laws, grandchildren, grandparent).

- L. Administrators required to report for Jury Duty/Subpoena shall be released with pay, provided any earnings (excluding mileage) received are surrendered to the District business office.
- M. The District reserves the right to require an Administrator to provide documentation from a physician or other information to verify an absence. Further, the district reserves the right, at its expense, to send an Administrator to a District-appointed physician or other qualified professional, should questions arise concerning an absence or release to return to work.
- N. In the event an Administrator is absent from work due to a work-related injury under the Workers Compensation Act, PTO and/or banked days will be deducted (on a prorated basis if appropriate) to the extent permitted by law to offset the difference between regular daily salary and the amount provided under the Act. Upon exhaustion of the Administrator's PTO and banked days, she/he will be afforded only those benefits provided under the Act.
- O. Any Administrator who is ill or disabled (including Workers Compensation) and has exhausted his/her accumulated PTO and banked days, may be granted an unpaid leave for a period up to six (6) months from the last day PTO and banked days are used.
  - 1. Written requests, accompanied by a physician or appropriate licensed professional's statement indicating the nature of the disability and anticipated date of return, is to be submitted to the Superintendent/Designee as an application for a leave.
  - 2. To the extent authorized by law, paid leave time may be required to be used and counted for purposes of computing unpaid leave time available under the Family Medical Leave Act (FMLA).
- P. Upon retirement or resignation of an Administrator in good standing, the Administrator shall be paid for all accrued but unused current PTO days and banked days for up to 60 days at \$100.00 per day.
- Q. Administrators are not required to report for work on the first two act of God days (i.e. snow days, power outage that results in a building shut down, etc.). There is an understanding that if time is needed to accomplish responsibilities (i.e. pre-arranged training, school events, etc.) the administrator attends to duties without being owed additional days.

#### **ARTICLE 8: UNPAID LEAVE OF ABSENCE**

- A. A military leave of absence shall be granted to any administrator who shall be inducted or shall enlist for full-time military service in any branch of the armed forces of the United States or full-time service with the Peace Corps or VISTA. Administrators who are in the reserves of any branch of the armed forces of the United States shall be granted, upon request and verification of orders, an unpaid leave of absence for the time necessary to fulfill the obligation as required by law.

- B. A leave of absence may be granted for the purpose of childcare, to any administrator upon application in alignment with the FMLA.
- C. A leave of absence of up to one year may be granted to an administrator upon receipt of evidence that his/her presence is needed to provide special care for his/her child or spouse, aligned with the FMLA.

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## **ARTICLE 9: COMPENSATION AND RELATED ISSUES**

- A. Administrator Salaries are established in Board Policy 1410. See Appendix A.
- B. Administrators who qualify for longevity payment will be earned in the year listed and paid by the first pay in February. Longevity is prorated if an employee retires or resigns before the end of fiscal year. See Appendix A.
- C. Should the Administrator enroll in a course at the direction of the District and pre-approved by the Superintendent or designee, full reimbursement for tuition, books, meals, lodging and transportation expenses shall be made upon successful completion of the course and proper reimbursement forms submitted.
- D. Subject to prior Superintendent/Designee approval, the District shall pay the cost of an Administrator's membership in one (1) professional organization related to the Administrator's assigned responsibilities.
- E. The district will provide an on-call payment of \$500 per year, paid on the first paycheck of September starting in the 2025-26 school year. On-call means that that administrator agrees to respond to communications when not on duty.

## **ARTICLE 10: BENEFITS**

- A. Administrator Insurance Benefits are established in Appendix B and subject to the Livingston County Healthcare Consortium.
- B. Administrators who waive District provided health care benefits will receive a cash in lieu (CIL) payment of \$5,000 annually, to be paid in ten (10) monthly installments on the first pay of the month from September - June. Any tax consequences due to the implementation of this provision shall be the responsibility of the employee, except the Board shall be responsible for its share of FICA.

Administrators receiving CIL at the \$7,565.60 annual benefit level as of the effective date of this agreement shall maintain this amount. If at any time the Administrator transfers out of the bargaining unit, terminates employment, or elects medical insurance, upon reinstatement to the bargaining unit or new waiver of medical insurance, the administrator will then be entitled to the \$5,000 annual benefit.

Administrators waiving medical insurance will be entitled to receive other ancillary benefits available under the Livingston County Healthcare Consortium (i.e., dental, vision, LTD, life, AD&D).

