

Regular
Monday, June 21, 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. Treasurer's Report - May
6. Comments from Guests - Agenda Items
7. Budget Hearing for 2021-22 School Year
8. Approve Appropriation Act of the 2021-2022 Budget
9. Action Items
 - a. Approve Final 2020-2021 Budget Amendment
 - b. Accept Gifts
 - c. Pay Bills
 - d. Hire Staff
 - e. Approve Superintendent's Evaluation
 - f. Approve Board Vacancy
 - g. Approve Operating Loan
10. Reports/Presentations
 - a. EOP Presentation
11. Comments from Guests - Non Agenda Items
12. Superintendent's Report
13. Board Requests/Reports
14. Communications
15. Other
16. Adjournment_____

Saranac Community Schools
Board of Education
Meeting #15

The regular meeting of the Saranac Community Schools Board of Education was held on Monday, June 7, 2021 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

President, Sarah Doll called the meeting to order at 6:57 p.m.

Present: Courtney, Doll, Hawkins, & Price.

Absent: Elliott & VanKuiken

Kevin Courtney led in the Pledge of Allegiance.

Board President, Sarah Doll appointed Roy Hawkins as Secretary Pro-Tem in the absence of Board Secretary, Ted VanKuiken.

APPROVAL OF MINUTES: Minutes from regular meeting dated May 17 and Finance Committee minutes dated June 2, 2021 was approved as presented.

ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA: Superintendent, Jason Smith would like to delete Action Item 7.g., Hire Staff from the agenda.

COMMENTS FROM GUESTS – AGENDA ITEMS: None

INSTRUCTIONAL HIGHLIGHT-5th GRADE PERSUASIVE ESSAYS: Tina Catrell, Molly Milks, Tara Rasmus, 5th grade teachers introduced a few of their students to the board. They are here to discuss a recent assignment on persuasive essays. Mason Possehn (who was not in attendance) sent his letter to Mr. Smith, wrote about forming a Trap Shooting Team. Grace Jackson and Addison Courtney would like to see a gymnastic and soccer program at school. Charlotte Prins would like to have longer specials time. Veronica Lauer, Alivia Elliott and Lilly Garn would like to have class pets or pets needing shelter housed at school for students to take care of. Gemma Hesche would like more done regarding bullying in our school. Kaytlyn Day would like to have the drainage ditch at the Elementary School cleaned and looking nice, and Madison Chaney would like to have better food options and a possible garden that would provide healthier options for students. All the students did a great job with their persuasive essays.

BUDGET HEARING RESOLUTION: Motion by Hawkins, supported by Price and unanimously approved that the Saranac Board of Education approve the budget hearing resolution for the 2021-2022 school year.

APPROVE 2021-2022 EXTRACURRICULAR POSITIONS: Motion by Courtney, supported by Hawkins and unanimously approved that the Saranac Board of Education approve the 2021-2022 Extracurricular Assignments positions as presented.

PARTICIPATION IN THE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION:

Motion by Hawkins, supported by Courtney that the Saranac Board of Education approve the 2021-2022 MHSAA Membership Resolution as presented.

APPROVE JSH PRINCIPAL'S CONTRACT FOR 2021-2023:

Motion by Doll, supported by Price and unanimously approved that the Saranac Board of Education approve the JSH Principal's 2-year contract as presented.

APPROVE FACILITY USE FORM:

Motion by Hawkins, supported by Price and unanimously approved that the Saranac Board of Education approve the Facility Use and Fee Structure Form as presented.

RETIREMENT RESOLUTIONS:

Motion by Price, supported by Courtney and unanimously approved 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.

WHEREAS: Mrs. Sally Mutschler enjoys a fine record of over 18 years as an elementary teacher in our school system. Her talents have allowed her to reach the ultimate goal of the best possible education for every student who passed through her classroom over these years, and

WHEREAS: Mrs. Mutschler has dedicated herself to the time-consuming work that goes into effective teaching. She has diligently provided an opportunity for the development and nurturing of each student's needs. She has done all in her power to make students enjoy a profitable educational experience, and

WHEREAS: She will be greatly missed, but she leaves with us a bounty of fond memories, and

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing the many outstanding contributions Sally Mutschler has made to the young people of Saranac Community Schools, and she leaves with our very best wishes. The retirement is far from being an end. We hope Sally finds it to be the beginning of many happy tomorrows.

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WHEREAS: Mr. Kim Stevens has served as Athletic Director and morning Transportation Dispatcher for at Saranac Community Schools for the last five years, and

WHEREAS: He has been a committed employee who has faithfully worked with efficient and dedicated professionalism. Kim is an outstanding human being and a valued friend whom we have come to depend giving inspiration to all of us, and

WHEREAS: Kim will embark on a new phase in his life, retirement. He will leave us with a bounty of fond memories who will be missed, and

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing the many outstanding contributions of Kim Stevens. We appreciate all he has done for Saranac Community Schools, and he leaves with our best wishes for a happy retirement, and our hope that the years ahead will be a time of joy, good health, and accomplishment. The retirement is far from being an end. We hope Kim finds it to be the beginning of many happy tomorrows.

WHEREAS: Mr. Doug VanBennekom has served as a Custodian at Saranac Community Schools for the last seventeen years, and

WHEREAS: Doug has been a committed employee who has faithfully worked with efficient and dedicated service. Doug is an outstanding human being and a valued friend on whom we have come to depend, and

WHEREAS: In July, Doug will embark on a new phase in his life, retirement. Doug will be greatly missed, but he leaves with us a bounty of fond memories, and

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing the many outstanding contributions of Doug VanBennekom. We appreciate all he has done for Saranac Community Schools, and he leaves with our best wishes for a happy retirement, and our hope that the years ahead will be a time of joy, good health, and accomplishment. The retirement is far from being an end. We hope Doug finds it to be the beginning of many happy tomorrows.

WHEREAS: Mrs. Connie Kauffman has served as a Classroom Paraprofessional at Saranac Community Schools for over twenty-two years, and

WHEREAS: She has performed her tasks with dedicated professionalism, giving inspiration to all of us. Connie is the perfect mix of firmness and caring attitude with a sense of humor! Her knowledge to help what is being taught has benefited her many students, and

WHEREAS: It has been a pleasure to know and work with Connie. She is an outstanding human being who will be missed not only by her peers, but by her many students of today and yesteryear. Just as she stated in her letter of resignation, “I believe it is time to enjoy spending time with my family”, and

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing the achievements of Connie Kauffman. We are eternally grateful for her valued contribution to Saranac Community Schools. She has our best wishes for a long and happy retirement.

WHEREAS: Mrs. Sue Hendrick has been a dedicated employee for Saranac Community Schools, who has prepared thousands of school lunches for students thus playing a definite role in their well-being, and

WHEREAS: They say good diet and health are important to the learning environment, and obviously, the cooks who prepare our noontime meals are essential to that process. You, as one who has served for twenty years on that staff, are a valued “spoke in the wheel.” We have come to depend on you, and to enjoy your kind and gracious ways, and

WHEREAS: In ways both big and small, it has been fortunate for the students of Saranac Community Schools that Sue has been a part of our school family. She has always been enthusiastic, competent, cooperative; an outstanding human being and a valued friend, students and staff alike will miss her very much, and

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing the achievements of Sue Hendrick. We are eternally grateful for her valued contribution to Saranac Community Schools. She has our best wishes for a long and happy retirement.

WHEREAS: Mr. Tom White has served as a bus driver at Saranac Community Schools for the last eleven years, and

WHEREAS: He served many years in one of the most responsible positions in the District that of school bus driver where he was entrusted with the precious lives of our children. Tom performed his duties with dedicated and caring professionalism, and

WHEREAS: It has been a pleasure to know, and work with Tom. He is an outstanding human being who will be missed not only by his peers, but by his many students of today and yesteryear, and

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing the many outstanding contributions of Tom White. We appreciate all he has done for Saranac Community Schools, and he leaves with our best wishes for a happy retirement, and our hope that the years ahead will be a time of joy, good health, and accomplishment. The retirement is far from being an end. We hope Tom finds it to be the beginning of many happy tomorrows.

IONIA COUNTY ISD SERVICES: Ethan Ebenstein, Ionia County ISD Superintendent, and Jamie Carnes, Ionia County ISD Director of Fiscal Services presented the various services that the ISD provides for our local districts. The three main areas of service is Special Education, Career and Technical Education, and General Education.

2021-2022 BUDGET REVIEW: Superintendent Smith would like to set up small committee meetings to review the budget for next school year. We will go through the final budget amendment for this school year and then review next year's budget before you will need to take action at the June 21 meeting.

SCHOOL BOARD VACANCY: Superintendent Smith reported we have received a resignation from a board member. The position is posted with a deadline to apply Tuesday, June 15. The board has 30 days to fill this position. The board set a date of Wednesday, June 16 to conduct those interviews. The selected candidate will be approved at the June 21 meeting, and sworn into office at the July 19 board meeting.

MASCOT UPDATE: Myriah Williams and Julie Dye from the Pokagon Band of Potawatomi of Dowagiac presented information regarding the school district's mascot name. Ms. Dye provided a PowerPoint presentation regarding the history of Native Americans. They both have worked with many school districts regarding the mascot name change. They have helped Mr. Smith put together a grant for the Tribal Council. The first thing they would like to see happen is to have the board retire the old mascot and then get community and school input regarding naming a new mascot.

COMMENTS FROM GUESTS – NON-AGENDA ITEMS: None

SUPERINTENDENT'S REPORT: Jason Smith provided COVID-19 reconfirmation for the full school year. Mr. Smith thanked the JSH staff for a smooth graduation. They are looking at next year having graduation during the week. The board has agreed to payout some of Mr. Smith's vacation days.

BOARD REQUESTS/REPORTS: A board member requested to have an agenda item and board resolution to retire the Mascot name.

COMMUNICATIONS: Superintendent Smith reported he sent a card on behalf of the board to Becky Hoople's family on the recent passing of her father-in-law. Mr. Smith reported letters of appreciation were sent to Luke Brogger for the wood chips he donated, Jason Hardy for hauling the wood chips to the school and to Mitch Greives for the landscaping in preparations for graduation.

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 9:07.

Respectfully submitted,

Roy Hawkins
Secretary Pro-Tem

Saranac Community Schools
Board of Education
Special Meeting

A special meeting of the Saranac Community Schools Board of Education was held on Wednesday, June 16, 2021 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

Board President, Sarah Doll called the meeting to order at 5:36 p.m.

Present: Courtney, Doll, Price, VanKuiken, & Hawkins (was late to the meeting)

Absent: Elliott (zoomed in to the board meeting)

Jason Smith led in the Pledge of Allegiance.

ADDITIONS & DELETIONS TO THE AGENDA: None

COMMENTS FROM GUESTS – AGENDA ITEMS: None

INTERVIEW SCHOOL BOARD CANDIDATES: The school board interviewed 6 candidates for the vacated position previously held by Kirk Jackson. Those interviewed were Brad Hesche, Randy Oosterhouse, Diana Naylor, Mark Howe, Dawn Thompson and Cheryl Thomas.

The board will make their selection at next Monday's regular school board meeting.

COMMENTS FROM GUESTS – NON-AGENDA ITEMS: None

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 9:22 p.m.

Respectfully submitted,

Ted VanKuiken
Secretary

SARANAC COMMUNITY SCHOOLS
GENERAL FUND TRIAL BALANCE
AS OF MAY 31, 2021

Cash Checking	\$3,845,508.10
Cash Savings	\$260,541.83
Cash Payroll Checking	\$1,336.69
Petty Cash Petty Cash	\$400.00
Petty Cash Cash on Hand - Athletic Cash Box	\$800.00
Due From Other Funds Food Service	\$9.50
Inventory Supplies	\$55,736.50
Prepaid/Deferred Expenditures Apple iPad Apps	\$94.05
TOTAL ASSETS	<u>\$4,164,426.67</u>

Accounts Payable	\$100.01
Accounts Payable Workers Comp	\$3,751.70
Tax Anticipation Notes and Loans Payable	\$2,400,000.00
Due to Other Governmental Units Taxes Retirement	\$58,452.63
Due to Other Governmental Units Taxes Retirement - Stabilization 147c	(\$388,185.23)
Payroll Related Accrual Liabilities State Withholding Tax EFT	\$10,823.53
Accrued Expenditures	\$305.58
Salaries Payable Terminal Leave Payable	\$3,994.52
Unearned Revenue	\$346,861.29
TOTAL LIABILITIES	<u>\$2,436,104.03</u>

Beginning Fund Balance	\$1,729,614.04
Fund Revenues	\$6,919,604.78
Fund Expenses	(\$6,920,896.18)
TOTAL FUND BALANCE	<u>\$1,728,322.64</u>

TOTAL LIABILITIES AND FUND BALANCE	<u>\$4,164,426.67</u>
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SARANAC COMMUNITY SCHOOLS
GENERAL FUND REVENUES SUMMARY
AS OF MAY 31, 2021

	Proposed Amended Budget	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources	\$902,000.00	\$832,137.53	\$69,862.47	92.25%
300 - Revenue from State Sources	\$7,754,368.00	\$5,677,193.13	\$2,077,174.87	73.21%
400 - Revenues from Federal Sources	\$640,036.00	\$374,306.23	\$265,729.77	58.48%
500 - Incoming Transfers and Other Transactions	\$121,712.00	\$34,253.89	\$87,458.11	28.14%
600 - Fund Modifications	\$16,882.00	\$1,714.00	\$15,168.00	10.15%
	<u>\$9,434,998.00</u>	<u>\$6,919,604.78</u>	<u>\$2,515,393.22</u>	<u>73.34%</u>

SARANAC COMMUNITY SCHOOLS
GENERAL FUND EXPENDITURES
AS OF MAY 31, 2021

Function*	Function* Code	Proposed Amended Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function*	1111 - Elementary	\$2,978,775.00	\$32,920.77	\$2,072,493.31	\$873,360.92	70.68%
Function*	1112 - Middle/Junior High	\$739,993.00	\$0.00	\$527,521.39	\$212,471.61	71.29%
Function*	1113 - High School	\$1,257,873.00	\$25,303.71	\$896,530.60	\$336,038.69	73.29%
Function*	1119 - Summer School	\$6,165.00	\$2,730.27	\$1,196.00	\$2,238.73	63.69%
Function*	1122 - Special Education	\$714,033.00	\$0.00	\$498,669.35	\$215,363.65	69.84%
Function*	1125 - Compensatory Education	\$141,200.00	\$0.00	\$106,057.82	\$35,142.18	75.11%
Function*	1212 - Guidance Services	\$74,312.00	\$0.00	\$50,544.17	\$23,767.83	68.02%
Function*	1215 - Speech Pathology and Audiology Services	\$155,997.00	\$0.00	\$81,703.44	\$74,293.56	52.38%
Function*	1216 - Social Work Services	\$34,124.00	\$0.00	\$20,359.76	\$13,764.24	59.66%
Function*	1219 - Other Pupil Support Services	\$12,045.00	\$0.00	\$8,339.79	\$3,705.21	69.24%
Function*	1221 - Improvement of Instruction	\$271,335.00	\$0.00	\$207,995.31	\$63,339.69	76.66%
Function*	1222 - Educational Media Services	\$41,785.00	\$0.00	\$30,424.91	\$11,360.09	72.81%
Function*	1225 - Instruction Related Technology	\$1,000.00	\$0.00	\$156.00	\$844.00	15.60%
Function*	1226 - Supervision and Direction of Instructional Staff	\$41,483.00	\$0.00	\$30,512.21	\$10,970.79	73.55%
Function*	1227 - Academic Student Assessment	\$500.00	\$0.00	\$467.00	\$33.00	93.40%
Function*	1231 - Board of Education	\$49,214.00	\$0.00	\$38,998.38	\$10,215.62	79.24%
Function*	1232 - Executive Administration	\$274,323.00	\$0.00	\$238,608.09	\$35,714.91	86.98%
Function*	1241 - Office of the Principal	\$274,767.00	\$0.00	\$235,658.23	\$39,108.77	85.77%
Function*	1242 - Junior High Sch Principal Admin	\$163,093.00	\$0.00	\$138,772.80	\$24,320.20	85.09%
Function*	1243 - Senior High Sch Principal Admin	\$169,267.00	\$0.00	\$141,090.68	\$28,176.32	83.35%
Function*	1249 - Other School Administration	\$2,200.00	\$0.00	\$1,762.53	\$437.47	80.12%
Function*	1252 - Fiscal Services	\$176,358.00	\$0.00	\$111,506.76	\$64,851.24	63.23%
Function*	1259 - Other Business Services	\$47,339.00	\$0.00	\$40,970.55	\$6,368.45	86.55%
Function*	1261 - Operating Buildings Services	\$890,049.00	\$0.00	\$755,340.92	\$134,708.08	84.87%
Function*	1271 - Pupil Transportation Services	\$501,780.00	\$0.00	\$396,157.47	\$105,622.53	78.95%
Function*	1283 - Staff/Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00	
Function*	1284 - Non-Instructional Technology Services	\$202,187.00	\$5,331.20	\$134,960.10	\$61,895.70	69.39%
Function*	1285 - Pupil Accounting	\$13,096.00	\$0.00	\$0.00	\$13,096.00	0.00%
Function*	1291 - Pupil Activities	\$40,147.00	\$0.00	\$22,924.21	\$17,222.79	57.10%
Function*	1293 - Athletic Activities	\$155,581.00	\$0.00	\$119,369.57	\$36,211.43	76.73%
Function*	1295 - Agency Activities	\$0.00	\$0.00	\$0.00	\$0.00	
Function*	1411 - Payments to Other Public Schools Within the State of Michigan	\$15,005.00	\$0.00	\$11,804.83	\$3,200.17	78.67%
		\$9,445,026.00	\$66,285.95	\$6,920,896.18	\$2,457,843.87	73.98%

