

Regular Meeting  
Monday, June 7, 2021 7:00 PM

Central Office Conference Room  
225 Pleasant St  
Saranac, Michigan 48881

## **Agenda**

1. Call to Order\_\_\_\_\_
2. Pledge of Allegiance
3. Additions, Deletions & Modifications to the Agenda
4. Approval of Minutes
5. Comments from Guests - Agenda Items
6. Instructional Highlight - 5th Grade Persuasive Essays
7. Action Items
  - a. 2021-22 Budget Hearing Resolution
  - b. 2021-22 Extracurricular Assignments
  - c. 2021-22 MHSAA Membership Resolution
  - d. Approve JSH Principal Contract
  - e. Approve Facility Use Guidelines
  - f. Approve Retirement Resolutions
  - g. Hire Staff
8. Reports/Presentations
  - a. ISD Services
  - b. Draft of the 2021-22 Budget
  - c. School Board Vacancy
  - d. Mascot Update
9. Comments from Guests - Non Agenda Items
10. Approve Executive Session Minutes
11. Superintendent's Report
12. Board Requests/Reports
13. Communications
14. Other
15. Adjournment\_\_\_\_\_

Saranac Community Schools  
Board of Education  
Meeting #14

The regular meeting of the Saranac Community Schools Board of Education was held on Monday, May 17, 2021 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

President, Sarah Doll called the meeting to order at 6:18 p.m.

Present: Courtney, Doll, Elliott, Hawkins, Jackson, Price & VanKuiken.

Josh Leader led in the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Minutes from regular meeting dated April 19 and Finance Committee minutes dated May 11, 2021 was approved as presented.

**TREASURER'S REPORT:** The Treasurer's Report for April was approved as presented.

**ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA:** Superintendent, Jason Smith would like to add Action Item 9.f., Food Service Budget Amendment, and 9.g., Out-of-State Field Trip to the agenda.

**STUDENT EXPULSION HEARING:** Motion by Hawkins, supported by Jackson that the Saranac Board of Education go into closed session at 6:21 p.m. for the purpose of a student expulsion hearing, returning to open session at 7:05 p.m. Roll Call Vote: Yes – Courtney, Doll, Elliott, Hawkins, Jackson, Price & VanKuiken. Motion carried.

Motion by Elliott, supported by Hawkins that the Saranac Board of Education not expel the student, but suspend the student for the remainder of the school year (June 4<sup>th</sup> at noon), and that the student not be allowed on school grounds without the permission of the Superintendent or his/her designee. The student can reinstate summer activities, request the student have a strict behavioral contract and receive counseling. Yes Votes: Courtney, Doll, Elliott, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

**COVID-19 RECONFIRMATION MEETING - JUNE:** Superintendent, Jason Smith reported that every month we are required to hold a reconfirmation meeting on the Extended COVID-19 Learning Plan. We have to show how we are delivering instruction and if anything has changed. This is the reconfirmation meeting for June 2021.

**COMMENTS FROM GUESTS – AGENDA ITEMS:** None

**APPROVE EXTENDED LEARNING PLAN-RECONFIRMATION FOR JUNE, 2021:** Motion by Hawkins, supported by Courtney and unanimously approved that the Saranac Board of Education approve the Extended COVID-19 Learning Plan Reconfirmation meeting for June, 2021 as presented.

**PAY BILLS:** Motion by VanKuiken, supported by Jackson and unanimously approved that the Saranac Board of Education approve the bills paid from General Fund for April/May for \$832,070.69 as presented.

**APPROVE ISD BOARD MEMBER ELECTION:** Motion by Doll, supported by Courtney and unanimously approved that the Saranac Board of Education appoint board member Roy Hawkins to vote for Linda Hoxie-Green to the Ionia County ISD School Board as presented.

**APPROVE S.E.A. 2021-22 SCHEDULE A REOPENER:** Motion by VanKuiken, supported by Price and unanimously approved that the Saranac Board of Education approve the Saranac Education Association 2021-22 Schedule A Reopener increase of 1.75% as presented.