- C. Insurance coverage will begin on the first day of employment. The premium and benefit contributions will commence on the first day of the month following the first day of employment. Board benefit costs and/or insurance premium contributions shall cease to be paid on the effective date of severance from employment, on the effective date of layoff, and upon exhausting PTO and banked days (unless a continued period is required by the family medical Leave Act) and while collecting long-term disability benefits. See Appendix B.
- D. If an Administrator dies during their term of employment, the Board shall pay to the Administrator's estate the compensation which would otherwise be payable to the Administrator at the time of the Administrator's death. The estate shall also be paid for the prorated unused vacation, for the year of death only at per diem for that year for a 52-week employee.
- E. Payroll deductions are available for fixed or variable insurance option programs accessible through the Business Office.
- F. The District and the Association recognize the importance of each employee pursuing an active retirement savings program and in providing sound investment alternatives to assist them in achieving their retirement savings goal. Therefore, the District will make available a 403(b) plan to all bargaining unit employees at their own option and expense. The Plan Document, consistent with all legal requirements, will be available for review and comment by the Association.

## **ARTICLE 11: VALIDITY OF AGREEMENT**

- A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties, which may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in an amendment hereto.
- B. Should any article, section or clause of this Agreement be declared invalid by a court of competent jurisdiction and found to be contrary to law, said Article, Section or clause shall be deleted automatically from this Agreement, but the remaining Articles, Sections, and/or clauses shall remain in full force and effect for the duration of this Agreement.
- C. This Agreement shall supersede any rules, regulations or practices of the Board that are contrary or inconsistent with its terms, and shall likewise supersede any contrary inconsistent terms contained in any individual bargaining unit member contracts heretofore in effect. All future Administrator's contracts shall be made expressly subject to the terms of this agreement. The provisions of this Agreement shall be incorporated into and considered part of the established Board policies.

## ARTICLE 12: Grievance Procedure

- A. **Definition.** A grievance is a complaint by either a member of the bargaining unit or by the group on its own behalf, alleging violation, misapplication, or misinterpretation of any provision of this Agreement. Every administrator has the right to fair and equitable treatment with due process and accordingly will not be acted against in an arbitrary or capricious manner (See Article 4, Section A).
- B. **Level 1.** Any Association member with a grievance shall meet with the Assistant Superintendent of Personnel and Student Services within five (5) work days of the occurrence or event which caused the grievance in an attempt to resolve the matter. If the matter is not resolved, the administrator, with Association approval, may appeal the grievance by reducing it to writing and filing it with the Superintendent within five (5) work days of the above meeting. The Association, on its own behalf, may file a grievance within five (5) work days of the occurrence. The group may appeal to the Board of Education within five (5) work days of the above meeting (with the Superintendent) if the matter is not resolved.
- C. **Level 2.** Within ten (10) working days of receipt of the grievance, or at the next regularly scheduled Board meeting, (whichever is later), the Board shall meet with the administrator or the group for a hearing on the matter. Within five (5) work days of this hearing, the Board shall communicate its decision in writing to the member or the group. If the Board fails to hold such a hearing, the grievance shall be considered resolved with favor to the administrator or Association.
- D. **Level 3.** If the Association is not satisfied with the disposition of the grievance by the Board, the Association or the individual employee may submit the grievance to arbitration before an impartial arbitrator agreed upon by both the District and Association. If the parties cannot agree as to the arbitrator within twenty (20) calendar days from the notification date that arbitration will be pursued, he or she shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding. Both parties agree to be bound by the award of the arbitrator and agree that judgment thereon may be entered in any court of competent jurisdiction.
- E. **Arbitrator Expenses.** The fees and expenses of the arbitrator shall be shared equally by the parties, but the Arbitrator may in his or her discretion award costs to the prevailing party.
- F. **Not Arbitrable.** It is expressly understood that the Arbitrator shall have no jurisdiction to rule upon the non-renewal of an employee; layoff/recall; evaluation; merit pay; assignment; placement; or prohibited subjects.
- G. **Time Limitations.** The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

- G. **Violation of Time.** Any grievance which is not timely filed and/or appealed within the specific time limits set forth in that step level shall be considered to be settled on the basis of the decision rendered at the previous level.
- I. Work days are defined as weekdays during the involved administrator's contractual work year.

**ARTICLE 13: MISCELLANEOUS**

- A. Any overpayment related to wages, benefits, PTO/banked days, or insurance premiums in excess of the District's contribution under this Agreement shall be subject to payroll deduction as a condition of this agreement, pursuant to the authority set forth in MCL 408.477.
- B. If an emergency manager is appointed by law, they may reject, modify, or terminate this collective bargaining agreement set forth in MCL 423.215(4).