School Days available	180
Complete to Date	176
% complete	97.78%

SARANAC COMMUNITY SCHOOLS
FOOD SERVICE TRIAL BALANCE
AS OF MAY 31, 2021

Cash Checking	\$87,111.65
Petty Cash Petty Cash	\$40.00
Inventory Supplies	<u>\$3,235.63</u>
TOTAL ASSETS	<u><u>\$90,387.28</u></u>
Unearned Revenue	<u>\$9,232.63</u>
TOTAL LIABILITIES	<u><u>\$9,232.63</u></u>
Beginning Fund Balance	\$63,870.35
Fund Revenues	\$266,691.50
Fund Expenses	<u>(\$249,407.20)</u>
TOTAL FUND BALANCE	<u><u>\$81,154.65</u></u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$90,387.28</u></u>

SARANAC COMMUNITY SCHOOLS
FOOD SERVICE REVENUES AND EXPENDITURES
AS OF MAY 31, 2021

Function* Code	Proposed			Actual	Budget - Actual	% Used/Rec'd
	Amended Budget	Encumbrances				
REVENUE:						
100 - Revenue from Local Sources	\$3,801.00	\$0.00	\$3,770.29	\$30.71		99.19%
300 - Revenue from State Sources	\$25,354.00	\$0.00	\$9,840.08	\$15,513.92		38.81%
400 - Revenues from Federal Sources	\$312,425.00	\$0.00	\$253,081.13	\$59,343.87		81.01%
	\$341,580.00	\$0.00	\$266,691.50	\$74,888.50		78.08%
EXPENDITURE:						
1297 Food Service	\$289,509.00	\$0.00	\$249,407.20	\$40,101.80		86.15%
1611 Modification	\$15,000.00	\$0.00	\$0.00	\$15,000.00		0.00%
	\$304,509.00	\$0.00	\$249,407.20	\$55,101.80		81.90%

TRUST FUND ACCOUNTS

May 31, 2021

Athletic Activities	81,533.99
Athletics-"Catching A Dream"	438.66
Band	3,549.93
DI	60.92
Compagner Memorial Fund	9,056.42
Elementary School Activities	6,600.86
E.S. Summer Enrichment Program	0.00
High School Activities	23,693.50
High School Spirit Store	507.00
Interest Earned	847.79
ICCF Grant	0.00
Jenkins Educational Fund	117.69
Middle School Activities	5,428.61
PBIS Store F.R.	544.28
Relay	0.00
Revolving	7,821.20
Robotics	4,761.06
Simons Memorial	7,469.50
Saranac Promise	8,933.15
Allen Scholarship	0.00
Brown Scholarship	40.18
Crowley Scholarship	250.00
Darby	500.00
Draper Scholarship	0.00
Eddy Scholarship	64.44
Hammer Scholarship	43.17
Kramer Scholarship	50.00
Lake	500.00
Lamphere	0.00
McGee Scholarship	283.22
Morris Scholarship	0.00
Raimer Scholarship	9.27
Sachen Scholarship	9.05
Sharritts Scholarship	6.44
Simpson Scholarship	50.00
Simmons	0.00
Spens Scholarship	9.32
Total	163,179.65

Cash In Checking	132,828.62
Certificates of Deposit	30,351.03
Total	163,179.65

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Budget Hearing for 2021-2022

I will be presenting the Budget Hearing for the 2021-2022 school year.

The Board of Education Of Saranac Community Schools Budget

RESOLVED that this resolution shall be the general appropriations of Saranac Community Schools for the fiscal year: a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Saranac Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the GENERAL FUND of the Saranac Community Schools for the fiscal year is as follows:

Revenue	
Local	\$ 999,061
State	7,334,298
Federal	524,762
Incoming Transfers & Other Transactions	94,494
Fund Modification	<u>18,772</u>
Total Revenue	\$8,971,387

Fund Balance July 1, 2021	Estimated	\$1,719,586
Less Appropriated Fund Balance		0
Fund Balance Available to Appropriate		
(net of Assigned Fund Balance)		<u>\$1,719,586</u>

Total Available to Appropriate	\$10,690,973
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BE IT FURTHER RESOLVED, that **\$9,521,031** of the total available to be appropriated in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

1110	Basic Programs	4,959,538
1120	Added Needs	1,016,320
1210	Pupil Support Services	299,625
1220	Inst Staff Support Services	355,791
1230	General Administration	331,230
1240	School Administration	621,375
1250	Basic Support Service	234,437
1260	Operations & Maintenance	757,264
1270	Transportation	541,917
1280	Support Services	180,471
1290	Other Support Service	208,058
1390	Other Community Services	0
1410	Transfers to Gov't Units	15,005
1450	Facilities Acquisition, Construction,	0
	Total Expenditure- General Fund	<u>9,521,031</u>

(Projected General Fund Balance 6/30/2022)	\$ 1,169,942
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BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the FOOD SERVICE FUND of the Saranac Community Schools for the fiscal year is as follows:

Revenue

Local	\$ 3,801
State	25,354
Federal	321,850
Incoming Transfers & Other Transactions	<u>0</u>
Total Revenue	\$351,005

Total Fund Balance July 1, 2021	Estimated	\$100,941
Less Non Spendable Fund Balance		<u>1,944</u>
Fund Balance Available to Appropriate		<u>\$98,997</u>

Total Available to Appropriate \$450,002

BE IT FURTHER RESOLVED, that \$317,556 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Food Service	\$302,556
Fund Modification	<u>\$15,000</u>

Total Expenditure \$317,556

(Projected School Service Total Fund Balance 6/30/2022) \$134,390

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the STUDENT/SCHOOL ACTIVITY FUND of the Saranac Community Schools for the fiscal year is as follows:

Revenue

Local		<u>\$294,971</u>
Total Revenue		\$294,971
Total Fund Balance July 1, 2021	Estimated	<u>\$130,449</u>
Fund Balance Available to Appropriate		<u>\$130,449</u>
Total Available to Appropriate		\$425,420

BE IT FURTHER RESOLVED, that \$275,258 of the total available to appropriate in the School Service Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures

Support Services - Other	\$271,486
Fund Modification	<u>\$3,772</u>
Total Expenditure	<u>\$275,258</u>
(Projected School Service Total Fund Balance 6/30/2022)	\$150,162

BE IT FURTHER RESOLVED, 18 mills for General Fund shall be levied on all non-homestead property for the operation of education programs and support services for the fiscal year and 9 mills for Debt Fund shall be levied on all property for the fiscal year for the payment of principal and interest on outstanding debt for buildings and site projects.

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

BE IT FURTHER RESOLVED, that the superintendent is hereby charged with general supervision of the execution of the budget adopted by the Board and shall hold the department heads responsible for performance of their responsibilities within the amounts appropriated by the Board of Education and in keeping with the budgetary policy statement hitherto adopted by the Board.

This appropriation resolution is to take effect on July 1, 2021.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve 2021-2022 Budget

I will ask for approval of the 2021-2022 budget.

Suggested Resolution

"I move that the Saranac Board of Education approve the 2021-2022 budget as presented."

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools

General Fund Budget		06/21/18	01/14/19	05/13/19	06/24/19	01/13/20	05/12/20	06/29/20	06/29/20	04/19/21	06/21/21	Change	
		Original Adopted Budget 2018-2019	1st Amendment 2018-2019	2nd Amendment 2018-2019	3rd Amendment 2018-2019	Original Adopted Budget 2019-2020	1st Amendment 2019-2020	2nd Amendment 2019-2020	3rd Amendment 2019-2020	Original Adopted Budget 2020-2021	1st Amendment 2020-2021	2nd Amendment 2020-2021	Original Adopted Budget 2021-2022
100	Local Revenue	852,556	919,548	919,548	925,982	913,291	963,517	945,917	914,820	894,211	993,190	902,000	999,061
300	State Revenue	7,396,833	7,561,633	7,594,817	7,599,404	7,531,090	7,688,959	7,671,658	7,702,394	7,652,525	7,734,298	7,754,368	7,334,298
400	Federal Revenue	170,556	161,672	177,738	177,343	182,533	186,341	229,525	229,525	229,389	587,688	640,036	524,762
500	Incoming Trans & Other	124,766	193,377	199,896	212,619	176,741	191,727	189,956	207,941	100,815	94,494	121,712	94,494
600	Fund Modifications				5,000		14,000	15,000	18,772	18,772	18,772	16,862	18,772
	Total Revenue- General Fund	8,544,711	8,835,230	8,891,999	8,920,348	8,803,655	9,046,544	9,062,056	9,073,462	8,146,712	9,319,398	9,434,998	8,971,387
1110	Basic Programs	4,517,754	4,377,197	4,356,295	4,348,439	4,582,326	4,528,554	4,499,751	4,446,655	4,826,332	4,976,580	4,982,806	4,959,538
1120	Added Needs	715,566	750,398	767,423	772,694	809,030	778,905	795,133	780,502	915,264	859,057	855,233	1,016,320
1210	Pupil Support Services	270,927	265,916	267,884	267,886	282,649	269,547	245,080	246,643	280,953	282,098	276,478	299,625
1220	Inst Staff Support Services	190,902	353,456	369,609	366,850	372,141	396,222	400,016	394,728	353,402	318,441	356,103	355,791
1230	General Administration	278,467	281,258	282,956	261,314	299,494	302,381	303,585	298,388	336,112	329,503	323,537	331,230
1240	School Administration	494,134	495,341	494,721	490,039	517,995	570,183	570,287	566,851	578,796	600,716	609,327	621,375
1250	Basic Support Service	218,116	223,981	225,609	225,319	232,676	206,069	206,093	223,925	214,140	232,687	223,697	234,437
1260	Operations & Maintenance	748,242	747,152	730,887	743,990	726,428	756,027	758,485	690,837	758,206	912,554	890,049	757,264
1270	Transportation	553,718	567,762	547,233	548,758	503,965	533,176	541,314	521,291	523,807	538,497	501,780	541,917
1280	Support Services	181,056	186,483	189,087	190,967	187,338	186,675	185,876	166,086	187,922	222,874	215,283	180,471
1290	Other Support Service	195,430	186,608	189,707	189,710	193,506	195,327	190,078	196,326	204,152	205,125	195,728	208,058
1130/1390	Continuing Ed												
1410	Transfers to Govt Units - Voc. Ed. Ag.	19,917	18,244	18,480	18,480	18,480	18,475	15,176	15,176	15,828	15,005	15,005	
1450	Facilities Acquisition, Construction and Improvements		35,900	35,699	15,720	19,979	19,145	19,145	19,145				
1490	Prior Period Adjustments												
1620	Fund Modifications: School Serv												
1630	Fund Modifications: Debt Fund												
	Total Expenditures- General Fund	8,384,229	8,485,596	8,475,570	8,440,166	8,746,005	8,760,686	8,730,019	8,566,553	9,194,914	9,493,137	9,445,026	9,521,031
	Excess Rev/(Exp)	160,482	349,634	416,429	480,182	67,650	285,658	322,037	506,899	(1,049,202)	(173,739)	(10,028)	(549,644)

	Fund Balance Forward	418,424	631,706	631,706	631,706	1,111,888	1,263,527	1,263,527	1,263,527	1,770,426	1,729,614	1,729,614	1,719,586
	Audited Total Fund Balance	631,706	631,706	631,706	631,706	1,263,527	1,263,527	1,263,527	1,263,527	1,770,426	1,729,614	1,729,614	1,719,586
	Estimated Total Fund Balance	578,906	978,340	1,048,135	1,111,888	1,169,538	1,549,385	1,585,564	1,770,426	721,224	1,555,875	1,719,586	1,169,942
	Total Fund Balance as a % of Expenditures	6.9%	11.5%	12.4%	13.2%	13.4%	17.7%	18.2%	20.7%	7.8%	16.4%	18.2%	12.3%
	Total Fund Balance as a % of Unrestricted Revenues	8.2%	13.2%	14.1%	14.9%	15.9%	20.4%	20.9%	23.2%	10.5%	21.0%	23.2%	15.6%

Saranac Community Schools

Food Service Fund Budget		06/24/19	01/13/20	05/12/20	06/29/20	06/29/20	05/17/21	06/21/21	06/21/21	Change
		Original Adopted Budget 2019-20	1st Amendment 2019-20	2nd Amendment 2019-20	3rd & Final Amendment 2019-20	Original Adopted Budget 2020-21	1st Amendment 2020-21	2nd & Final Amendment 2020-21	Original Adopted Budget 2021-22	2021-22
100	Local Revenue	87,637	97,867	77,954	77,775	77,954	2,830	3,801	3,801	-
300	State Revenue	27,902	27,672	23,335	23,335	23,385	25,419	25,354	25,354	-
400	Federal Revenue	211,412	210,762	210,762	235,441	210,762	327,350	312,425	321,850	9,425
500	Incoming Trans & Other	-	-	-	-	-	-	-	-	-
	Total Revenue- General Fund	326,951	336,301	312,051	336,551	312,101	355,599	341,580	351,005	9,425
1290	Other Support Service	325,705	310,017	312,660	307,666	311,247	316,574	289,509	302,556	13,047
1490		-	-	-	-	-	-	-	-	-
1600	Fund Modification	-	14,000	15,000	15,000	15,000	15,000	15,000	15,000	-
	Total Expenditures- General Fund	325,705	324,017	327,660	322,666	326,247	331,574	304,509	317,556	13,047
	Excess Rev/(Exp)	1,246	12,284	(15,609)	13,885	(14,146)	24,025	37,071	33,449	
	Fund Balance Forward	29,242	54,772	54,772	54,772	68,657	63,870	63,870	100,941	
	Audited Total Fund Balance	54,772				63,870				
	Estimated Total Fund Balance	30,488	67,056	39,163	68,657	54,511	87,895	100,941	134,390	
	Total Fund Balance as a % of Expenditures	9.4%	20.7%	12.0%	21.3%	16.7%	26.5%	33.1%	42.3%	

Saranac Community Schools

<u>Student/School Activity Fund Budget</u>		06/24/19	06/29/20	06/29/20	06/21/21	06/21/21
		Original Adopted Budget 2019-20	1st & FINAL Amended Budget 2019-20	Original Adopted Budget 2020-21	1st & FINAL Amended Budget 2020-21	Original Adopted Budget 2021-22
100	Local Revenue	294,971	224,696	294,971	294,971	294,971
	Total Revenue- General Fund	294,971	224,696	294,971	294,971	294,971
1290	Other Support Service	275,258	211,965	271,486	271,486	271,486
1611	Fund Modification		3,772	3,772	1,882	3,772
	Total Expenditures- General Fund	275,258	215,737	275,258	273,368	275,258
	Excess Rev/(Exp)	19,713	8,959	19,713	21,603	19,713

	Fund Balance from Fiduciary Fund Forward	99,887	99,887	108,846	108,846	130,449
	Audited Total Fund Balance					
	Estimated Total Fund Balance	119,600	108,846	128,559	130,449	150,162
	Total Fund Balance as a % of Expenditures	43.5%	50.5%	46.7%	47.7%	54.6%

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve Final 2020-2021 Budget Amendment

At the June 7 board meeting, you reviewed the budget amendment for the 2020-2021 school year. I will ask for approval of this at the meeting.