**APPROVE 2021-22 SCHOOL CALENDAR:** Motion by Price, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the 2021-2022 school calendar as presented.

**APPROVE FOOD SERVICE 1<sup>ST</sup> BUDGET AMENDMENT:** Motion by Hawkins, supported by Jackson and unanimously approved that the Saranac Board of Education approve the Food Service's first budget amendment for the 2020-2021 school year as presented.

**OUT-OF-STATE FIELD TRIP:** Teacher, Glenn Fountain has requested approval of his annual 8<sup>th</sup>/9<sup>th</sup> grade Washington DC trip from June 3-8<sup>th</sup>, 2021.

Motion by VanKuiken, supported by Hawkins and unanimously approved that the Saranac Board of Education approve the Out-of-State Field Trip as listed.

**REVIEW FACILITY USE FORM:** Superintendent Smith reported he has updated the Facility Use Forms and fee structure. This will be brought back at the June 7 meeting for action.

**2021-2022 EXTRACURRICULAR POSITIONS:** Superintendent Smith reported that the S.E.A. contract requires the appointment of individuals to extracurricular positions by June 30 for the following year. He brought attention to the self-funded sports that have maintained their programs for the last 3 years and asked the board to bring those sports back as funded by the district. After much discussion the board agreed to bring back some of the self-funded sports. This will be brought back for action at the June 7 meeting.

**2021-2022 BUDGET REVIEW:** Superintendent Smith asked the board what type of fund balance they would like to see in the budget that will need approval at the June 21 board meeting. The board would like Mr. Smith to build the budget with a fund balance between 16-18%. This will be brought back at the next meeting for another review.

**REVIEW JSH PRINCIPAL'S CONTRACT:** Superintendent Smith presented the JSH Principal's two-year contract. This will be brought back at the June 7 board meeting for action.

**COMMENTS FROM GUESTS – NON-AGENDA ITEMS:** None

**SUPERINTENDENT'S REPORT:** Jason Smith reported that Mr. Price and he would represent the board at graduation on June 6. We have several open positions that will be posted tomorrow. We are working on a grant for the Mascot, and have a meeting scheduled for May 25. The finance committee recommended merit pay for the administrators going above and beyond in this COVID-19 pandemic year.

**APPROVE EXECUTIVE SESSION MINUTES:** Minutes from Closed Session dated April 19, 2021 were approved as presented.

**BOARD REQUESTS/REPORTS:** A board member reported that the Promise Committee met and awarded scholarships. They discussed letting current graduates attending college out of state to receive the Promise Scholarship.

**COMMUNICATIONS:** Superintendent Smith reported he sent cards on behalf of the board to Katelyn Hanson on the birth of her baby. A card was sent to the family of Verdena Borup upon her death. A card was sent out to Bath Community Schools upon the recent death of a student.

**OTHER:** None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:58.

Respectfully submitted,

Ted VanKuiken  
Secretary

Saranac Community Schools  
Finance Committee Meeting  
June 2, 2021

The meeting began at 5:35 p.m. at Central Office, 225 Pleasant Street, Saranac, MI.  
Present: Sarah Doll, David Price, Roy Hawkins & Jason Smith

- Budget Planning (Fund balance, student count, budget additions) – Reviewed board budget parameter's. Reviewed final budget amendment.
- Mascot Update – There will be a presentation on Monday at the board meeting.
- Contract negotiations/comp for administration – Adding a COVID Stipend of \$1,000. Will pay out two weeks of Superintendent's vacation.
- Signing bonus – Looked at options from other districts. Will review this with the board.
- Graduation – Reminder that graduation is Sunday, June 6, at 2 p.m.
- Open Seat – Reviewed protocol for filling board vacancy.
- Posting Update – Reviewed current open positions. Recommendations will be brought to the June 7 board meeting.
- Set next meeting – Will set up small budget committee meetings

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Sarah Doll  
President

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Budget Hearing Resolution

The attached resolution takes action to set a time, date, and place for a public hearing on the proposed budget for the 2021-2022 school year. The budgets will be presented at the June 21<sup>st</sup> hearing, with action for approval of the budgets to be requested following the hearing.