**ARTICLE 14: DURATION OF AGREEMENT**

- A. This Agreement shall be retroactive as of **July 1, 2024** and shall remain in full force and effect until midnight on **June 30, 2027**. At least sixty (60) days prior to the termination of this Agreement, either party may give the other party notice of its desire to terminate, modify or amend this agreement. Upon receipt of this notice, the parties will promptly arrange to commence negotiating a successor Agreement. In the event neither party gives notice of its intention to terminate, modify or amend this Agreement at least sixty (60) days prior to the expiration date, then the Agreement shall be automatically extended on the same terms for another year and similarly from year to year thereafter with the same notification requirements. HCSAA and the Board of Education through the Superintendent/Designee agree to discuss a wage and benefits opener negotiation following each year of the contract with all other provisions remaining constant for the duration of the contract. No party is required to agree to such a wage and benefits opener discussion.

HARTLAND ADMINISTRATORS ASSOCIATION

HARTLAND CS BOARD OF ED.

\_\_\_\_\_  
HCSAA Representative

\_\_\_\_\_  
Board President

\_\_\_\_\_  
HCSAA Representative

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
HCSAA Representative

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**APPENDIX A**

2024-25 Salary Schedule (2% increase)					
Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
High School Principal	\$ 122,014	\$ 124,815	\$ 127,617	\$ 130,419	\$ 133,221
Middle School Principal	\$ 114,358	\$ 117,160	\$ 119,961	\$ 122,763	\$ 125,565
Intermediate School Principal	\$ 110,978	\$ 113,779	\$ 116,581	\$ 119,382	\$ 122,185
Elementary School Principals	\$ 107,600	\$ 110,403	\$ 113,204	\$ 116,008	\$ 118,808
Assistant Principals, Athletic Director, Legacy Principal	\$ 105,150	\$ 107,956	\$ 110,756	\$ 113,557	\$ 116,358
Dean of Students	\$ 93,692	\$ 96,493	\$ 99,295	\$ 102,097	\$ 104,901

2025-26 Salary Schedule (3% increase)					
Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
High School Principal	\$ 125,674	\$ 128,559	\$ 131,446	\$ 134,332	\$ 137,218
Middle School Principal	\$ 117,789	\$ 120,675	\$ 123,560	\$ 126,446	\$ 129,332
Intermediate School Principal	\$ 114,307	\$ 117,192	\$ 120,078	\$ 122,963	\$ 125,851
Elementary School Principals	\$ 110,828	\$ 113,715	\$ 116,600	\$ 119,488	\$ 122,372
Assistant Principals, Athletic Director, Legacy Principal	\$ 108,305	\$ 111,195	\$ 114,079	\$ 116,964	\$ 119,849
Dean of Students	\$ 96,503	\$ 99,388	\$ 102,274	\$ 105,160	\$ 108,048

2026-27 Salary Schedule (2% increase)					
Position	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
High School Principal	\$ 128,187	\$ 131,130	\$ 134,075	\$ 137,019	\$ 139,962
Middle School Principal	\$ 120,145	\$ 123,089	\$ 126,031	\$ 128,975	\$ 131,919
Intermediate School Principal	\$ 116,593	\$ 119,536	\$ 122,480	\$ 125,422	\$ 128,368
Elementary School Principals	\$ 113,045	\$ 115,989	\$ 118,932	\$ 121,878	\$ 124,819
Assistant Principals, Athletic Director, Legacy Principal	\$ 110,471	\$ 113,419	\$ 116,361	\$ 119,303	\$ 122,246
Dean of Students	\$ 98,433	\$ 101,376	\$ 104,319	\$ 107,263	\$ 110,209

The Association has the right to request a contract reopener to modify the base salary recommendation to be fiscally prudent based on a review of market values for employment in covered positions while retaining the protection of personnel from salary decreases per Article 2, Section C.

Administrators rated Effective or Developing will move up (1) step on the salary schedule each year until Step 5 is reached.

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

**Merit Pay**

Administrators rated Effective or Developing will either move up on the salary schedule, or beginning in year 6, be eligible for an off-schedule payment of \$1,000 at the end of the 6<sup>th</sup> year and each consecutive year thereafter. Merit pay will be paid out on the last pay of June.

**Longevity**

High School Principal will qualify for longevity as follows:

Year 6	\$5,000
Year 7	\$6,000
Year 8	\$7,000
Year 9	\$8,000
Year 10	\$9,000

All other Administrators will qualify for longevity as follows:

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

Longevity will be paid out on the first pay or February.