Suggested Resolution

I move that the Saranac Board of Education approve the final budget amendment for the 2020-2021 school year as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools

General Fund Budget		06/15/17	06/15/17	01/18/18	04/26/18	06/21/18	01/14/19	05/13/19	06/24/19	08/24/19	01/13/20	05/12/20	06/29/20	08/29/20	04/19/21	06/21/21	Change
	2nd & Final Amended Budget 2016-2017	Original Adopted Budget 2017-2018	1st Amendment 2017-2018	2nd Amendment 2017-2018	3rd & Final Amended Budget 2017-2018	Original Adopted Budget 2018-2019	1st Amendment 2018-2019	2nd Amendment 2018-2019	3rd Amendment 2018-2019	Original Adopted Budget 2019-2020	1st Amendment 2019-2020	2nd Amendment 2019-2020	3rd Amendment 2019-2020	Original Adopted Budget 2020-2021	1st Amendment 2020-2021	2nd Amendment 2020-2021	2020-21
100 Local Revenue	832,142	766,703	808,350	1,410,421	1,466,948	852,556	910,548	919,548	925,992	913,291	983,517	945,917	914,820	894,211	993,190	902,000	(91,190)
300 State Revenue	7,515,498	7,343,981	7,306,724	7,447,985	7,459,865	7,396,633	7,561,633	7,594,817	7,599,404	7,531,090	7,688,959	7,671,658	7,702,394	6,902,525	7,625,254	7,754,368	129,114
400 Federal Revenue	165,367	160,934	152,671	170,507	176,705	170,556	161,672	177,738	177,343	182,533	188,341	220,525	229,525	229,389	587,688	640,036	52,348
500 Incoming Trans & Other	176,548	169,109	213,738	214,037	225,289	124,766	193,377	199,896	212,619	176,741	191,727	189,956	207,941	100,615	94,494	121,712	27,218
600 Fund Modifications				20,900	14,900	-	-	-	5,000	-	14,000	15,000	18,772	18,772	16,882	16,882	(1,890)
Total Revenue-General Fund	8,691,555	8,440,727	8,481,483	9,263,850	9,336,707	8,544,711	8,836,230	8,891,999	8,820,348	8,803,655	9,046,544	9,052,056	9,073,452	8,145,712	9,319,398	9,434,998	115,600
1110 Basic Programs	4,582,584	4,530,551	4,553,216	4,580,964	4,593,654	4,517,754	4,377,197	4,356,295	4,346,439	4,592,926	4,528,554	4,589,751	4,446,655	4,826,332	4,976,680	4,982,806	6,226
1120 Added Needs	946,423	809,100	744,905	736,004	736,605	715,566	750,398	767,423	772,694	809,030	778,905	795,133	760,502	915,264	859,057	855,233	(3,824)
1210 Pupil Support Services	251,081	246,809	261,225	264,943	265,212	270,527	265,816	267,884	267,866	282,649	269,547	245,080	246,643	280,953	282,098	276,478	(5,620)
1220 Inst Staff Support Services	220,490	171,738	289,601	303,373	304,107	190,902	353,456	369,609	366,860	372,141	386,222	400,016	394,728	353,402	318,441	356,103	37,662
1230 General Administration	298,873	281,725	278,214	281,172	277,895	278,467	281,258	282,956	261,314	299,494	302,381	300,585	298,388	336,112	329,503	323,537	(5,966)
1240 School Administration	513,501	509,997	487,925	489,966	484,123	494,134	495,341	494,721	490,039	517,995	570,183	570,287	566,851	578,766	600,716	609,327	8,611
1250 Basic Support Service	197,551	206,343	208,419	217,487	205,974	216,116	223,981	225,609	225,319	232,076	206,069	206,093	223,925	214,140	232,687	223,697	(8,990)
1260 Operations & Maintenance	904,363	733,352	810,551	1,407,498	1,409,848	748,242	747,152	730,887	743,990	726,428	756,027	758,485	690,837	769,206	912,554	890,049	(22,505)
1270 Transportation	630,190	571,829	587,529	594,530	593,220	553,718	567,762	547,233	548,758	503,965	533,176	541,314	521,291	523,807	538,497	501,760	(36,717)
1280 Support Services	207,758	183,038	184,289	183,168	183,168	181,056	186,483	189,067	190,967	187,336	186,675	185,876	166,086	187,922	222,874	215,283	(7,591)
1290 Other Support Service	183,928	193,433	192,665	194,753	183,299	195,430	186,608	189,707	189,710	193,506	195,327	190,078	196,326	204,152	205,125	195,728	(8,397)
1130/1381 Continuing Ed	450	450	450	450	-	-	-	-	-	-	-	-	-	-	-	-	-
11410 Transfers to Govt Units - Voc. Ed. Ag.	12,544	12,544	15,810	16,117	16,931	19,917	18,244	18,480	18,480	18,480	18,475	15,176	15,176	15,628	15,005	15,005	-
11420 Facilities Acquisition, Construction and Improvements	-	-	-	-	-	-	35,900	35,699	15,720	19,979	19,145	19,145	19,145	-	-	-	-
11430 Prior Year Adjustments	-	-	-	9,880	9,880	-	-	-	-	-	-	-	-	-	-	-	-
11440 Fund Modifications - Local Serv	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11450 Fund Modifications - Dist F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures-General Fund	8,853,736	8,449,909	8,614,760	9,279,905	9,265,986	8,384,229	8,489,596	8,475,570	8,440,166	8,746,005	8,760,886	8,730,019	8,566,553	9,194,914	9,493,137	9,445,026	(48,111)
Excess Rev(Exp)	(162,181)	(9,182)	(133,277)	(16,055)	70,721	160,482	346,634	416,420	440,182	57,650	285,658	322,037	506,899	(1,040,202)	(173,739)	(10,028)	
Fund Balance Forward	432,945	270,764	347,703	347,703	347,703	418,424	631,706	631,706	631,706	1,111,888	1,263,527	1,263,527	1,263,527	1,770,426	1,729,614	1,729,614	
Audited Total Fund Balance		347,703				631,706	978,540	1,048,135	1,111,888	1,263,527	1,549,385	1,585,564	1,770,426	721,224	1,555,875	1,719,566	
Estimated Total Fund Balance	270,764	261,582	214,408	331,648	418,424	576,906	11,534	12,474	13,274	13,474	17,774	18,274	20,774	7,874	16,474	18,274	
Total Fund Balance as a % of Expenditures	3.1%	3.1%	2.5%	3.6%	4.5%	6.9%	11.5%	12.4%	13.2%	13.4%	17.7%	18.2%	20.7%	7.8%	16.4%	18.2%	
Total Fund Balance as a % of Unrestricted Revenues	3.6%	3.6%	3.0%	4.3%	5.3%	8.2%	8.2%	14.1%	14.9%	15.9%	20.4%	20.3%	23.2%	10.5%	21.0%	23.2%	

Saranac Community Schools

Food Service Fund Budget		06/21/18	05/13/19	06/24/19	06/24/19	01/13/20	05/12/20	06/29/20	06/29/20	05/17/21	06/21/21	Change
		Original Adopted Budget 2018-19	1st Amendment 2018-19	2nd & Final Amendment 2018-19	Original Adopted Budget 2019-20	1st Amendment 2019-20	2nd Amendment 2019-20	3rd & Final Amendment 2019-20	Original Adopted Budget 2020-21	1st Amendment 2020-21	2nd & Final Amendment 2020-21	2020-21
100	Local Revenue	88,963	85,143	87,637	87,637	97,867	77,954	77,775	77,954	2,830	3,801	971
300	State Revenue	25,131	28,777	27,902	27,902	27,672	23,335	23,335	23,385	25,419	25,354	(65)
400	Federal Revenue	204,214	193,412	211,412	211,412	210,762	210,762	235,441	210,762	327,350	312,425	(14,925)
500	Incoming Trans & Other	-	-	-	-	-	-	-	-	-	-	-
	Total Revenue- General Fund	318,308	307,332	326,951	326,951	336,301	312,051	336,551	312,101	355,599	341,580	(14,019)
1290	Other Support Service	325,143	315,284	325,008	325,705	310,017	312,660	307,666	311,247	316,574	289,509	(27,065)
1490	Fund Modification	-	-	-	-	-	-	-	-	-	-	-
1600	Total Expenditures- General Fund	325,143	315,284	330,008	325,705	324,017	327,660	322,666	326,247	331,574	304,509	(27,065)
	Excess Rev/(Exp)	(6,835)	(7,952)	(3,057)	1,246	12,284	(15,609)	13,885	(14,146)	24,025	37,071	
	Fund Balance Forward	12,235	32,299	32,299	29,242	54,772	54,772	54,772	68,657	63,870	63,870	
	Audited Total Fund Balance	32,299			54,772				63,870			
	Estimated Total Fund Balance	5,400	24,347	29,242	30,488	67,056	39,163	68,657	54,511	87,895	100,941	
	Total Fund Balance as a % of Expenditures	1.7%	7.7%	8.9%	9.4%	20.7%	12.0%	21.3%	16.7%	26.5%	33.1%	

Saranac Community Schools

<u>Student/School Activity Fund Budget</u>		06/24/19	06/29/20	06/29/20	06/29/20	06/21/21
		Original Adopted Budget 2019-20	1st & FINAL Amended Budget 2019-20		Original Adopted Budget 2020-21	1st & FINAL Amended Budget 2020-21
100	Local Revenue	294,971	224,696		294,971	294,971
	Total Revenue- General Fund	294,971	224,696		294,971	294,971
1290	Other Support Service	275,258	211,965		271,486	271,486
1611	Fund Modification		3,772		3,772	1,882
	Total Expenditures- General Fund	275,258	215,737		275,258	273,368
	Excess Rev/(Exp)	19,713	8,959		19,713	21,603

	Fund Balance from Fiduciary Fund Forward	99,887	99,887	108,846	108,846
	Audited Total Fund Balance				
	Estimated Total Fund Balance	119,600	108,846	128,559	130,449
	Total Fund Balance as a % of Expenditures	43.5%	50.5%	46.7%	47.7%

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Accept Gifts

Here are the latest gifts received for June.

To:	Donation for:	Amount
Scholarship Donation	2021 Donation	\$ 500.00
Promise Donation	Donation	\$ 500.00
Scholarship Donation	2021 Donation	\$ 500.00
Scholarship Donation	Donation	\$ 120.21
Total This Month		\$ 1,620.21
Total Gifts for 2020-2021 Including This Month		\$ 126,265.60

Suggested Resolution

I move that the Saranac Board of Education accept the gifts as listed above totaling \$1,620.21 for the month of June as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approval of Bills

- Bills Paid: \$797,159.67 from General Fund for May/June

Suggested Resolution

I move that the Saranac Board of Education approve the bills paid from General Fund for May/June in the amount of \$797,159.67 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/14/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/14/2021	64044 Accounts Payable	Advanced Pension Solution Inc.		450.00
	Invoice	Date	Description		Amount
	5.14 PAYROLL	05/14/2021	5.14 PAYROLL		450.00
Check	05/14/2021	64045 Accounts Payable	American Fidelity Assurance Company		542.47
	Invoice	Date	Description		Amount
	1960715A	05/14/2021	CUSTOMER 95799		542.47
Check	05/14/2021	64046 Accounts Payable	HORACE MANN		1,478.81
	Invoice	Date	Description		Amount
	5.14 PAYROLL	05/14/2021	GROUP 210403A		1,478.81
Check	05/14/2021	64047 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
	5.14 PAYROLL	05/14/2021	CASE 2008-026265-DM		201.61
Check	05/14/2021	64048 Accounts Payable	Unifund CCR, LLC		415.38
	Invoice	Date	Description		Amount
	5.14 PAYROLL	05/14/2021	CASE D20C03514-GC		415.38
GF CHECKING General Fund Checking Totals:			Transactions: 5		\$3,088.27
Checks:	5	\$3,088.27			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/14/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/14/2021	64049 Accounts Payable	A.B. Dick Document Solutions		135.21
	Invoice		Date	Description	Amount
		33AR588460	05/10/2021	Color Printers-JSH	135.21
Check	05/14/2021	64050 Accounts Payable	Austin , Matthew		1,237.50
	Invoice		Date	Description	Amount
		0000008	05/10/2021	Mental Health Services	1,237.50
Check	05/14/2021	64051 Accounts Payable	ESS Midwest, Inc. / PCMI		11,438.79
	Invoice		Date	Description	Amount
		75554	05/10/2021	Salaries & Fees	6,106.51
		75430	05/10/2021	Sub Salaries & Fees	5,332.28
Check	05/14/2021	64052 Accounts Payable	Four Health Family Resource Center Inc.		725.00
	Invoice		Date	Description	Amount
		9946	05/10/2021	Bridging The Gap Contract Services	725.00
Check	05/14/2021	64053 Accounts Payable	FOWLER HIGH SCHOOL		135.00
	Invoice		Date	Description	Amount
		JCS05102021	05/10/2021	Track Invite Fee	135.00
Check	05/14/2021	64054 Accounts Payable	Gallagher Uniform		392.98
	Invoice		Date	Description	Amount
		10727639	05/10/2021	Towels & Uniforms	177.10
		10728623	05/10/2021	Towels & Uniforms	105.34
		10729577	05/10/2021	Towels & Uniforms	110.54
Check	05/14/2021	64055 Accounts Payable	GRAND RAPIDS COMMUNITY COLLEGE		684.50
	Invoice		Date	Description	Amount
		0014808-2021	05/10/2021	Dual Enrollment	684.50
Check	05/14/2021	64056 Accounts Payable	Granger		27.79
	Invoice		Date	Description	Amount
		22482156	05/10/2021	Curby Recycler	27.79
Check	05/14/2021	64057 Accounts Payable	GRANITE TELECOMMUNICATIONS		501.71

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/14/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	521067420		05/10/2021	Fax Lines & 911 Lines	501.71
Check	05/14/2021	64058 Accounts Payable	hand2mind		431.90
	Invoice		Date	Description	Amount
	60314820		05/10/2021	Versa Tiles	431.90
Check	05/14/2021	64059 Accounts Payable	HOOPER PRINTING		653.84
	Invoice		Date	Description	Amount
	62247		05/10/2021	Envelopes	653.84
Check	05/14/2021	64060 Accounts Payable	Kimball Midwest		293.68
	Invoice		Date	Description	Amount
	8871808		05/10/2021	Parts	293.68
Check	05/14/2021	64061 Accounts Payable	METS		7,678.50
	Invoice		Date	Description	Amount
	17000		05/10/2021	Salaries & Fees	7,678.50
Check	05/14/2021	64062 Accounts Payable	Music Is Elementary		110.26
	Invoice		Date	Description	Amount
	INV-13994		05/10/2021	D Peterson Order	110.26
Check	05/14/2021	64063 Accounts Payable	NAPA AUTO & TRUCK PARTS		374.91
	Invoice		Date	Description	Amount
	888154		05/10/2021	Core Returns	(137.58)
	888541		05/10/2021	Batteries & Core Deposit	408.27
	888662		05/10/2021	Parts	14.34
	888666		05/10/2021	Transportation Supplies	89.88
Check	05/14/2021	64064 Accounts Payable	Onsted High School		125.00
	Invoice		Date	Description	Amount
	JCS05102021		05/10/2021	Track Invite Fee	125.00
Check	05/14/2021	64065 Accounts Payable	SCOTTY'S REAL PRO AUTO		107.95
	Invoice		Date	Description	Amount
	0051368		05/10/2021	Tire	107.95

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/14/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	05/14/2021	64066 Accounts Payable	SERNE, SARA		560.00
	Invoice		Date	Description	Amount
	JCS05122021		05/10/2021	Cell Phone Reimbursement/Nov.-May	560.00
Check	05/14/2021	64067 Accounts Payable	U. S. POSTMASTER		165.00
	Invoice		Date	Description	Amount
	JCS05102021		05/10/2021	Stamps	165.00
Check	05/14/2021	64068 Accounts Payable	West Michigan International		403.98
	Invoice		Date	Description	Amount
	X101223294:01		05/10/2021	Parts	101.30
	X10223706:01		05/10/2021	Parts	302.68
Check	05/14/2021	64069 Accounts Payable	WESTERN TEL-COM, INC.		500.00
	Invoice		Date	Description	Amount
	034679		05/10/2021	1st Quarter Screening Charge	500.00
GF CHECKING General Fund Checking Totals:			Transactions: 21		\$26,683.50
Checks:	21	\$26,683.50			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/27/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/27/2021	64070 Accounts Payable	A.B. Dick Document Solutions		1,256.93
	Invoice	Date	Description		Amount
	33AR590939	05/17/2021	Copier Cost		1,148.93
	33AR589383	05/17/2021	JSH Copier Supplies		108.00
Check	05/27/2021	64071 Accounts Payable	BEECH, DANA		150.00
	Invoice	Date	Description		Amount
	JCS05272021	05/17/2021	Mental Health Counseling		150.00
Check	05/27/2021	64072 Accounts Payable	CATRELL, MIKE		579.98
	Invoice	Date	Description		Amount
	JCS05252021	05/17/2021	Cell Phone Reimbursement/Nov.-May		560.00
	JCS05262021	05/17/2021	ES Office Supplies		19.98
Check	05/27/2021	64073 Accounts Payable	CATRELL, TINA		31.04
	Invoice	Date	Description		Amount
	JCS05132021	05/17/2021	ES Teaching Supplies		31.04
Check	05/27/2021	64074 Accounts Payable	CRYSTAL FLASH ENERGY		2,660.06
	Invoice	Date	Description		Amount
	5034020	05/17/2021	Unleaded Gas		1,892.09
	5034030	05/17/2021	Diesel Fuel		767.97
Check	05/27/2021	64075 Accounts Payable	ESS Midwest, Inc. / PCMI		13,343.34
	Invoice	Date	Description		Amount
	75703	05/17/2021	Sub Salaries & Fees		5,994.79
	75830	05/17/2021	Salaries & Fees		7,348.55
Check	05/27/2021	64076 Accounts Payable	Four Health Family Resource Center Inc.		525.00
	Invoice	Date	Description		Amount
	9966	05/17/2021	Bridging The Gap Contract Services		525.00
Check	05/27/2021	64077 Accounts Payable	Gallagher Uniform		105.34
	Invoice	Date	Description		Amount
	10730559	05/17/2021	Towels & Uniforms		105.34

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/27/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	05/27/2021	64078 Accounts Payable	GALLAGHER, SARAH		34.99
	Invoice	Date	Description		Amount
	JCS05242021	05/17/2021	ES Teaching Supplies		34.99
Check	05/27/2021	64079 Accounts Payable	HOUSTON, KEITH		352.72
	Invoice	Date	Description		Amount
	JCS05172021	05/17/2021	Lights for Auditorium		352.72
Check	05/27/2021	64080 Accounts Payable	Hydro Chem Systems, Inc.		444.44
	Invoice	Date	Description		Amount
	INV9557	05/17/2021	Soap & Supplies-Transportation		444.44
Check	05/27/2021	64081 Accounts Payable	JOSTENS		1,024.17
	Invoice	Date	Description		Amount
	26574342	05/17/2021	Graduation Supplies		1,024.17
Check	05/27/2021	64082 Accounts Payable	KERKSTRA PORTABLE RESTROOM , SERVICE, INC.		95.00
	Invoice	Date	Description		Amount
	177021	05/17/2021	Portable Restroom		95.00
Check	05/27/2021	64083 Accounts Payable	LANSING SANITARY SUPPLY, INC.		390.79
	Invoice	Date	Description		Amount
	1121521	05/17/2021	Custodial Supplies		390.79
Check	05/27/2021	64084 Accounts Payable	LEADER, JOSHUA		240.00
	Invoice	Date	Description		Amount
	JCS05252021	05/17/2021	Cell Phone Reimbursement/April-June		240.00
Check	05/27/2021	64085 Accounts Payable	M.A.S.B.		270.00
	Invoice	Date	Description		Amount
	24229	05/17/2021	Conference-Sarah Doll		90.00
	R88679	05/17/2021	Conference-Sarah Doll & Jason Smith		180.00
Check	05/27/2021	64086 Accounts Payable	METS		8,500.67
	Invoice	Date	Description		Amount
	17051	05/17/2021	Salaries & Fees		8,500.67