Suggested Resolution

I move that the Saranac Board of Education approve the budget hearing resolution for the 2021-2022 school year.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

Saranac Community Schools, Ionia County, Michigan

A regular meeting of the Board of Education of the Saranac Community Schools was held in the Conference Room at Saranac Central Office on 7th day of June, 2021, at 7:00 p.m.

The meeting was called to order at 7:00 o'clock, in the p.m. by:

Present: Members

Absent: Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS**, Tonight this Board will review a proposed budget and desires to establish a hearing thereon for the fiscal year 2021-2022.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Board does hereby set 7:00 o'clock, in the p.m. Monday, June 21, 2021 in the Conference Room at Saranac Central Office, Michigan, as the time, date and location for the public hearing on the proposed budget for the 2021-2022 fiscal year.
2. The Board authorizes and directs the Superintendent to cause the Notice of a Public Hearing on Proposed 2021-2022 Budget, a copy of which is attached hereto as Exhibit A, to be published in a newspaper of general circulation in the district, not less than six (6) days prior to the hearing.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Yes: Members

No: Members

Resolution declared adopted.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Saranac Community Schools, Ionia County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on Monday, June 7th, 2021 the original of which is part of the Board's minutes. The undersigned further certified that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

\_\_\_\_\_  
Secretary, Board of Education

# **NOTICE OF A PUBLIC HEARING ON PROPOSED 2021-2022 BUDGET**

**PLEASE TAKE NOTICE** that on Monday, June 21, 2021 at 7:00 p.m., in the Conference Room at Saranac Central Office, 225 Pleasant Street, Saranac, Michigan, the Board of Education of Saranac Community Schools will hold a public hearing to consider the district's proposed 2021-2022 budget.

The Board may not adopt its proposed 2021-2022 budget until after the public hearing. A copy of the proposed 2021-2022 budget including the proposed property tax millage rate is available for public inspection during normal business hours at the Superintendent's Office, 225 Pleasant Street, Saranac, Michigan.

**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

This notice is given by order of the Board of Education.

Theodore VanKuiken, Secretary

The third paragraph must be printed in 11-point boldface type as show.



TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: 2021-2022 Extracurricular Positions

At the last meeting, the board reviewed the 2021-2022 Extracurricular Assignments.

A list of recommended appointments is attached.

Suggested Resolution

I move that the Saranac Board of Education approve the 2021-2022 Extracurricular Assignments positions as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

## 2021-2022 Extracurricular Positions

Middle School Student Council.....	Joel Manion
Music Director.....	Matt Stauffer
High School Student Council.....	Diana Smith
Yearbook Advisor.....	Diana Smith
National Honor Society Sponsor.....	Nancy Helminski
FFA Sponsors.....	Tracy Dahms & Susann Young
Junior Class Sponsor.....	Phyllis Plumley
Head Varsity Football.....	<b>OPEN</b>
Head Junior Varsity Football.....	Raymundo Garcia
Assistant Football.....	Jason Kushmaul
Assistant Football.....	Noah Macomber
Varsity Fall Sports Cheerleading.....	Sue Frank
JV Fall Sports Cheerleading.....	<i>Self Funded</i>
Varsity Girls Basketball.....	Steve Tompkins
JV Girls Basketball.....	Todd Chipman
8th Grade Girls Basketball.....	<b>OPEN</b>
7th Grade Girls Basketball.....	<b>OPEN</b>
Cross Country.....	Diana Smith
Varsity Volleyball.....	Amy McElvain
JV Volleyball.....	Danette Nordhof
7 <sup>th</sup> & 8 <sup>th</sup> Grade Volleyball.....	<b>OPEN</b>
Varsity Boys Basketball.....	Dean Gage
JV Boys Basketball.....	Joe Lambert
Winter Varsity.....	<b>OPEN</b>
JV Cheerleading.....	<i>Self Funded</i>
8th Grade Boys Basketball.....	<b>OPEN</b>
7th Grade Boys Basketball.....	<b>OPEN</b>
Varsity Softball.....	Greg Foster & Bob Richardson
JV Softball.....	Marcy Couturier
Varsity Baseball.....	Jon Olsen
JV Baseball.....	Jason Smith
Track.....	Diana Smith
Assistant Track.....	Erric Smith
Assistant Track.....	Jonah Powell & Jordan Cooper
Jr. High Track.....	Jonah Powell & Jordan Cooper
Boys/Girls Golf.....	<i>Self-Funded</i>
Soccer.....	<i>Self-Funded</i>
Wrestling.....	<b>OPEN</b>