**Fringe Benefits Appendix B**  
**(Reference Administrator’s Individual Contract of Employment)**

The Board shall pay the premium cost up to and compliant with PA152 of 2011 for the following:

- A. Group term Life Insurance with Accidental Death and Disability, and Long-Term Disability Insurance as offered by the district.
- B. Up to full family medical insurance, as defined by the district’s insurance carrier, including dental and vision insurance. The premium paid for health insurance benefits will be compliant with PA152 of 2011.
- C. The School District reserves the right to change the identity of the insurance carrier, policyholder, or third-party administrator for any of the above coverages, provided that comparable coverage, as determined by the District, is maintained during the term of this Contract. The District further reserves the right to self-fund any insurance benefit. The School District shall not be required to remit premiums for any insurance coverages for the employee and his or her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder, or third-party administrator. The terms of any contract or policy issued by any insurance company or third-party administrator shall be controlling on all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. The Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The School District, by remitting the premium payments required to provide the above-described insurance coverages, shall be relieved from all liability with respect to insurance benefits.



## 1410 - ADMINISTRATIVE SALARY STRUCTURE

### PURPOSE

To establish a continuing process for administrative salaries.

### SCOPE

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

### DESCRIPTION

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

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

### Salary Schedule – 2024/2025, 2025/2026, 2026/2027

#### Assistant Superintendents or Chief Financial Officer

Step 1	Step 2	Step 3	Step 4	Step 5
\$130,637	\$133,437	\$136,241	\$139,041	\$141,843

#### Director of Student Services

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

#### Director of Community Education (Director of Operations and Transportation salary only, see 1410.01)

Step 1	Step 2	Step 3	Step 4	Step 5
\$105,150	\$107,956	\$110,756	\$113,557	\$116,358

#### Director of Technology

Step 1	Step 2	Step 3	Step 4	Step 5
\$93,692	\$96,493	\$99,295	\$102,097	\$104,901

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

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

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

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

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

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

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

**July 4<sup>th</sup>**- All 52-week employees will be provided a two-day Holiday for the 4<sup>th</sup> of July.

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

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

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

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

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

<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>
\$2,000	\$3,000	\$4,000	\$5,000	\$6,000

**LONGEVITY – Superintendent, Asst. Superintendents, and CFO**

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

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

Individual contracts will provide additional details such as benefit coverage.

- Revised 7/21/14
- Revised 2/12/15
- Revised 7/18
- Revised 8/18
- Revised 1/19
- Revised 9/9/19
- Revised 12/17/20
- Revised 6/28/21
- Revised 12/16/21
- Revised 6/17/22
- Revised 11/14/22
- Revised 6/12/23
- T.C. 1/15/24
- Revised 7/1/24

1410.01 - **COMPENSATION AND LONGEVITY SCHEDULE**

<b>Director/Supervisor Tier 1</b>	<b>Supervisor Tier 2</b>	<b>Certified/Licensed Staff</b>
Student Nutrition Director+	Accountant*	School Nurse+
Director of Human Resources*	Custodial Supervisor*	School Certified MA+
Director of Payroll Services*	Personnel Coordinator*	
Transportation Supervisor*	Assistant Director of Student Nutrition+	<sup>2</sup> General Edu. Social Worker
<sup>1</sup> Director of Operations & Transportation*+	Technology, Grants, and Data System Coordinator*+	
Operations Manager*+		
Administrative Assistant to Supt.*+		

**Compensation Schedule**

- Year 1 Base Salary
- Year 2 1%
- Year 3 1%
- Year 4 1%
- Year 5 1%

**Longevity**

Year 6	\$2,000	Year 6-7	\$1,000	Year 6-7	\$1,000
Year 7	\$3,000	Year 8-9	\$2,000	Year 8-9	\$2,000
Year 8	\$4,000	Year 10-11	\$3,000	Year 10-11	\$3,000
Year 9	\$5,000	Year 12-13	\$4,000	Year 12-13	\$4,000
Year 10	\$6,000	Year 14+	\$5,000	Year 14+	\$5,000

Longevity is earned in the year listed. Paid in February of that fiscal year. Longevity is prorated if an employee retires or resigns before end of fiscal year.

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

Employee is on step schedule for first five (5) years unless special arrangement is made per a hire letter or otherwise noted.

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

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

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

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

**July 4<sup>th</sup>**- All 52-week employees will be provided a two-day Holiday for the 4<sup>th</sup> of July.

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

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

**On-Call** - The district will provide an on-call payment of \$500 per year, paid on the first paycheck of September starting in the 2025-26 school year. On-call means that that administrator agrees to respond to communications when not on duty. Eligibility is designated with a + following the position listed above.

The Administrative Assistant to the Superintendent will be provided a \$75.00 stipend for all meetings after normal hours, payable on the last pay (combination of all meetings) of the fiscal year.

<sup>1</sup>Salary compensated at the Director of Community Education salary schedule found in Board Policy 1410.

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

\*52-week employee

+On-Call Employees

Revised 9/17/19

Revised 6/28/21

Revised 10/11/21

Revised 6/13/22

Revised 8/8/22

Revised 12/12/22