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/27/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	05/27/2021	64087 Accounts Payable	Michiana Timing		1,445.00
	Invoice	Date	Description		Amount
	14062	05/17/2021	Timer Track Invite		715.00
	14063	05/17/2021	Track Timer		730.00
Check	05/27/2021	64088 Accounts Payable	Milbratz , Sarah		300.00
	Invoice	Date	Description		Amount
	JCS05262021	05/17/2021	Tuition Reimbursement		300.00
Check	05/27/2021	64089 Accounts Payable	Milks , Molly		128.00
	Invoice	Date	Description		Amount
	JCS05172021	05/17/2021	ES Teaching Supplies		128.00
Check	05/27/2021	64090 Accounts Payable	NAPA AUTO & TRUCK PARTS		36.87
	Invoice	Date	Description		Amount
	889797	05/17/2021	Parts		36.87
Check	05/27/2021	64091 Accounts Payable	OTTAWA AREA ISD		14,100.00
	Invoice	Date	Description		Amount
	17694	05/17/2021	E2020 Consortium		14,100.00
Check	05/27/2021	64092 Accounts Payable	RICHTER, ROBERT		280.00
	Invoice	Date	Description		Amount
	JCS05262021	05/17/2021	Cell Phone Reimbursement/Nov.-May		280.00
Check	05/27/2021	64093 Accounts Payable	SMITH, JASON		80.00
	Invoice	Date	Description		Amount
	JCS05252021	05/17/2021	Cell Phone Reimbursement-June		80.00
Check	05/27/2021	64094 Accounts Payable	SUNRISE SUPPLIES, INC.		74.64
	Invoice	Date	Description		Amount
	23998	05/17/2021	Transportation Supplies		74.64
Check	05/27/2021	64095 Accounts Payable	SYNCB/Amazon		305.17
	Invoice	Date	Description		Amount
	875987766597	05/17/2021	Maintenance Supplies		150.27
	945933468638	05/17/2021	ES Office Supplies		113.92

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/27/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		454854767876	05/17/2021	Supt. Office Supplies	15.00
		457684434999	05/17/2021	Tech Supplies	25.98
Check	05/27/2021	64096 Accounts Payable	The Rapid Group, LLC		80.00
	Invoice	Date	Description		Amount
		140735	05/17/2021	Covid Test Disposal	80.00
Check	05/27/2021	64097 Accounts Payable	Unity School Bus Parts		284.02
	Invoice	Date	Description		Amount
		0492908-IN	05/17/2021	Bus Parts	284.02
Check	05/27/2021	64098 Accounts Payable	Wernette , Tami		41.12
	Invoice	Date	Description		Amount
		JCS05132021	05/17/2021	ES Teaching Supplies	41.12
Check	05/27/2021	64099 Accounts Payable	West Michigan International		5,120.69
	Invoice	Date	Description		Amount
		X101218260:01	05/17/2021	Parts Credit	(75.00)
		X101224022:01	05/17/2021	Parts	246.19
		X101216641:01	05/17/2021	Parts	4,824.02
		X101216542:01	05/17/2021	Parts	125.48
GF CHECKING General Fund Checking Totals:			Transactions: 30		\$52,279.98
Checks:	30		\$52,279.98		

Saranac Community Schools
Payment Batch Register
Bank Account: GF CHECKING - General Fund Checking
Batch Date: 05/27/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/27/2021	64100 Accounts Payable	M.E.S.S.A.		9,026.00
	Invoice		Date	Description	Amount
	2016-0097686		05/27/2021	June Insurance Premium	9,026.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$9,026.00</u>
Checks:		1	\$9,026.00		

Saranac Community Schools
Payment Batch Register
Bank Account: GF CHECKING - General Fund Checking
Batch Date: 05/27/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/27/2021	64101 Accounts Payable	Priority Health		50,431.29
	Invoice	Date	Description		Amount
	211350000614	05/27/2021	June Insurance Premium		50,431.29
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$50,431.29</u>
Checks:		1	\$50,431.29		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/27/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/27/2021	64102 Accounts Payable	BLUE CROSS BLUE SHIELD		7,554.23
	Invoice		Date	Description	Amount
		007043024710	05/27/2021	June Insurance Premium	7,554.23
Check	05/27/2021	64103 Accounts Payable	FIRST UNUM LIFE INSURANCE COPANY		276.97
	Invoice		Date	Description	Amount
		04135500019/621	05/27/2021	June Insurance Premium	276.97
Check	05/27/2021	64104 Accounts Payable	Priority Health		4,446.78
	Invoice		Date	Description	Amount
		211350000655	05/27/2021	June Insurance Premium	4,446.78
GF CHECKING General Fund Checking Totals:			Transactions: 3		\$12,277.98
Checks:		3	\$12,277.98		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/28/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/28/2021	64105 Accounts Payable	Advanced Pension Solution Inc.		450.00
	Invoice	Date	Description		Amount
	5.28.21 PR	05/28/2021	5.28.21 PR		450.00
Check	05/28/2021	64106 Accounts Payable	American Fidelity Assurance		1,657.36
	Invoice	Date	Description		Amount
	D311141	05/28/2021	CUSTOMER 95799		1,657.36
Check	05/28/2021	64107 Accounts Payable	American Fidelity Assurance Company		542.47
	Invoice	Date	Description		Amount
	1960716A	05/28/2021	CUSTOMER 95799		542.47
Check	05/28/2021	64108 Accounts Payable	HORACE MANN		1,478.81
	Invoice	Date	Description		Amount
	5.28.21 PR	05/28/2021	GROUP 210403A		1,478.81
Check	05/28/2021	64109 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
	5.28.21 PR	05/28/2021	CASE 2008-026265-DM		201.61
Check	05/28/2021	64110 Accounts Payable	Transamerica Employee Benefits		47.30
	Invoice	Date	Description		Amount
	5.28.21 PR	05/28/2021	GROUP ORR264		47.30
Check	05/28/2021	64111 Accounts Payable	Unifund CCR, LLC		416.85
	Invoice	Date	Description		Amount
	5.28.21 PR	05/28/2021	CASE D20C03514-GC		416.85
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$4,794.40
Checks:	7	\$4,794.40			

Payment Register

From Payment Date: 5/1/2021 - To Payment Date: 5/31/2021

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
<u>EFT</u>									
722	05/11/2021	Open			Accounts Payable	M.P.S.E.R.S.	\$53,946.53		
723	05/13/2021	Open			Accounts Payable	STATE OF MICHIGAN	\$15,468.23		
724	05/14/2021	Open			Accounts Payable	HealthEquity, Inc.	\$3,446.94		
725	05/14/2021	Open			Accounts Payable	INDEPENDENT BANK	\$148,773.61		
726	05/24/2021	Open			Accounts Payable	M.P.S.E.R.S.	\$50,328.60		
727	05/25/2021	Open			Accounts Payable	M.P.S.E.R.S.	\$58,440.90		
728	05/28/2021	Open			Accounts Payable	HealthEquity, Inc.	\$4,409.64		
729	05/28/2021	Open			Accounts Payable	INDEPENDENT BANK	\$149,272.15		
Type EFT Totals:							8 Transactions	\$484,086.60	
GF CHECKING - General Fund Checking Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$484,086.60	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$484,086.60	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$484,086.60	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$484,086.60	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$484,086.60	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$484,086.60	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$484,086.60	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$484,086.60	\$0.00

Saranac Community Schools
Payment Batch Register
Bank Account: GF CHECKING - General Fund Checking
Batch Date: 06/07/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/07/2021	64112 Accounts Payable	Hi-Tec Building Services		6,857.68
	Invoice	Date	Description		Amount
	026069	06/04/2021	May Custodian Cost		6,857.68
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$6,857.68</u>
Checks:	1		\$6,857.68		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/09/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/09/2021	64113 Accounts Payable	A PARTS WAREHOUSE		121.56
	Invoice	Date	Description		Amount
	162801	06/01/2021	Bus Parts		121.56
Check	06/09/2021	64114 Accounts Payable	A.B. Dick Document Solutions		408.32
	Invoice	Date	Description		Amount
	33AR570143	06/01/2021	JSH Copier Supplies		123.42
	33AR591500	06/01/2021	ES Copier Supplies		77.49
	33AR591794	06/01/2021	ES Copier Supplies		62.00
	33AR592080	06/01/2021	ES Copier Supplies		108.00
	33AR596003	06/01/2021	District's Printer Cost		37.41
Check	06/09/2021	64115 Accounts Payable	BUYERS GUIDE		27.75
	Invoice	Date	Description		Amount
	JCS06042021	06/01/2021	Ads		27.75
Check	06/09/2021	64116 Accounts Payable	CLEAR RATE COMMUNICATIONS		243.85
	Invoice	Date	Description		Amount
	2734111	06/01/2021	Fax Lines		243.85
Check	06/09/2021	64117 Accounts Payable	CONSUMERS ENERGY		17,628.67
	Invoice	Date	Description		Amount
	JCS06012021	06/01/2021	May Electric & Natural Gas Cost		17,628.67
Check	06/09/2021	64118 Accounts Payable	CRYSTAL FLASH ENERGY		3,331.21
	Invoice	Date	Description		Amount
	5154630	06/01/2021	Unleaded Fuel		1,900.10
	5154640	06/01/2021	Diesel Fuel		1,431.11
Check	06/09/2021	64119 Accounts Payable	Encore Technology Group, LLC		3,728.89
	Invoice	Date	Description		Amount
	155349	06/01/2021	May Phone Bill		3,728.89
Check	06/09/2021	64120 Accounts Payable	ESS Midwest, Inc. / PCMI		27,572.81
	Invoice	Date	Description		Amount

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/09/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	76112	06/01/2021	Salaries & Fees		21,613.35
	75987	06/01/2021	Sub Salaries & Fees		5,959.46
Check	06/09/2021	64121 Accounts Payable	Four Health Family Resource Center Inc.		887.50
	Invoice	Date	Description		Amount
	9999	06/01/2021	Bridging The Gap Contract Services		887.50
Check	06/09/2021	64122 Accounts Payable	Gallagher Uniform		326.42
	Invoice	Date	Description		Amount
	10731535	06/01/2021	Towels & Uniforms		110.54
	10732523	06/01/2021	Towels & Uniforms		105.34
	10733476	06/01/2021	Towels & Uniforms		110.54
Check	06/09/2021	64123 Accounts Payable	GALLAGHER, SARAH		164.46
	Invoice	Date	Description		Amount
	JCS06012021	06/01/2021	ES Teaching Supplies		164.46
Check	06/09/2021	64124 Accounts Payable	Granger		27.79
	Invoice	Date	Description		Amount
	22566373	06/01/2021	Curby Recyclers-JSH		27.79
Check	06/09/2021	64125 Accounts Payable	GreatAmerica Financial Services		1,112.26
	Invoice	Date	Description		Amount
	29436118	06/01/2021	Color Printers		1,112.26
Check	06/09/2021	64126 Accounts Payable	GTW		34.12
	Invoice	Date	Description		Amount
	248506	06/01/2021	Transportation Supplies		34.12
Check	06/09/2021	64127 Accounts Payable	hand2mind		39.96
	Invoice	Date	Description		Amount
	60318527	06/01/2021	SEF Grant Supplies		39.96
Check	06/09/2021	64128 Accounts Payable	HOOPER PRINTING		424.45
	Invoice	Date	Description		Amount
	62419	06/01/2021	Commencement Announcements		424.45
Check	06/09/2021	64129 Accounts Payable	Hurst Mechanical		3,371.50

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/09/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice	Date	Description		Amount
	9516407	06/01/2021	Labor & Material to Inspect Pump-JSH		3,371.50
Check	06/09/2021	64130 Accounts Payable	Instrumentalist Awards LLC		295.00
	Invoice	Date	Description		Amount
	2101	06/01/2021	Band Awards		295.00
Check	06/09/2021	64131 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		71,458.93
	Invoice	Date	Description		Amount
	2021-04	06/01/2021	Final Payment Speech & Social Worker-2020/2021		71,458.93
Check	06/09/2021	64132 Accounts Payable	J.W. PEPPER & SON INC.		381.99
	Invoice	Date	Description		Amount
	363411893	06/01/2021	JSH Teaching Supplies		321.99
	363412916	06/01/2021	JSH Teaching Supplies		60.00
Check	06/09/2021	64133 Accounts Payable	JOSTENS		549.77
	Invoice	Date	Description		Amount
	N002920187	06/01/2021	Senior Band Awards		330.00
	N002921256	06/01/2021	Letters & Pins		219.77
Check	06/09/2021	64134 Accounts Payable	Kimball Midwest		203.78
	Invoice	Date	Description		Amount
	8941177	06/01/2021	Transportation Supplies		203.78
Check	06/09/2021	64135 Accounts Payable	LANSING SANITARY SUPPLY, INC.		199.80
	Invoice	Date	Description		Amount
	1122476	06/01/2021	Custodial Supplies		43.20
	1122958	06/01/2021	Custodial Supplies		156.60
Check	06/09/2021	64136 Accounts Payable	Les's Sanitary Service		630.00
	Invoice	Date	Description		Amount
	JCS06042021	06/01/2021	Trash Rermoval		630.00
Check	06/09/2021	64137 Accounts Payable	MARSHALL MUSIC COMPANY		361.83
	Invoice	Date	Description		Amount
	8981013	06/01/2021	Band Supplies		37.99

Saranac Community Schools
Payment Batch Register
Bank Account: GF CHECKING - General Fund Checking
Batch Date: 06/09/2021

[illegible]

Bank Account: GF CHECKING - General Fund Checking
Batch Date: 06/09/2021

Batch Date: 06/09/2021

6/9/2021 12:05:19 PM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/09/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/09/2021	64151 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		389.79
	Invoice	Date	Description		Amount
	2021-007	06/09/2021	GoDaddy & Scanner Renewal		389.79
Check	06/09/2021	64152 Accounts Payable	S & K TROPHIES & PLAQUES, INC.		240.00
	Invoice	Date	Description		Amount
	23445-S	06/09/2021	Spring Sports Plaques		240.00
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$629.79
Checks:	2		\$629.79		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/11/2021

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/11/2021	64153 Accounts Payable	Advanced Pension Solution Inc.		450.00
	Invoice	Date	Description		Amount
	6.11.21 PR	06/11/2021	6.11.21 PR		450.00
Check	06/11/2021	64154 Accounts Payable	American Fidelity Assurance Company		542.47
	Invoice	Date	Description		Amount
	1960717A	06/11/2021	CUSTOMER 95799		542.47
Check	06/11/2021	64155 Accounts Payable	HORACE MANN		1,528.96
	Invoice	Date	Description		Amount
	6.11 PAYROLL	06/11/2021	GROUP 210403A		1,528.96
Check	06/11/2021	64156 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
	6.11.21	06/11/2021	CASE 2008-026265-DM		201.61
Check	06/11/2021	64157 Accounts Payable	Unifund CCR, LLC		414.27
	Invoice	Date	Description		Amount
	6.11.21 PAYROLL	06/11/2021	CASE D20C03514-GC		414.27
GF CHECKING General Fund Checking Totals:			Transactions: 5		\$3,137.31
Checks:	5	\$3,137.31			

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Hire Teachers

We recently posted for a *JSH Science Teacher* position. Interviews were conducted June 5th with a team consisting of Josh Leader, Sara Serne, Sarah Milbratz, James McRae and Kate Hardy. They received four applicants and interviewed all of them.

The team would like to recommend Jeremy Winsor to this position. His resume is attached.

We have had an open position for the *Elementary School Special Education Teacher* and recently received one resume. A team of Cathy Cooper, Sarah Milbratz, Mike Catrell, Stephanie Smith, Melissa Price and Sara Serne interviewed Megan Kapcia for this position.

The team would like to recommend Megan Kapcia for this position. Her resume is attached.

We recently posted for a *part-time Athletic Director*. Mr. Leader received approximately one dozen applicants. A team of Josh Leader, Sara Serne, Mandy Mutschler, James McRae, Diana Smith, Steve Tompkins, Danette Nordhof and Brad Hesche interviewed six applicants over two different rounds.

The team would like to recommend the hiring of Andrew Clementz to this position.

Suggested Resolution

I move that the Saranac Board of Education hire Jeremy Winsor as the JSH Science Teacher; hire Megan Kapcia as the Elementary Special Education Teacher and Andrew Clementz as part-time Athletic Director upon a clear criminal history check.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Jeremy M. Winsor
1590 W. Riverside Dr.
Ionia, MI 48846
(989) 807-0405 cell

Mr. Josh Leader
MS/HS Principal
Saranac Community Schools
225 Pleasant St.
Saranac, MI 48881

Mr. Leader;

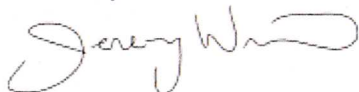
It is with great pleasure that I am seeking to secure a secondary education teaching position with your school district. My certifications are in earth science and biology, with a secondary education emphasis. I feel that my instructional abilities, combined with my work ethic and communication skills would benefit your school district.