**Updated: 5/25/2021**

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Participation in the Michigan High School Athletic Association

We are required to annually renew our membership in the Michigan High School Athletic Association. The resolution to be approved is attached.

Suggested Resolution

I move that the Saranac Board of Education approve the 2021-2022 MHSAA Membership Resolution as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2021 — through July 31, 2022

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

*(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2021-22 must be listed on the back of this form)*

Saranac Community Schools \_\_\_\_\_ City/Township of Saranac

County of Ionia, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2021 and shall remain effective until July 31, 2022, during which the authorization may not be revoked.

### RECORD OF ADOPTION

*The above resolution was adopted by the Board of Education/Governing Body of the*

Saranac Community School(s), on the 7 day of June, 2021, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Saranac Community Schools  
(Governing Body Name)  
225 Pleasant Street  
(Address)  
Saranac, MI 48881  
(City & Zip Code)  
smithjas@scs-staff.org  
(Contact E-mail)

\_\_\_\_\_  
Board Secretary Signature  
or Designee  
 Check if Designee

# Schools Which Are To Be MHSAA Members During 2021-22

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

## Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. Saranac Jr/Sr High School  
Grades 9-12 (163)
2. Grades 7-8 (89)
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

## Name the Member Junior High /Middle School(s)

*(member 6th, 7th and 8th-grade buildings)*

List separately from HS even if all grades are housed in the same building.

1. Saranac Elementary Schools  
Name of Member School  
Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): K-6  
Provide anticipated 2021-22 7th and 8th-grade enrollment \_\_\_\_\_  
Provide anticipated 2021-22 6th-grade enrollment 10  
  
1. Yes or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
  
\_\_\_\_\_
2. \_\_\_\_\_  
Name of Member School  
Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
Provide anticipated 2021-22 7th and 8th-grade enrollment \_\_\_\_\_  
Provide anticipated 2021-22 6th-grade enrollment \_\_\_\_\_  
  
1. Yes or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
  
\_\_\_\_\_
3. \_\_\_\_\_  
Name of Member School  
Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
Provide anticipated 2021-22 7th and 8th-grade enrollment \_\_\_\_\_  
Provide anticipated 2021-22 6th-grade enrollment \_\_\_\_\_  
  
1. Yes or No (circle one) 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
  
\_\_\_\_\_

If necessary, list additional schools for either column on a separate sheet.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: JSH Principal's Contract for 2021-2023

At the last meeting, we reviewed the JSH Principal's 2-year contract. We are now ready for approval of this document.

Suggested Resolution

I move that the Saranac Board of Education approve the JSH Principal's 2-year contract as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve Facility Use Form

At the last meeting, we reviewed with you the Facility Use Form and Fee Structure. We are now ready for approval of this form.

Suggested Resolution

I move that the Saranac Board of Education approve the Facility Use and Fee Structure Form as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

# Saranac Community Schools

## Facility Use Information

225 Pleasant Street  
Saranac, Michigan 48881

Telephone 616-642-1400  
Fax 616-642-1405

### Scheduling District Facilities

- All requests shall be submitted on the Facility Use Form to the Facility Use Coordinator through the Superintendent's office
- School events shall take precedence over non-school events in scheduling
- While every attempt will be made to avoid rescheduling non-school events, advance notice will be given when rescheduling becomes necessary

### Fee Schedule

#### Category 1

- A. School sponsored or affiliated groups
- B. Organized nonpartisan community groups whose members live in the district
- C. Organized non-profit groups whose activity is to benefit the community

#### Category 2

- Private citizens residing in the district
- For profit groups within the district's geographical boundaries

#### Category 3

- Non-resident private citizens
- For profit groups outside of the district

Room/Building	Category 1	Category 2	Category 3
Any Gymnasium/Field	0	\$50/day	\$100/day
Cafeteria, multi-purpose room	0	\$50/day	\$100/day
High/Ele school	0	\$100	\$200
Board room	0	\$75	\$150
Kitchen	0	\$50 and \$25/hr staffing fee	\$75 and \$25/hr staffing fee
HS Auditorium	B and C \$25/hr. staffing fee	\$200 and \$25/hr. staffing fee	\$400/day and \$25/hr staffing fee
Any other room	0	\$75	\$100/day
Football Field	0	\$50	\$100
Lights on football field	B and C \$20=\$5/hr electrical fee	\$40+\$20/hr electrical fee	\$75+\$20/hr electrical fee

### Additional information and charges

- \$50 Category 2, \$100 Category 3 deposit is required with the unused portion returned after all fees have been paid
- Custodial/Grounds fees will be added if prior set up is requested even if during regular work hrs.
- Custodial/Grounds fees will be added when the facility is rented during non-regularly scheduled custodial hours or if the group requires custodial assistance
  - Custodial fee: \$25/hr with a \$75 minimum, weekdays and Saturday
  - Custodial fee: \$30/hr with a \$100 minimum on Sunday and district holidays
  - Custodial fees may be waived/adjusted by the superintendent when waived client accepts full responsibility for the building's use

### Equipment Rental Fees

Table	\$5/day		
Chair	\$1.00/day	Microphone/sound system	\$50/day
Coffee Pot and Coffee	\$20/pot	Projector and Screen	\$40/day

Other district equipment is not available for use by other than district personnel.



# Saranac Community Schools

225 Pleasant Street  
Saranac, Michigan 48881

## FACILITIES USE REQUEST (except Auditorium)

Telephone 616-642-1400  
Fax 616-642-1405

Check one:  One time Use  Multiple Uses  Repeated regular use

Person making the request \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Please include a copy of the organization's liability policy with this request.

Person in Charge \_\_\_\_\_ Phone \_\_\_\_\_

Address of person in charge \_\_\_\_\_

Building  HS  ES Room(s) requested \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Hours access is required \_\_\_\_\_ to \_\_\_\_\_

Type of Function \_\_\_\_\_ No. of People \_\_\_\_\_ Price of Admission \_\_\_\_\_

School equipment needed \_\_\_\_\_

### Facility Use Expectations

1. Users are subject to all rules of the school district, state of Michigan and Village of Saranac.
2. Smoking or use of tobacco products is not permitted on School property including all outdoor areas.
3. Alcoholic beverages are not permitted on school district grounds.
4. Use is granted for a specific room, and those facilities such as drinking fountains and bathrooms closest to the room; groups should stay in that area and do not have permission to be in other parts of a building.
5. Putting up decorations or scenery or moving furniture is prohibited unless prior permission has been obtained from the building principal.
6. Nothing shall be sold, given, exhibited, or displayed without the prior authorization of the superintendent.
7. Children shall be closely supervised at all times.
8. No activity shall be permitted in which open flames are used unless approved by the fire department and the building principal or Operations Director.
9. Supplies, including paper, glue, tape, pencils, etc., are not available for use by groups using district facilities. In many cases they were purchased with individual, not district, funds.
10. Damages to facilities are the responsibility of the person signing the building use request. All rooms and facilities shall be carefully examined after use.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Area for below is for district use. You are not officially granted permission until you receive a completed copy of this agreement and pay the deposit when applicable.**

Estimated fees	Category	1	2	3
Charge for room/area requested				_____
Custodial, Kitchen, or Auditorium fees	____ hrs X ____ rate			_____
Equipment use fees	_____			_____
ESTIMATED TOTAL				_____

Approved by \_\_\_\_\_ Date \_\_\_\_\_ Access card issues  yes  no

No deposit required or  Deposit of \_\_\_\_\_ Required by \_\_\_\_\_

# Saranac Community Schools

225 Pleasant Street  
Saranac, Michigan 48881

## HIGH SCHOOL AUDITORIUM USE REQUEST

Telephone 616-642-1400  
Fax 616-642-1405

Check one:  One time Use  Multiple Uses  Repeated regular use

Person making the request \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Please include a copy of the organization's liability policy with this request.