Education is the foundation for success in the job market of today. As a teacher I hope to motivate students to achieve higher education and inspire them into a direction of personal accomplishment. My desire is to provide a stimulating learning environment that encourages students to develop a drive to better themselves and their community. I also hope to help students grasp many of the scientific advancements of the day, and help them appreciate the usefulness of these achievements.

I believe that through facilitative learning, students can develop life-long learning habits that will be beneficial to their futures. When students construct their own learning they are better equipped to recreate future learning experiences, and be better able to retain the information longer. I enjoy working with young people and feel that I am able to positively influence many different areas of their lives. Education is a vital part of the success of tomorrow's leaders. I hope to instill in them the importance and desire for education that I have obtained myself.

Please contact me at your convenience to set up an interview so that we may discuss in greater detail how my qualifications would best meet the needs of your educational program. Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jeremy Winsor".

Jeremy M. Winsor

Jeremy Winsor

1590 W. Riverside Dr
Ionia, MI 48846

Cell: (989) 807-0405

Email: winsor.jeremy@gmail.com

Twitter: @JeremyWinsor

Facebook: MrWinsorsClassroom

Webpage: <https://www.fultonpirates.net/Page/446>

YouTube: <https://www.youtube.com/c/JeremyWinsor>

Education

- Aug. 2009 - Aug. 2011 Cornerstone University Grand Rapids, MI
Master of Arts in Educational Leadership
 - o State of Michigan Certification for Principals (K-12)
 - o Overall GPA 3.918 (Graduated with Summa Cum Laude honors)

Fall 2001 – Spring 2006 Central Michigan University Mt. Pleasant, MI
Bachelors of Science in Education (Secondary Emphasis)
 - o Professional Certification-Secondary Education Grades 6th-12th
 - o Major: Earth Science (DH), Minor: Biology (DA)
 - o Dean's List

Experience

- 2015-present Chippewa River Writing Project - CMU Mt. Pleasant, MI
Co-Director Beaver Island Institute
 - o Teacher leader for a week long immersive summer institute blending science and language arts literacy into place-based learning.
 - o Direction and oversight of comprehensive thematic unit development by teacher pairs.

2019-20 Michigan Department of Education Lansing, MI
Michigan Teacher Leadership Advisory Council
 - o Co-Author of MDE's "Learning at a Distance Guidelines"
 - o "Return to Learn" Workgroup
 - o Proud Michigan Educator Monthly Twitter Chat

2010-present Fulton Middle/High School Middleton, MI
Classroom Teacher
 - o Classes Taught: HS Anatomy & Physiology, HS Biology, HS Microbiology, HS Forensic Science, HS Environmental Science, HS Earth Science, HS Investigative Science, HS Careers elective, HS Yearbook elective, 7th Grade Science, 8th Grade Science.
 - o Modeling Instruction Integration & Evaluation, Creation of Science Courses and Curriculum.
 - o Integration and development of online career courses through Moodle / Blackboard.
 - o Collaborative Work with Gratiot-Isabella RESD.
 - o Formative Assessment Integration and Data Analysis.
 - o 2019-20 Farm Bureau Agricultural Education of the Year
 - o 2019-20 Michigan Department of Education Region 4 Educator of the Year
 - o 2017, 2018 Farm Bureau Teacher of the Year Nominee
 - o 2017 MSTA Teacher of the Year Nominee
 - o Professional Organizations: Michigan Science Teachers Association (MSTA), American Modeling Teachers Association (AMTA), National Science Teachers Association (NSTA)

Educational Leadership
 - o Modeling Instruction Integration for grades 6-12 as Science Department Chair
 - o Raised funds (~\$75K) and constructed (on prep time / after school) Fulton Schools Greenhouse
 - o Beaver Island Institute (CMU STEM) Teacher Coach/Consultant
 - o Consult & Collaboration with Saranac Community Schools for integration of new Michigan Science Standards and Modeling Instruction Pedagogy
 - o Chippewa River Writing Project – Presenter (MLK Day), New Pathways to Leadership Teacher Consultant
 - o Michigan Science Teachers Association (MSTA) Annual Conference Presenter – Aquaponics in the Classroom
 - o Aquaponics STEM creation & adoption as a method of science instruction related to Earth Systems, Energy and Matter, Biogeochemical Cycles, Life Cycles, & Human Impacts – Various engagements with districts throughout the state wishing to use my framework.
 - o Creation of Salmon in the Classroom curriculum and teacher training utilized throughout Michigan.
 - o Gratiot-Isabella RESD teacher science coalition & NGSS Framework Development.
 - o NGSS Three-Dimensional Science Performance Assessment Project Task Author
 - o Local business collaboration for skills development
 - o Creation of Fulton Schools "Project S.T.R.E.A.A.M."
 - o District Improvement Team, District Executive Council, Current 7-12 Science Chair
 - o Alma College CORE Research

Experience cont.

Educational Leadership Internship

- o Various grants written and acquired – Gratiot County Community Foundation, Grand Rapids Community Foundation, etc.
- o Special Education Remediation & Direction
- o Linking student achievement data to teacher evaluations
- o Online Teacher Training to staff
- o Autism Education (START) Training and Implementation

2007-2010

Ionia High School

Ionia, MI

Classroom Teacher

- o Classes Taught: HS Biology, HS Earth Science, and HS Investigative Science.
- o Developed curriculum aligned to the Michigan High School Standards and benchmarks.
- o Instructed hands-on and virtual labs.
- o Created lessons that integrated technology into the classroom.
- o Formative Assessment Methods and Practice.

2006-2007

Bear Lake Schools

Bear Lake, MI

Classroom Teacher

- o Classes Taught: HS Biology, HS Earth Science, 8th grade Biology, Physical Education Exploratory, Health (Michigan Model), Spanish (Muzzy)

2006

Lakeview High School

Lakeview, MI

Student Teaching Experience

- o Classes Taught: HS Earth Science, HS Introduction to Physics / Chemistry, HS Advanced Biology / General Biology, Geology

Coaching

2015-present

Saranac Community Schools

Saranac, MI

Youth MYWAY Wrestling Coach

2010-2016

Fulton Schools

Middleton, MI

Varsity Wrestling Coach / Varsity Track & Field Coach

- o Evaluation and oversight of sub-varsity coaching staff
- o Managed parents and athletes
- o Instruction of techniques
- o Developed conditioning exercises and drills
- o Coordinated Schedules
- o Managed budgets
- o Organization and development of summer camps/instruction
- o Organization and direction for youth program and coaches
- o Coordinated fundraisers

2007-2010

Ionia High School

Ionia, MI

Varsity Wrestling Head Coach

Freshman Football Coach

Varsity Track Assistant Coach

2005-2006

Lakeview Community Schools

Lakeview, MI

Assistant Varsity Wrestling Coach

Varsity Track Assistant Coach

Hobbies

Fishing, Hunting, Wrestling, Church Activities, Family Time

MEGAN KAPCIA		
7769 LYONS ROAD PORTLAND, MI 48875		
(517) 743-1095 ▪ kapciam@mail.gvsu.edu		

Objectives

To obtain a teaching position in a classroom serving students with a disability. I wish to provide a supportive, student-centered environment, allowing students opportunities to learn, and reach their full potential.

Education

2016-present

Grand Valley State University

Allendale, MI

BS in Education

Major: Comprehensive Science and Arts of Teaching

Major: Special Education

Experience

January-Present 2021

Student Teaching

Boyce Elementary

Ionia Public Schools District

3550 N State Road

Ionia, MI 48846

Cooperating Teacher: Heather Charon

- Collaborated with cooperating teacher
- Created, planned, and delivered lessons that aligned with grade level standards
- Created relationships with students and staff
- Supported social and emotional learning within students

September-November 2020

Student Teaching

Emerson Elementary

Ionia Public School District

645 Hackett Street

Ionia, MI 48846

Cooperating Teacher: Katie Meyers

- Collaborated with the cooperating teacher
- Created, planned, and delivered lessons that aligned to grade level standards
- Created relationships with students and staff

CI/EI cert
 • gen ed cert passed
 • EI test summer
 • CI test summer

January-March 2020

Student Teaching

Emerson Elementary

Ionia Public School District

645 Hackett Street

Ionia, MI 48846

Cooperating Teacher: Denise VanLuven

- Collaborated with the cooperating teacher
- Worked individually and in small groups with students in reading, writing, and math
- Created and executed lesson plans that aligned to specific grade level standards

August-December 2019

Teacher Assisting

Saranac Elementary

Saranac Community Schools

250 Pleasant St

Saranac, MI 48881

Cooperating Teacher: Melissa Price

- Observed lesson planning and execution of lessons
- Worked individually and in small groups with students during math
- Collaborated with cooperating teacher

June 2016- August 2017

Camp Counselor

Dewitt Area Recreation Authority

Dewitt Township Community Center

16101 Brook Road

Lansing, MI 48906

- Responsible for a group of 10 campers
- Planned and executed activities and games for campers
- Supervised lunch and assisted in check-out procedures

Work Experience

August 2017- May 2019

Campus View Housing – Recreation League Coordinator

Allendale, MI 49401

September 2018- May 2019

Campus View Housing – Leasing Consultant

Allendale, MI 49401

June 2020-Present

Willow Wood Golf Club- Pro Shop Consultant

Portland, MI 48875



Student Teaching Final Narrative

Name Student Teacher _____ Megan Kapcia _____ Semester/Year _____ Fall 2020 _____

School District _____ Ionia Public _____ School Building _____ Emerson _____ City _____ Ionia _____ State _____ MI _____

Please provide a brief placement overview and summary description of the student teacher's performance related to the Four Domains of Professional Practice: Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibilities. Thank you.

Megan Kapcia was very successful in completing her Elementary Practicum experience at Emerson Elementary in Ionia, Michigan. Emerson reported that sixty three percent (63%) of it's students were identified as economically disadvantaged. Megan effectively taught in an active 4th grade classroom.

As part of effective lesson planning, the Ms. Kapcia crafted both gradual release and constructivist lessons, in which students created their own learning. To establish clear academic expectations, specific learning targets toward which students would work throughout the lesson were included in each lesson. Learning targets were measurable and aligned with activities within the lesson and with grade level Standards. Additionally, Ms. Kapcia explicitly referenced the target as part of the introduction and again at the closure of lessons providing student self-assessment and supporting a growth mindset among her fourth graders.

A specific example of effective lesson planning and instructional strategies is a lesson which Meagan created and effectively facilitated that included kinesthetic movement into the lesson to support a variety of learners. This "carousel" activity, in which students moved around the classroom to locate practice items during independent practice time afforded the students opportunities to collaborate with peers and move about the room. Another effective strategy that Megan implemented was the use of a mnemonic device for recalling the names of certain western states in a Social Studies lesson, and the use of the phrase "borrow from your friendly neighbor" when regrouping for subtraction. Teacher Read Alouds, graphic organizers and partners working together were also frequently used to enhance the instruction. Each of these scaffolds provided differentiated instruction to meet the academic needs of a variety of learners while making connections to their background knowledge and personal interests.

During her Practicum experience, Emerson school went into virtual learning structure due to COVID 19 outbreaks. Megan took the change in stride and crafted lessons that included online resources, such as Seterra and Pear Deck to continually engage students in the online format.

Throughout each lesson, Ms. Kapcia demonstrated respectful interactions with students, and students were respectful to each other. A culture of learning was supported as Megan frequently posed questions, actively listened to responses and paraphrased student responses. Additionally, Megan's supportive mannerism, frequent positive feedback and her referencing learning targets as "challenges" to be conquered created a positive learning environment in which all students could thrive.

It is with the greatest confidence that I am recommending Ms. Megan Kapcia for Michigan Teacher Certification. She will be a tremendous asset to any School District or teaching staff and to the teaching profession. Those students who will be assigned to her care will greatly benefit from the experience.

This candidate has successfully completed student teaching: ☒ yes ☐ no

University Coordinator: _____ Richard Willobee _____
(Please print name)

University Coordinator: _____ Richard Willobee_M.Ed. _____
(Signature) (Date)

5711 Belding Road
Belding, MI 48809
616-894-7645
andrewjclementz@gmail.com

June 9, 2021

Mr. Josh Leader, Principal
Saranac Jr/Sr High School
150 Pleasant Street
Saranac, MI 48881

leaderjos@scs-staff.org

Dear Mr. Leader,

Please accept this letter of application for the position of athletic director at Saranac Community Schools. My background includes both practical and academic experience in athletics and leadership which I believe will allow me to successfully fulfill, and even exceed, the requirements of this position.

I hold a bachelor of science degree in sports management with a minor in business and a coaching certificate from Grand Valley State University. This degree has given me a broad range of knowledge to enjoy a successful career in sports management and educational athletics, as well as provided me with a good foundation to eventually pursue my Master's Degree. In addition, I have learned many practical applications through my current and previous work experience.

In my current position as the Manager on Duty at MVP Athletic Club, I have deepened my customer service skills and gained knowledge of running athletic facilities, including the most current mandates for athletic facilities. While at Gus Macker Basketball, serving as the tournament foreman, I was involved in many aspects of the tournament functions including assembly and oversight. In addition, I learned how important all aspects of the operation are to make an event successful. Preparation, teamwork, planning, flexibility, customer service, and relationship building are all vital parts of a successful program.

My internship in the athletic department at Allendale High School afforded me valuable experience in sports management. In addition to learning the practical aspects of the job such as budgeting, scheduling, and game management, I was able to see firsthand the impact educational athletics has on the development of the whole student. One project that I take great pride in was my involvement in preparing for the 50th year celebration of athletics at Allendale High School. It was a detailed and time-intensive project that resulted in an event that brought the entire community and school district together to celebrate accomplishments and share stories from past athletic seasons.

As an assistant football coach at Allendale High School, I am able to build relationships with my players and teach them the importance of being dependable in addition to developing a teachable spirit both on and off the playing field. I have also learned the importance of parental and community support in the success of any program.

As the athletic director, I would work to collaborate with the students, coaches, teachers, fellow administrators, and the community to build on the success and integrity of the athletic department. I am certain my skill set and values would be an excellent fit for the athletic director at Saranac Community Schools. Thank you for your consideration. I look forward to hearing from you.

Sincerely,
Andrew Clementz

Andrew Clementz

5711 Belding Road Belding, MI 48809 • (616)894-7645 • andrewjclementz@gmail.com

EDUCATION/CERTIFICATIONS

Grand Valley State University

Allendale, MI

Bachelor of Science Degree – December 2019

Major in Sports Management, Minor in Business, Coaching Certificate, CPR and First Aid Certification

Member of Sports Management Club

PRACTICAL EXPERIENCE

Sports Management/Athletic Director Experience

Volunteered with the Athletic Director – Forest Hills Northern High School

Grand Rapids, MI

September – December 2020

Volunteered time with the high school athletic director assisting with daily administrative duties.

GVSU Sports Management Internship – Allendale Public Schools

Allendale, MI

August – December 2019

Interned with the high school athletic director performing daily administrative duties, including scheduling and budgeting, as well as supervising evening athletic events.

GVSU Job Shadowing Observation – Allendale Public Schools

Allendale, MI

March – April 2017

Observed the high school athletic director performing daily administrative duties and hosting evening high school athletic contests.

Coaching Experience

Assistant High School Football Coach – Allendale Public Schools

Allendale, MI

September 2020 - Current

GVSU Coaching Practicum – Allendale Public Schools

Allendale, MI

August – November 2019

Served as an assistant coach in the Allendale High School Football Program.

GVSU Sports Management Practicum Placement

Gus Macker Basketball

Belding, MI

April – August 2018

Learned aspects of business operations and tournament play. Responsibilities included general office duties, contacting Hall of Fame members, warehousing gear, and tournament functions including assembly, bracketing, serving as assistant foreman and foreman.

Andrew Clementz - Page 2

WORK EXPERIENCE

MVP Athletic Club

Rockford, MI

January 2020 – Current

Manager on Duty (September 2020 – Current): Ensure that all entities of the club are operating in accordance with member/guest expectations, enforce club rules and guidelines, respond to any emergency situations, inventory cash tills, provide facility tours, responsible for membership sales functions including membership pricing, new member sign ups, and account questions.

Member Services Team Member (January – September 2020): Provided customer service to members and guests, assisted members with reservations, account billing questions, comments and concerns, developed and maintained a complete working knowledge of the entire operations and kept current on all programming, events, and functions at the facility.

Gus Macker Basketball

Belding, MI

April 2018 – August 2019 (Summer Employment)

General Labor and Tournament Staff Member: Responsibilities included general office duties, contacting Hall of Fame members, warehousing gear, and all aspects of tournament functions including assembly, bracketing, serving as assistant foreman and foreman.

Grand Valley State University

Allendale, MI

September 2016 – April 2018

Custodial Crew: Maintained cleanliness of various classrooms

Candlestone Golf Resort

Belding, MI

April 2016 – August 2016 (Seasonal Worker)

Grounds Crew: Mowed, trimmed, maintained bunkers

Arctic Glacier

Belding, MI

May 2017 – August 2017; June 2015 – September 2015 (Seasonal Worker)

General Labor and Delivery: Loaded truck and distributed ice to businesses throughout the region

Belding Youth Baseball League

Belding, MI

Summer 2013, Summer 2014 (Seasonal)

Umpire: Umpired Little League Baseball Games

COMMUNITY/VOLUNTEER ACTIVITIES

- Camp Quality Camp Counselor
- Athletic Boosters Hall of Fame Dinner Server
- Gus Macker Basketball Volunteer
- Youth Baseball Hitting League Volunteer

TO: Board of Education

FROM: Sarah Doll, Board President

SUBJECT: 2020-2021 Superintendent's Evaluation

POLICY: 1240 – Evaluation of the Superintendent

At the March 15th meeting we conducted the Superintendent's evaluation. Mr. Smith has provided Student Growth information for your review to finish his evaluation.

Suggested Resolution

I move that the Saranac Board of Education approve the Superintendent's Evaluation for FY: 2020-2021 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Appointing a new board member

Policy: 0142.5 Board Vacancies

At last Wednesday's special board meeting you interviewed six candidates for the vacant board seat. They were Brad Hesche, Randy Oosterhouse, Diana Naylor, Mark Howe, Dawn Thompson and Cheryl Thomas. You will need to appoint one of these candidates to fill in until the next general election, which will be November of 2022.

Suggested Resolution

I move that the Saranac Board of Education appoint _____ as a member of the Saranac Community School Board of Education for the period from July 2021 through December 31, 2022.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approve General Fund Operating Loan

POLICY: 6145 – Borrowing

Jammie Sprank is working on the preliminary cash flow projections for the 2021-2022 school year and has projected that we will need to borrow up to \$1,000,000 to get us through the months with cash flow problems. Our shortfall for the 2020-2021 school year was \$2,400,000.

The Michigan Municipal Bond Authority is again processing loan applications for school districts with cash flow problems. We would borrow the money in August and repay the loan through the next 12 months.

Suggested Resolution

“I move that the Saranac Board of Education waive past practice and adopt the attached resolution: *Resolution Authorizing Issuance of Notes in Anticipation of State School Aid (August Borrowing)*.”

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

**RESOLUTION AUTHORIZING ISSUANCE OF NOTES
IN ANTICIPATION OF STATE SCHOOL AID
(AUGUST 2021 BORROWING THROUGH THE
MICHIGAN FINANCE AUTHORITY)**

Saranac Community Schools, Ionia County, Michigan (the “Issuer” or “School District”)

A regular meeting of the board of education of the Issuer (the “Board”) was held:

- ☐ in the Board Room, Saranac Community Schools, within the boundaries of the District,
- ☐ electronically through _____ with identification number _____

on the 21st day of June, 2021, at ____ o’clock in the __.m. (the “Meeting”)

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, under the terms of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended (the “Act”), the School District is authorized to borrow money for school operations and issue its notes therefor, in one or more series, pledging for the payment thereof moneys to be received by it pursuant to the State School Aid Act of 1979, Act 94, Public Acts of Michigan, 1979, as amended (the “State Aid Act”), which notes shall be the full faith and credit obligation of the School District; and

WHEREAS, the estimated amount of the state school aid appropriations allocated or to be allocated to the School District for the fiscal year ending June 30, 2022 and expected to be received by the School District from October 2021 through August 2022, inclusive (the “2021/2022 State Aid” or the “Pledged State Aid”), is shown in paragraph 1 of Exhibit A; and

WHEREAS, the School District has the need to borrow the sum of not to exceed the amount shown in paragraph 2 of Exhibit A to pay operating expenses for the fiscal year ending June 30, 2022, which amount is estimated to be not more than 70% of the difference between the total state school aid funds apportioned or to be apportioned to the School District for the 2021/2022 State Aid and that portion of the 2021/2022 State Aid already received or pledged; and

WHEREAS, the School District plans to issue or has issued notes, bonds or other obligations subject to Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), relating to arbitrage and the rebate thereof, including but not limited to federally tax-exempt and/or tax-advantaged bonds and other obligations, not including this borrowing, during calendar year 2021 in the aggregate principal amount shown in paragraph 3 of Exhibit A; and

WHEREAS, the School District determines that it is in its best interest to borrow the sum of not to exceed the amount shown in paragraph 2 of Exhibit A and issue and sell general obligation notes in one or more series (the “Note” or “Notes”) of the School District to the Michigan Finance Authority (the “Authority”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The School District, pursuant to Section 1225 of the Act, shall issue its Notes in one or more series in order to borrow for the above purpose a sum not to exceed the amount shown in paragraph 2 of Exhibit A, the final amount and series designation to be determined by an officer designated in paragraph 4 of Exhibit A, or a designee who shall be a member of the administrative staff or board of education of the School District (each an “Authorized Officer”), prior to the sale of the Notes, or such portion thereof as the Michigan Department of Treasury (the “Treasury”) may approve, if prior approval is necessary, and issue the Notes of the School District therefor in anticipation of the distribution of the Pledged State Aid.

2. The Notes shall be issued in one or more series, bear interest at the rate or rates determined on the sale thereof, which shall not exceed the maximum rate permitted by law at the time of sale, be dated as set forth in paragraph 5 of Exhibit A, or as of the date of delivery, and be due and payable on the date shown in paragraph 5 of Exhibit A. The Notes shall be payable in lawful money of the United States of America at a bank or trust company qualified to act as paying agent in the State of Michigan, as shall be designated by the Authority. The Notes shall be in denominations to be determined by an Authorized Officer prior to the sale of the Notes. The Notes shall be subject to redemption prior to maturity as specified in the Purchase Contract described below.

3. The School District hereby appropriates a sufficient amount of the Pledged State Aid to repay the principal of and interest on the Notes. In addition, the full faith and credit of the School District is hereby irrevocably pledged for payment of the principal of and interest on the Notes and, in case of the insufficiency of the Pledged State Aid, the School District shall pay the Notes from any funds legally available therefor, and, if necessary, levy sufficient taxes on all taxable property in the School District for the payment thereof, subject to applicable constitutional and statutory tax rate limitations.

4. In the event any Authorized Officer determines that it is in the best interest of the School District to choose to pay all or a portion of the principal of and interest on the Notes with set-aside installments:

- A. The School District shall set aside moneys in a separate fund with the depository designated in the Purchase Contract described below (the “Depository”) to pay the principal of and interest on the Notes when due in three (3), five (5) or seven (7) consecutive monthly set-aside installments (the “Installment” or “Installments”), ending on July 20, 2022, and earlier on the 20th day of each month (or, in the case of February, the 22nd, and in the case of March, the 21st), or such other state school aid payment date as may be provided for under state law (each a “Payment Date”). If a Payment Date falls on a Saturday, Sunday or legal holiday, the Payment Date shall be the next business day. The payment to the Depository shall be made first from the Pledged State Aid received during the month of the Installment. If, for any reason, the Pledged State Aid received during the month of the Installment is insufficient to pay the Installment, then the School District pledges to use any and all other available funds

- to meet the Installment obligation. If the School District fails to set aside all or any portion of an Installment (the "Installment Shortfall") on the Payment Date, the Authority is authorized, pursuant to Section 17a(3) of the State Aid Act, to intercept 100% of the Pledged State Aid to be distributed to the School District beginning with the month following the School District's failure to meet the Installment obligation and all months thereafter, in accordance with the terms and conditions of the Purchase Contract (the "Purchase Contract") between the Authority and the School District. Beginning with the month following the Installment Shortfall, the Authority shall intercept 100% of the Pledged State Aid to be distributed to the School District and apply the intercepted amount on the following priority basis: (i) the Installment Shortfall; (ii) the current month's Installment; and (iii) any amounts remaining to be immediately distributed to the School District. The intercept process set forth above shall continue each month following the Installment Shortfall until sufficient funds are deposited with the Depository to pay the total principal of and interest on the Notes. Unless expressly authorized by the Authority, the maximum amount of each Installment will not exceed 50% of the amount of Pledged State Aid due to the School District in any set-aside month.
- B. If the School District has failed to deposit all or a portion of an Installment by the last business day of the month of the Installment, the Depository is authorized and directed to give written notice to the Authority, the State Treasurer and the School District on the first business day following the last business day of the month of the failure to deposit all or a portion of the Installment. Upon receipt of such written notice from the Depository, the Authority shall promptly notify the School District that it will immediately commence to intercept 100% of the Pledged State Aid.
- C. If on the date of the final Installment as specified in Schedule I to the Purchase Contract, the funds with the Depository are insufficient to pay the principal of and interest on the Notes when due, the School District, pursuant to Section 17a(3) of the State Aid Act to the extent necessary to meet the payment obligation, assigns to the Authority and authorizes and directs the State Treasurer to advance all or part of any state school aid payment which is dedicated for distribution or for which the appropriation authorizing the payment has been made.
- D. Any Authorized Officer is further authorized to agree, if required by the Authority, to assign to the Authority and authorize and direct the State Treasurer to intercept all or part of any state school aid payment which is dedicated for distribution or for which the appropriation authorizing the state school aid payment has been made pursuant to Section 17(a)(3) of the State Aid Act.
- E. Any Authorized Officer is further authorized to determine that each Installment is a partial mandatory redemption of a particular series of the Notes and that the last Installment is the maturity date of that series of the Notes, and such determination shall be conclusively evidenced by the Purchase Contract.
- F. The School District authorizes and consents to the Authority entering into an investment agreement with a financial institution for the investment of funds deposited with the Depository on behalf of the Authority and the School District, in the event the Authority determines to enter into such an agreement.

5. Any Authorized Officer is authorized to sell all or a portion of the Notes to the Authority without an Installment payment schedule (the “No Set-Aside Notes”) pursuant to the provisions of this resolution. In that event: (A) any Authorized Officer is further authorized to agree, if required by the Authority, to assign to the Authority and authorize and direct the State Treasurer to intercept or advance all or part of any state school aid payment which is dedicated for distribution or for which the appropriation authorizing the state school aid payment has been made pursuant to Section 17a(3) of the State Aid Act; (B) the School District acknowledges that payment of the principal of and interest on certain of the No Set-Aside Notes may be secured by a direct-pay letter of credit issued for the account of the Authority and the School District by one or more providers selected by the Authority (each a “Letter of Credit”; and each issuer a “Letter of Credit Bank”); (C) it shall not be deemed a default by the School District under the provisions of the Purchase Contract or the No Set-Aside Notes if the principal of and interest on the No Set-Aside Notes shall have been paid in full when due to the Authority from proceeds of a drawing on the Letter of Credit and the drawing on the Letter of Credit is reimbursed by the School District on the designated date set forth in the reimbursement agreement relating to the Letter of Credit; and (D) the School District appoints the Authority as its agent to enter into the reimbursement agreement for and on behalf of the School District, if required by the Authority, as well as on the Authority’s own behalf, and the School District agrees to be referred to as an account party in the Letter of Credit obtained by the Authority to secure payment of the No Set-Aside Notes and any series of the Authority’s State Aid Revenue Notes issued to finance the Authority’s purchase of the No Set-Aside Notes.

6. The President and Secretary of the Board of Education shall execute the Notes on behalf of the School District, and the executed Notes shall be delivered to the Authority upon the receipt of the purchase price therefor. The Vice President, Treasurer, Superintendent, Assistant/Associate Superintendent, or individual acting in the capacity of the school business official may execute the Notes instead of either the President or Secretary. The foregoing officials are hereby authorized to execute and deliver a temporary Note or Notes and exchange, when available, final printed Notes therefor at the request of the Authority. If permitted by the Authority, Notes may be executed using electronic or facsimile signatures, with such electronic or facsimile signatures having the same legal effect and enforceability as a manual signature.

7. Unless the Notes are issued as federally taxable, the School District hereby covenants for the benefit of all holders of the Notes to comply with all requirements of the Code that must be satisfied subsequent to the issuance of the Notes in order that the interest thereon be or continue to be excluded from gross income for federal income taxation purposes, including, but not limited to, requirements relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of Note proceeds and moneys deemed to be Note proceeds.

8. If necessary, any Authorized Officer is hereby authorized to make application to Treasury for and on behalf of the School District for an order approving the issuance of the Notes and to pay any applicable fee therefor, or a post-issuance filing fee, as applicable.

9. Any Authorized Officer is hereby authorized to execute any documents or certificates necessary to complete the transaction including, but not limited to, any certificates relating to federal or state securities laws, rules or regulations. If permitted by the Authority, such documents or certificates may be executed using electronic or facsimile signatures, with such electronic or facsimile signatures having the same legal effect and enforceability as a manual signature.

10. The Notes shall be sold to the Authority and the following provisions shall apply:
- A. Any Authorized Officer is hereby authorized to execute and deliver one or more Purchase Contracts with the Authority (which shall be determined by whether one or more series of Notes are issued hereunder) in substantially the form attached hereto as Exhibit B reflecting the terms and conditions of the borrowing with such additions, deletions or substitutions (including without limitation additions, deletions or substitutions required by any Letter of Credit Bank(s) or any purchaser(s) of any series of the Authority's State Aid Revenue Notes issued by the Authority to finance its purchase of the Notes), as the Authority and any Authorized Officer shall deem necessary and appropriate, including the number of set-asides, if any, and their dates and amounts, and not inconsistent with the provisions of this resolution. The choice of whether to make Installments for the Notes and/or the number, dates and amounts of Installments shall be conclusively evidenced by the Purchase Contract. The Purchase Contract shall include the School District's agreement with respect to any Installment not received by the Depository from the School District on the respective Payment Date, to pay the Authority an amount as invoiced by the Authority to recover its administrative costs and lost investment earnings attributable to that late payment. If permitted by the Authority, a Purchase Contract may be executed by an Authorized Officer using an electronic or facsimile signature, with such electronic or facsimile signature having the same legal effect and enforceability as a manual signature.
 - B. Any Authorized Officer is further authorized to approve (i) the specific interest rate(s) to be borne by the Notes, not exceeding the maximum rate permitted by law, (ii) the purchase price of the Notes, not less than the price specified in paragraph 6 of Exhibit A, (iii) a guaranteed investment agreement or other permitted investment in accordance with state law for funds paid to the Depository, if applicable, (iv) direct payments of Pledged State Aid to and if required by the Authority, (v) if applicable, a default rate with respect to a private placement of the Notes, and (vi) other terms and conditions relating to the Notes and the sale thereof.
 - C. The form of the No Set-Aside Notes shall contain the following language in substantially the form set forth below as applicable, with such additions, deletions or substitutions (not inconsistent with the Purchase Contract) as the Authority and any Authorized Officer shall deem necessary and appropriate:

To the extent permitted by law, the principal of and interest on this Note which remains unpaid after this Note has matured and all other outstanding and unpaid amounts owing by the School District under the Purchase Contract shall bear interest until paid at an interest rate per annum based upon a 360-day year for the actual number of days elapsed equal to the "Bank Reimbursement Rate" as described in Schedule I to the Purchase Contract.

11. By opting to sell its Notes to the Authority, the School District hereby determines that it is in the best interest of the School District to sell its Notes to the Authority rather than sell the Notes at a competitive sale based upon the historical performance of the Authority's note pool program whereby competitive interest rates and reduced costs of issuance are obtained by pooling several participating school districts in one or more series of notes. Any School District policy or

bylaw that requires a bidding process to sell the Notes is suspended by this resolution with respect to the School District's sale and issuance of the Notes.

12. Within fifteen (15) business days after issuance of the Notes, the Board hereby authorizes and directs the Superintendent to cause to be filed with Treasury any and all documentation required subsequent to the issuance of the Notes, along with any statutorily required fee.

13. Each series of Notes issued hereunder are of equal standing as to the Pledged State Aid. The School District reserves the right to issue additional notes or other obligations of equal standing with the Notes as to the Pledged State Aid with the prior written consent of an authorized officer of the Authority. The School District further resolves that the amount payable as to principal of and interest on the Notes plus the amount payable as to principal of and interest on or prior to the maturity date of the Notes on any additional notes or other obligations of equal standing with the Notes as to payment from Pledged State Aid will not exceed 70% of the amount of Pledged State Aid.

14. The Authority has appointed Thrun Law Firm, P.C. to act as counsel to the underwriter and the structuring agent for the August 2021 state aid note program. The School District consents to Thrun Law Firm, P.C. representing this School District and acting as counsel to the underwriter and the structuring agent for the Authority's August 2021 state aid note program.

15. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

Ayes: Members

Nays: 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 the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

IFK/clw

EXHIBIT A

1. Estimated 2021/2022 State Aid allocated or to be allocated for fiscal year ending June 30, 2022: \$7,334,298 (total amount estimated to be received from October 1, 2021 through August 31, 2022)
2. Amount of borrowing not to exceed: \$1,000,000
3. Principal amount of notes, bonds or other obligations, including but not limited to federally tax-exempt and/or tax-advantaged bonds, not including this borrowing, that have been issued or are expected to be issued during the 2021 calendar year: \$0 (include plans for voted or non-voted bonds, refunding bonds, additional state aid notes, tax anticipation notes, installment purchase agreements, lines of credit, and lease-purchase agreements)
4. Authorized Officer: President, Vice President, Secretary or Treasurer of the Board of Education, Superintendent, Assistant/Associate Superintendent, or individual acting in the capacity of the school business official, or a designee thereof
5. The Notes shall be dated August 20, 2021 and shall mature on July 20, 2022, August 22, 2022, or such other date as determined by any Authorized Officer
6. Purchase price: Not less than 97% of the principal amount of the Notes
7. Five percent (5%) of estimated fiscal year 2020/2021 operating expenses: \$472,251

EXHIBIT B
FORM OF PURCHASE CONTRACT
[Insert Name of School District Here]

The Michigan Finance Authority (the “Authority”), a public body corporate, separate and distinct from the State of Michigan, hereby offers to enter into this Purchase Contract with the Issuer named below (the “Issuer”) which, upon the acceptance of this offer by the Issuer, will be binding upon the Authority and the Issuer. This offer is made subject to acceptance on or before the date set forth below. The Issuer accepts the electronic or digital signature of the Authority’s Executive Director (or other authorized officer of the Authority) if set forth below and acknowledges that it has the same legal effect and enforceability as a manual signature.