Person in Charge \_\_\_\_\_ Phone \_\_\_\_\_

Address of person in charge \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Exact hours auditorium will be in used \_\_\_\_\_ to \_\_\_\_\_ Set up time \_\_\_\_\_

Seating \_\_\_\_\_ 150 seats or \_\_\_\_\_ 450 seats (schedule aux. Gym)

Will house lighting be enough for your event?  yes  no

Will you need more than 1 corded microphone on a stand for sound?  yes  no

Will you use any of our equipment? Please check  DVD  Computer/Internet

### Facility Use Expectations

1. Users are subject to all rules of the school district, state of Michigan and Village of Saranac.
2. Smoking or use of tobacco products is not permitted on School property including all outdoor areas.
3. Alcoholic beverages are not permitted on school district grounds.
4. Use is granted for the auditorium and those facilities such as drinking fountains and bathrooms closest to the auditorium; groups should stay in that area and do not have permission to be in other parts of a building.
5. Putting up decorations or scenery or moving furniture is prohibited unless prior permission has been obtained from the building principal.
6. Nothing shall be sold, given, exhibited, or displayed without the prior authorization of the superintendent.
7. Children shall be closely supervised at all times.
8. Damages to facilities are the responsibility of the person signing the building use request. All rooms and facilities shall be carefully examined after use.

**You MUST contact the auditorium supervisor at 616 642-1400 ten (10) working days before the event to set up support staff requirements.**

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Area for below is for district use. You are not officially granted permission until you receive a completed copy of this agreement and pay the deposit when applicable.**

Estimated fees	Category	1	2	3
Charge for room/area requested				
Custodial, Kitchen, or Auditorium staffing fees	____ hrs	____ rate		
Equipment use fees	_____			

### ESTIMATED TOTAL

Access card issues  yes  no

\_\_\_\_ No deposit required or \_\_\_\_\_ Deposit of \_\_\_\_\_ Required by \_\_\_\_\_

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Retirement Resolutions

We have received six notices from staff members of their plans to retire at the end of the school year. Teri Bergy has prepared retirement resolution for the board to approve at the meeting.

Those retiring are Sally Mutschler, Kim Stevens, Doug VanBennekom, Connie Kauffman, Sue Hendrick, and Tom White.

Suggested Resolution

I move that the Saranac Board of Education approve the retirement resolutions for Sally Mutschler, Kim Stevens, Doug VanBennekom, Connie Kauffman, Sue Hendrick and Tom White as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Hire Staff

The principals will be conducting interviews and bringing recommendations to the board meeting.

Suggested Resolution

I move that the Saranac Board of Education hire the recommended teaching staff as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: ISD Services

A representative from Ionia County ISD will provide us with an update to the services that they offer our school district.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Draft of the 2021-22 Budget

I will present a draft copy of the 2021-22 budget.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: School Board Vacancy

POLICY: 0142.5 – Filling a Board Vacancy

I would like to review this policy of filling a board vacancy.

### **Filling a Board Vacancy**

If the majority of the Board is still seated, the vacancy shall be filled by the Board using the following procedure:

- A. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing to the Superintendent's administrative assistant.
- C. The Board may interview all interested candidates to ascertain their qualifications.
- D. Appointment by the Board to fill a vacancy shall be by majority vote of the full Board.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Mascot Update

I will update the board on a recent meeting that President, Sarah Doll and myself had with Myriah Williams from Pokagon Band of Potawatomi of Dowagiac. Ms. Williams is helping to secure grant money for the possibility of a name change with our mascot.