Upon the terms and conditions and upon the basis of the representations, warranties and agreements set forth herein, including those set forth in Schedule I hereto, the Authority hereby agrees to purchase from the Issuer, and the Issuer hereby agrees to sell and deliver to the Authority, notes (the “Notes”) in the principal amount and with the interest rate as shown in Schedule I. The purchase price for the Notes shall be as set forth in Schedule I.

IF THREE, FIVE OR SEVEN SET-ASIDES ARE APPLICABLE, THE FOLLOWING LANGUAGE SHALL BE INCLUDED IN THE PURCHASE CONTRACT:

[The Issuer acknowledges that the Authority will purchase the Notes with proceeds from certain State Aid Revenue Notes to be issued by the Authority (the “Authority’s Notes”). The Issuer represents and warrants to, and agrees with, the Authority that (A) the Issuer has, and on the Closing Date (specified below) will have, full legal right, power and authority (1) to enter into this Purchase Contract, and (2) to sell and deliver the Notes to the Authority and pledge and assign to the Authority the moneys to be received by the Issuer pursuant to the State School Aid Act of 1979, as amended (the “State School Aid”) as provided herein and in the resolution authorizing the Notes and the Issuer has duly authorized and approved the execution and delivery of and the performance by the Issuer of its obligations contained in this Purchase Contract including those set forth in Schedule I; and (B) the Issuer shall promptly pay its pro rata share of the Costs of Issuance upon notification by the Authority. The term “Costs of Issuance” shall mean and include underwriters’ discount, printing charges, rating agency charges, trustee fees, note counsel fees, and other counsel fees and issuance fees of the Authority and the underwriter(s) related to the Authority’s Notes; provided, however, that the Issuer’s pro rata share of such Costs of Issuance shall not exceed the amount shown in Schedule I.

The Issuer pledges to pay the principal of and interest on the Notes from its State School Aid appropriations allocated or to be allocated to it for the fiscal year ending June 30, 2022 and to be paid from October 2021 through August 2022, inclusive (the “Pledged State Aid”). Moneys to pay the principal of and interest on the Notes when due shall be set aside in a separate fund with the Depository (as defined in Schedule I) as hereinafter described in 3, 5 or 7 installments (the “Installment” or “Installments”) as specified in Schedule I, or such other State School Aid payment date as may be provided for under state law (the “Payment Date”). If a Payment Date falls on a Saturday, Sunday or legal holiday, the Installment shall be due on the next business day. The payment to the Depository shall be made first from the Pledged State Aid received during the month of the Installment. Notwithstanding the foregoing, the Issuer hereby irrevocably directs the Treasurer of the State of

Michigan to directly transfer to the Depository payment of the Issuer's current month's Installment from the Pledged State Aid received during the month of the Installment on the Payment Date. If, for any reason, the Pledged State Aid received during the month of an Installment is insufficient to pay the Installment (an "Installment Shortfall") the Issuer pledges to use any and all other legally available funds to pay the Installment Shortfall. If the Issuer has failed to deposit with the Depository all of the Installment Shortfall by the last business day of the month of the Installment, the Depository is authorized and directed to give written notice to the Authority, the State Treasurer, and the Issuer on the first business day following the last business day of the month of the failure to deposit all of the Installment Shortfall. Upon receipt of written notice from the Depository, the Authority shall promptly notify the Issuer that it will immediately commence to intercept Pledged State Aid as described herein.

Pursuant to Section 17a(3) of the State School Aid Act of 1979, as amended (the "Act"), the Authority is authorized to intercept 100% of the Pledged State Aid to be distributed to the Issuer. Beginning with the month following the Installment Shortfall, for Pledged State Aid to be distributed to the Issuer pursuant to the Act on or before July 20, 2022, the Authority shall intercept 100% of that Pledged State Aid and apply the intercepted amount on the following priority basis: (A) to the Installment Shortfall; (B) to the current month's Installment; and (C) any amounts remaining to be immediately distributed to the Issuer. Except as otherwise provided below, the intercept process set forth above shall continue each month following the Installment Shortfall until sufficient funds are deposited with the Depository to pay the principal of and interest on the Notes.

If on the date of the final Installment as specified in Schedule I, the funds on deposit with the Depository are insufficient to pay the principal of and interest on the Notes when due, and any and all other amounts owed by the Issuer as set forth in Schedule I (the "Payment Obligations"), and the Issuer also has an outstanding no set-aside state aid note issued as a separate series on August 20, 2021 (a "No Set-Aside Note") and purchased by the Authority with proceeds from the Authority's State Aid Revenue Notes, Series 2021A-2, then the Issuer, pursuant to Section 17a(3) of the Act, to the extent necessary to meet the Payment Obligations, assigns to the Authority and authorizes to intercept, and directs the State Treasurer to advance, the Issuer's Pledged State Aid to be applied pursuant to the terms of any applicable State Aid Agreement, dated as of August 20, 2021, by and among the Authority, the Treasurer of the State of Michigan and _____.

If at any time and from time to time prior to the maturity date of the Notes the Authority has reason to believe that the Issuer will be unable to pay in full the principal of and interest on the Notes when due, the Authority, in its sole discretion, may by phone or email:

(i) request from the Issuer a written confirmation of both its ability to pay the Notes when due and a description of the source(s) of funds for the repayment of the Notes. If the Issuer fails within ten (10) days to provide such confirmation to the satisfaction of the Authority, the Issuer hereby authorizes the intercept of any Pledged State Aid to be distributed to the Issuer before August 2022 in such amount as determined by the Authority to be appropriate and further authorizes the Authority to give notice to the State Treasurer to intercept that amount of any Pledged State Aid which has not already been transferred to the Issuer. Any Pledged State Aid which is thus intercepted shall be transferred to the Depository and shall, after the Authority's Notes are paid, any amounts remaining shall be immediately distributed to the Issuer; and/or

(ii) give notice to the Issuer requiring the Issuer to enter into one or more Tax Intercept Agreements (each a "TIA") to provide additional security for the payment of the Notes. Each TIA shall be in a form prescribed by the Authority, with such additions, deletions

or substitutions reasonably required by any local taxing unit that collects operating taxes revenues collected for the Issuer, and the delinquencies thereon, on behalf of the Issuer, as the Authority and any Authorized Officer shall deem necessary and appropriate.

The Issuer consents to the Authority's pledge and assignment of and grant of a security interest in the Authority's rights and interest (subject to certain rights of indemnification) in the Notes and this Purchase Contract as security for the Authority's Notes and a Trust Indenture dated as of August 1, 2021, issued by the Authority pursuant to its Note Authorizing Resolution adopted May 11, 2021, and for the Authority's obligations under a Note Purchase Agreement between it and any underwriter(s) or purchaser(s) of the Authority's Notes.]

IF NO SET-ASIDE INSTALLMENTS ARE APPLICABLE, THE FOLLOWING LANGUAGE SHALL BE INCLUDED IN THE PURCHASE CONTRACT RELATING TO THE AUTHORITY'S STATE AID REVENUE NOTES SECURED BY A LETTER OF CREDIT (IF ANY):

[The Issuer represents and warrants to, and agrees with, the Authority that (A) the Issuer has, and on the Closing Date (specified below) will have, full legal right, power and authority (1) to enter into this Purchase Contract, and (2) to sell and deliver the Notes to the Authority and pledge and assign to the Authority the moneys to be received by the Issuer pursuant to the State School Aid Act of 1979, as amended (the "State School Aid") as provided herein and in the resolution authorizing the Notes and the Issuer has duly authorized and approved the execution and delivery of and the performance by the Issuer of its obligations contained in this Purchase Contract including those set forth in Schedule I; and (B) the Issuer shall promptly pay its pro rata share of the Costs of Issuance upon notification by the Authority. The term "Costs of Issuance" shall mean and include underwriter's discount, printing charges, letter of credit fees and related charges of a letter of credit (including, without limitation, all other amounts owing by the Authority under the reimbursement agreement relating to the letter of credit), rating agency charges, trustee fees, note counsel fees, and other counsel fees and issuance fees of the Authority related to the Authority's Notes (as defined below); provided, however, that the Issuer's pro rata share of such Costs of Issuance shall not exceed the amount shown on Schedule I hereto.

The Issuer acknowledges that (A) the Authority will purchase the Notes with proceeds from the State Aid Revenue Notes, Series 2021A-2 to be issued by the Authority (the "Authority's Notes"); and (B) the payment of the principal of and interest on the Authority's Notes will be secured by a direct-pay letter of credit (the "Letter of Credit") to be issued by _____ (the "Bank"), pursuant to a reimbursement agreement among the Authority, _____ (as Trustee and Depository), and the Bank, dated as of August 20, 2021 (the "Reimbursement Agreement").

The Issuer agrees that it will deposit with the Depository (as defined in Schedule I) payment of the principal of and interest on the Notes in immediately available funds, the full amount of such principal of and interest on the Notes to be received by the Depository by 11:00 a.m. on the maturity date of the Notes. The Issuer pledges to pay the principal of and interest on its Notes from the 2021/2022 State School Aid to be allocated to it and to be paid from October 2021 through August 2022, inclusive (the "Pledged State Aid").

Not later than August __, 2022, the Issuer shall determine whether there will be sufficient funds on deposit with the Depository on August 22, 2022 (the maturity date of the Notes) to pay the principal

of and interest on the Notes when due on that maturity date. If the Issuer determines that there will be insufficient funds on deposit with the Depository on August 22, 2022 to pay the principal of and interest on the Notes on the maturity date of the Notes, the Issuer will so notify the Authority by telephone and email not later than August __, 2022 (email to: TreasMFA-StateAidNote@michigan.gov; and telephone the Executive Director, 517-335-0994).

If on the maturity date of the Notes there are insufficient funds on deposit with the Depository to pay the principal of and interest on the Notes when due, the Issuer, pursuant to Section 17a(3) of the State School Aid Act of 1979, as amended (the “Act”), to the extent necessary to meet the payment obligation, assigns to the Authority and authorizes and directs the State Treasurer to advance the Issuer’s Pledged State to be applied pursuant to the terms of any applicable State Aid Agreement, dated as of August 20, 2021, by and among the Authority, the State Treasurer of the State of Michigan, and _____. The Issuer acknowledges that such a State Aid Agreement will be executed among the Authority, the State Treasurer, the Depository, and the Trustee for the Authority whereby the State Treasurer agrees to intercept and/or advance all or part of any State School Aid as described under this Purchase Contract. Notwithstanding the foregoing:

(A) The Issuer hereby irrevocably directs the State of Michigan to pay to the Depository 100% of the Pledged State Aid to be distributed to the Issuer in August 2022, and the Depository shall apply the August 2022 State School Aid payment on the following priority basis: (1) first, to pay the Bank the amount necessary to reimburse it for the drawing on the Letter of Credit to pay principal of and interest on the Authority’s Notes on August 22, 2022; (2) second, all other amounts due and owing to the Bank under the Reimbursement Agreement; (3) third, to pay any outstanding obligations relating to any other notes issued and delivered by the Issuer to the Authority concurrently with the Notes (“Other Notes”), if any; and (4) any amount remaining to be immediately distributed to the Issuer.

(B) If (i) the Issuer’s August 2022 State School Aid payment will be less than the aggregate amount of principal of and interest on the Notes and on any Other Notes, and (ii) the Issuer will pay any of the remaining amount due from any source other than proceeds from its borrowing in the Authority’s August 2022 state aid note pool, the Issuer shall give written notice by August __, 2022 to the Authority and the Depository specifying each such source and amount (e.g., \$ ____ will be wired to the Depository from [bank name]).

(C) If at any time and from time to time prior to the maturity date of the Notes the Authority has reason to believe that the Issuer will be unable to pay in full the principal of and interest on the Notes when due, the Authority, in its sole discretion, may by phone or email:

(i) request from the Issuer a written confirmation of both its ability to pay the Notes when due and a description of the source(s) of funds for the repayment of the Notes. If the Issuer fails within ten (10) days to provide such confirmation to the satisfaction of the Authority, the Issuer hereby authorizes the intercept of any Pledged State Aid to be distributed to the Issuer before August 2022 in such amount as determined by the Authority to be appropriate and further authorizes the Authority to give notice to the State Treasurer to intercept that amount of any Pledged State Aid which has not already been transferred to the Issuer. Any Pledged State Aid which is thus intercepted shall be transferred to the Depository and shall be applied after the Authority’s Notes are paid in the same manner as provided in paragraph (A) above; and/or

(ii) give notice to the Issuer requiring the Issuer to enter into one or more Tax Intercept Agreements (each a “TIA”) to provide additional security for the payment of the Notes and the Issuer shall take the actions necessary to enter into the TIA(s). Each TIA shall be in a form prescribed by the Authority, with such additions, deletions or substitutions reasonably required by any local taxing unit that collects operating taxes revenues collected for the Issuer, and the delinquencies thereon, on behalf of the Issuer, as the Authority and any Authorized Officer shall deem necessary and appropriate.

The Issuer consents to the Authority’s pledge and assignment of and grant of a security interest in the Authority’s rights and interest (subject to certain rights of indemnification) in the Notes and this Purchase Contract as security for the Authority’s Notes and a Trust Indenture dated as of August 1, 2021, issued by the Authority pursuant to its Note Authorizing Resolution adopted May 11, 2021 and the Authority’s obligations under the Reimbursement Agreement.]

The Issuer acknowledges that Section 15 of the Authority’s enabling statute, the Shared Credit Rating Act, as amended, provides for a statutory lien on the Authority’s pledge of the Pledged State Aid which is paramount and superior to all other liens for the sole purpose of paying the principal of, and interest on, (i) the Authority’s Notes and (ii) if proceeds of any State Aid Revenue Notes of any other series issued and delivered by the Authority concurrently with the Authority’s Notes are used to purchase any other notes of the Issuer, those other State Aid Revenue Notes.

The Issuer further acknowledges that Section 17a(3) of the Act does not require the State to make an appropriation to any school district or intermediate school district and shall not be construed as creating an indebtedness of the State.

With respect to any payment not received from the Issuer by the Depository by the time and date due under this Purchase Contract, the Issuer agrees to pay the Authority an amount as invoiced by the Authority to recover its administrative costs attributable to the late payment. The Issuer further agrees to reimburse the Authority (A) for any and all amounts which the Authority may have to rebate to the federal government due to investment income which the Issuer may earn in connection with the issuance or repayment of its Notes and (B) for the Issuer’s pro rata share of the Costs of Issuance that were paid by the Authority in the event that the Authority is required to rebate investment earnings to the federal government regardless, in either case, whether the Issuer is subject to such rebate or not. In the event the Issuer does not meet any arbitrage rebate exception pursuant to the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder, relative to the Notes, the Issuer will make any required rebate payment to the federal government when due.

The Issuer shall make the Notes and its other documents, certificates and closing opinions as the Authority shall require (the “Closing Documents”) available for inspection by the Authority on August __, 2021, at the offices of the Thrun Law Firm, P.C., East Lansing, Michigan. At 9:00 a.m., prevailing Eastern Time, on August 20, 2021 (“Closing Date”), the Issuer shall deliver the Notes to the Authority at the offices of _____, Lansing, Michigan, together with the Closing Documents, and the Authority shall accept delivery of the Notes and the Closing Documents and pay the purchase price for the Notes.

The Authority shall have the right in its sole discretion to terminate the Authority's obligations under this Purchase Contract to purchase, accept delivery of and pay for the Notes if the Authority is unable for any reason to sell and deliver the Authority's Notes on or prior to the Closing Date.

Michigan Finance Authority

By _____
Its Authorized Officer

Accepted and Agreed to this
_____ day of _____, 2021
_____ ("Issuer")
By _____
Title: _____

(Signature page to Purchase Contract)

Schedule I

[INSTALLMENT PAYMENT SCHEDULE]

All capitalized terms used and not expressly defined in this Schedule I shall have the meanings given to them in the Purchase Contract to which this Schedule I is attached (the "Purchase Contract").

1. The Issuer hereby covenants that it will deposit all Installment payments as set forth in paragraph 9 below with _____, or its successor (the "Depository") at its designated corporate trust office located in _____, Michigan. [The Issuer directs the Depository to use the proceeds of the Installment payments to acquire U.S. Treasury Obligations state and local government series (SLGS) and/or such other U.S. Treasury notes, bonds, bills and securities as authorized and directed by the Authority and as permitted by law, or, if authorized and directed by the Authority, to enter into an investment contract with a financial institution on behalf of the Issuer for the investment of the Installment payments.] In the event the Depository resigns, or is removed, the Issuer hereby accepts and appoints a successor depository appointed by the Authority as depository for the Notes.

2. The number of Installments shall be as set forth in paragraph 9 below. The Issuer hereby agrees to deposit funds with the Depository in accordance with the Purchase Contract and its resolution authorizing the Notes.

3. The Issuer covenants that it will deliver from time to time such additional information regarding the financial condition of the Issuer as the Authority may reasonably request.

4. The Issuer covenants that the principal amount of the Notes and the interest thereon, together with the amounts payable as to principal and interest on any additional notes or other obligations of equal standing with the Notes as to the Pledged State Aid, will not exceed 70% of the amount of State School Aid to be received by the Issuer during the period from October 1, 2021, through August 31, 2022.

5. The principal amount and the initial interest rate on the Notes shall not exceed \$ _____ and _____% per annum, respectively.

6. The Issuer's pro rata share of the Costs of Issuance shall not exceed: (A) \$ _____, plus (B) the Issuer's pro rata share of related charges pursuant to the Note Purchase Agreement between the Authority and the underwriter(s).

7. The Notes shall be dated August 20, 2021 and shall mature on [July 20][August 22], 2022.

8. The purchase price of the Notes shall be \$ _____ (par of \$ _____ [less net discount of \$ _____] [plus net premium of \$ _____]).

9. The amounts of the Installments/Mandatory Redemptions on the Payment Dates are:

Payment Date

Installment/Mandatory Redemption

10. As long as the Notes are outstanding, the Issuer shall neither pledge nor make any request for an advancement pursuant to Section 17b of the State School Aid Act of 1979, as amended, of any portion of its Pledged State Aid, October 2022 State School Aid, or State School Aid payable thereafter without the prior written consent of the Authority, by its Executive Director, which consent shall not be unreasonably withheld. The Issuer shall not, at any time prior to the maturity of the Notes, issue any other obligations pledging the Pledged State Aid ("Other Obligations") unless: (i) the Issuer shall have given prior written notice to the Authority of the Issuer's intent to issue any Other Obligations promptly after forming such intent; (ii) any Other Obligations shall mature after August 22, 2022; and (iii) any pledge of the Pledged State Aid as security for the payment of any Other Obligations shall be: (A) expressly subject to the prior

right of interception set forth in this Purchase Contract; and (B) expressly subordinate, under written subordination terms satisfactory to the Authority and its counsel, to the Issuer's prior pledge of Pledged State Aid as security for the Notes. "Other Obligations" as defined in this paragraph shall not include state aid notes, if any, issued by the Issuer as a separate series on August 20, 2021 and purchased by the Authority with proceeds from its State Aid Revenue Notes, Series 2021A-2, to be issued by the Authority pursuant to the Trust Indenture dated as of August 1, 2021. Any one or more of the foregoing restrictions set forth in this paragraph may be waived in writing by the Authority, by its Authorized Officer, in his or her sole and absolute discretion.

11. The Notes and related funds on hand with the Depository are Security for the Authority and the Trustee. The Issuer is directing the Authority, and the Authority is directing the Depository, to enter into an investment agreement with a financial institution for investment of such funds on behalf of the Authority and the Issuer. Subject to all ownership and security interests of the Authority, the Trustee and the Depository in and to such funds, accounts and investment, and to the extent required by law, an undivided interest in and to such investment, in the Issuer's designated allocable amount, is granted to the Issuer.

[Note: If a Purchaser of the Authority's State Aid Revenue Notes, Series 2021A-__, requires particular provisions for determining the interest rate on the Notes or a default interest rate, such provisions will be added to this Schedule I, as appropriate]

Schedule I

[NO INSTALLMENTS]

All capitalized terms used and not expressly defined in this Schedule I shall have the meanings given to them in the Purchase Contract to which this Schedule I is attached (the "Purchase Contract").

1. The Issuer hereby agrees to deposit or cause to be deposited funds to pay principal of and interest on the Notes with _____, or its successor (the "Depository") at its designated corporate trust office located in _____, Michigan, in accordance with the Purchase Contract and resolution authorizing the Notes. In the event the Depository resigns, or is removed, the Issuer hereby accepts and appoints a successor depository appointed by the Authority as depository for the Notes.
2. The Issuer covenants that it will deliver from time to time such additional information regarding the financial condition of the Issuer as the Authority may reasonably request.
3. The Issuer covenants that the principal amount of the Notes and the interest thereon, together with the amounts payable as to principal and interest on any additional notes or other obligations of equal standing with the Notes as to the Pledged State Aid, will not exceed 70% of the amount of State School Aid to be received by the Issuer during the period from October 1, 2021, through August 31, 2022.
4. The principal amount and the initial interest rate on the Notes shall not exceed \$ _____ and _____% per annum, respectively.
5. The Issuer's pro rata share of the Costs of Issuance shall not exceed: (A) \$ _____, plus (B) the Issuer's pro rata share of related charges pursuant to the Reimbursement Agreement among the Authority, the Bank and the Depository (including, without limitation, all other amounts owing by the Authority under the Reimbursement Agreement and the initial fee of the Bank).
6. The Notes shall be dated August 20, 2021 and shall mature on [August 22], 2022.
7. The purchase price of the Notes shall be \$ _____ (par of \$ _____ [less net discount of \$ _____] [plus net premium of \$ _____]).
8. The amounts of the Installments/Mandatory Payments on the Payment Dates are:

Payment Date

Installment/Mandatory Redemption

9. Drawings on the Letter of Credit shall be reimbursed to the Bank on the same day in immediately available funds and reasonable charges and expenses which the Bank may pay or incur relative to the Letter of Credit shall be reimbursed to the Bank on demand as provided in the Reimbursement Agreement. Interest shall be payable to the Bank at a daily fluctuating interest rate per annum (the "Bank Reimbursement Rate") equal to (i) in the case of any amount drawn under the Letter of Credit and not so reimbursed, the Base Rate plus ____%; and (ii) in the case of any aforesaid reasonable charges and expenses which the Bank may pay or incur relative to the Letter of Credit, the Base Rate plus ____%.

"Adjusted One Month LIBOR Rate" means for any date an interest rate per annum (rounded upwards, if necessary, to the next 1/16 of 1%) equal to the sum of (i) ____% per annum plus (ii) the quotient of (a) the interest rate determined by the Bank by reference to the Reuters Screen LIBOR01 Page (or on any successor or substitute page) to be the rate at approximately 11:00 a.m. London time, on such date or, if such date is not a Business Day, on the immediately preceding Business Day, for dollar deposits with a

maturity equal to one (1) month divided by (b) one minus the Reserve Requirement (expressed as a decimal) applicable to dollar deposits in the London interbank market with a maturity equal to one (1) month, provided that if the rate for any date so determined shall be less than zero, such rate shall be zero for purposes of this calculation.

“Base Rate” means, for any day, the highest of (a) the Prime Rate, (b) the Adjusted One Month LIBOR Rate and (c) _____ percent (____%) per annum. In the event of permanent discontinuance of LIBOR, the Base Rate would equal the higher of (a) and (c).

“Business Day” means any day other than (i) a Saturday or Sunday, (ii) a day on which banking institutions in the States of Michigan, Illinois or New York are authorized or required by law or executive order to close or (iii) a day on which the New York Stock Exchange is closed.

“Prime Rate” means the rate of interest last quoted by The Wall Street Journal as the “Prime Rate” in the U.S. or, if The Wall Street Journal ceases to quote such rate, the highest per annum interest rate published by the Federal Reserve Board in Federal Reserve Statistical Release H.15 (519) (Selected Interest Rates) as the “bank prime loan” rate or, if such rate is no longer quoted therein, any similar rate quoted therein (as determined by the Bank) or any similar release by the Federal Reserve Board (as determined by the Bank). Each change in the Prime Rate shall be effective from and including the date such change is publicly announced or quoted as being effective.

“Reserve Requirement” means a percentage equal to the daily average during the most recently completed interest period of the aggregate maximum reserve requirements (including all basic, supplemental, marginal and other reserves), as specified under Regulation D of the Federal Reserve Board, or any other applicable regulation that prescribes reserve requirements applicable to Eurocurrency liabilities (as presently defined in Regulation D) or applicable to extensions of credit by the Purchaser the rate of interest on which is determined with regard to rates applicable to Eurocurrency liabilities. Without limiting the generality of the foregoing, the Reserve Requirement shall reflect any reserves required to be maintained by the Purchaser against any category of liabilities that includes deposits by reference to which the Adjusted One Month LIBOR Rate is to be determined.

10. So long as the Notes are outstanding or any amounts are due and owing to the Authority under this Purchase Contract, the Issuer shall neither pledge nor make any request for an advancement pursuant to Section 17b of the State School Aid Act of 1979, as amended, of any portion of its Pledged State Aid, October 2022 State School Aid, or State School Aid payable thereafter without the prior written consent of the Authority, by its Executive Director, which consent shall not be unreasonably withheld. The Issuer shall not, at any time prior to the maturity of the Notes, issue any other obligations pledging the Pledged State Aid (“Other Obligations”) unless: (i) the Issuer shall have given prior written notice to the Authority of the Issuer’s intent to issue any Other Obligations promptly after forming such intent; (ii) any Other Obligations shall mature after August 22, 2022, and (iii) any pledge of the Pledged State Aid as security for the payment of any Other Obligations shall be: (A) expressly subject to the prior right of interception set forth in this Purchase Contract; and (B) expressly subordinate, under written subordination terms satisfactory to the Authority and its counsel, to the Issuer’s prior pledge of Pledged State Aid as security for the payment of the Notes. “Other Obligations” as defined in this paragraph shall not include state aid notes, if any, issued by the Issuer as a separate series on August 20, 2021 and purchased by the Authority with proceeds from the State Aid Revenue Notes, Series 2021A-1, to be issued by the Authority pursuant to the Trust Indenture dated as of August 1, 2021. Any one or more of the foregoing restrictions set forth in this paragraph may be waived in writing by the Authority, by its Authorized Officer, in his or her sole and absolute discretion.

[Note: If a Purchaser of the Authority’s State Aid Revenue Notes, Series 2021A-__, requires particular provisions for determining the interest rate on the Notes or a default interest rate, such provisions will be modified, or added to, this Schedule I, as appropriate]

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Saranac's Emergency Operations Plan (EOP)

I will present the Emergency Operations Plan and ask for approval at the July 19th meeting.



Saranac Emergency Operations Plan

July 2021

Saranac Community Schools

E/L361 and G364: Multi-hazard Emergency Planning for Schools



FEMA

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Saranac Community Schools

Emergency Operations Plan

July 2021



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SIGNATORY PAGE

This school emergency operation plan has been completed and approved through a collaboration of efforts in the community, including:

Sarah Doll
School Board President

Jason Smith
School Superintendent

Roy Hawkins
School Board Member

Ted Vankuiken
School Board Member

Kevin Courtney
School Board Member

Chad Elliott
School Board Member

David Price
School Board Member

Josh Leader
JSH Principal

School Board Member

Charlie Noll
Ionia Co. Sheriff

Mike Catrell
Elementary Principal

Stan Hoskins
Ionia Co. Emergency Manager

Sara Serne
K-12 Principal

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I. INTRODUCTION

A. Purpose of the Plan

The purpose of the Saranac School Emergency Operations Plan (School EOP) is to identify and respond to incidents by outlining the responsibilities and duties of Saranac Schools and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Saranac Schools has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and hazard-specific annexes outline an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. Saranac Schools regularly schedules in-service training for faculty and staff.

Lastly, developing, maintaining, and exercising the School EOP increases Saranac School's legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

B. Scope of the Plan

The Saranac Schools Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plan; training and sustainability plans; authority and references as defined by local, tribal, State, and Federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

1. Definitions

Incident: An incident is an occurrence – natural, technological, or human- caused – that requires a response to protect life or property. The principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include but are not limited to natural, technological, and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

2. School Board Policy Statement

The Saranac School Emergency Operations Plan operates within the framework of the Saranac School Board policy.

C. Situation Overview/Hazard Analysis Summary

1. School Population

a. General Population

Saranac School's current enrollment is approximately 925 students located in two one-story buildings on campus. These students are supported by a committed staff and faculty consisting of:

- 60 Teachers and specialists
- 3 Administrators
- 12 Office/support staff
- 2 Instructional Assistants
- 7 Cafeteria staff
- 12 Maintenance and custodial staff

A master schedule of where classes, grade levels, and staff are located during the day is provided to each classroom and is available in the main office. The master schedule is also located in Appendix A as a reference.

b. Special Needs Population

Saranac Schools is committed to the safe evacuation and transport of students and staff with special needs. The special needs population includes students/staff with:

- Limited English proficiency,
- Cognitive or emotional disabilities,
- Deafness or hearing loss,
- Mobility/physical disabilities (permanent and temporary), and
- Medically fragile health (including asthma and severe allergies).

The school's current enrollment of students with special needs is approximately 60; however, this number will fluctuate. Students and/or staff may require additional assistance if they are temporarily on crutches, wearing casts, etc.

Classrooms containing students and staff that require additional assistance during an incident will be noted by an asterisk next to the room number during the applicable class period(s) on the master schedule. The list of students and staff names with special needs along with their schedules can be found in Appendix B. Staff members that have been trained and assigned to assist the special needs population during drills, exercises, and incidents are listed in Appendix B.

2. Building Information

Saranac Schools is located on an 80-acre lot and includes two school buildings, one central office/tech building, one bus garage, one baseball field, one football/track, one softball field, one soccer field and two staff parking lots per building.

A map of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shutoffs is included in Appendix C. All staff members are required to know these locations as well as how to operate the utility shutoffs.

3. Hazard Analysis Summary

Saranac Schools is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

In June 2018, school staff members and students completed a thorough hazard analysis to identify any circumstances in the school or near the campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential hazards that may impact the site, the staff, and the students. Identified hazards have been assessed by risk and likelihood and ranked accordingly.

The table on the following page briefly discusses Saranac School's high-priority hazards including flood, severe storm, fire, chemical, intruder, civil disturbance, and terrorism.

Table 1. High-Priority Hazards

Flood	<p>Flooding is a natural feature of the climate, topography, and hydrology of Saranac and its surrounding areas. Flooding predominates throughout the winter and early spring due to melting snow, breakaway ice, and rainy weather.</p> <p>The Grand River, north of Saranac, floods every year. Long periods of rainfall and mild temperatures are normally the cause. Saranac Schools is located just south of the flood plain, so the school grounds don't often flood, but the surroundings areas are often at-risk.</p> <p>Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee.</p>
Severe Storm	<p>Saranac Schools and its surrounding areas are vulnerable to severe local storms. The effects are generally transportation problems and loss of utilities, but can vary with the intensity of the storm, the level of preparation by Saranac Schools, and the equipment and staff available to perform tasks to lessen the effects of severe local storms.</p> <p>During winter storms, high snowfall and cold temperatures have often resulted in significant snow accumulations. The accumulations aggravated by rain, drifting snow, and ice in roof drains caused excessive weight and the damage of roofs and out buildings.</p>
Fire	<p>Fire hazards are the most prevalent types of hazard.</p> <p>A 2003 fire at Mitchell School in Columbia County reiterated the importance of fire preparedness and prevention efforts. That fire, started in a science laboratory, caused \$20,000 in damages.</p>
Chemical	<p>Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around Saranac. Currently, ammonia, chlorine, gasoline, diesel fuel, and propane are all used and stored on school grounds.</p>

Intruder	While a hostile intruder incident has never occurred in Saranac Schools, like any school, is vulnerable to intruders.
Civil Disturbance	<p>The Village of Saranac, like most towns with a population over 2,500, is vulnerable to civil disturbances.</p> <p>A small-scale riot occurred in Saranac in 2003 after a celebration basketball win. The stands emptied and students and parents from both teams began to get hostile and fight. Police were called to settle the disturbance.</p> <p>Ionia County hosts numerous different prisons and some of those institutions border near our school district. The school has had to go into shelter-in-place during times when inmates have left, escaped, or been unaccounted for.</p>
Terrorism	Saranac Schools, like other public institutions, is vulnerable to terrorist activity.

4. Preparedness, Prevention, and Mitigation Overview

Preparedness is achieved and maintained through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action. Ongoing preparedness efforts require coordination among all those involved in emergency management and incident response activities. Saranac Schools fosters preparedness at all levels including students, parents, teachers, and staff. Examples of preparedness actions include maintaining this plan, conducting training, planning and implementing drills and exercises, etc.

Prevention includes actions to avoid an incident or to intervene to stop an incident from occurring. Saranac Schools is committed to taking proactive prevention measures whenever possible to protect the safety and security of students and staff. Our policies include zero tolerance for bullying and other actions that undermine the safe haven of our school. Plans to upgrade security systems offer greater protection of our students. In addition, Saranac Schools began a check in procedure to require adults to display identification badges.

Mitigation includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Saranac Community Schools has

taken action to reduce or eliminate the adverse effects of natural, technological, and human-caused hazards on people and property.

For example, of the many hazards that can endanger a school facility and its service to the community, the most prevalent is fire. Saranac Schools was built in accordance with State building codes, in the form of approved materials, fire-resistant assemblies, exiting requirements, the width and design of stairs, the dimensions of corridors, fire suppression systems, and many other standards.

D. Planning Assumptions and Limitations

1. Planning Assumptions

Stating the planning assumptions allows Saranac Schools to deviate from the plan if certain assumptions prove not to be true during operations. The Schools EOP assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire inspections, will prevent or reduce incident-related losses.
- Maintaining the School EOP and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

2. Limitations

It is the policy of Saranac Schools that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Saranac Schools can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

II. CONCEPT OF OPERATIONS

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

A. National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. This system ensures that those involved in incident response/recovery understand what their roles are and have the tools they need to be effective.

According to Homeland Security Presidential Directive 5 and the U.S. Department of Education, school districts are among local agencies that must adopt NIMS if they receive Federal grant funds. As part of its NIMS implementation, Saranac Schools participates in the local government's NIMS preparedness program and believes it is essential to ensure that response/recovery services are delivered to schools in a timely and effective manner. Saranac Schools recognizes that staff and students will be first responders during an incident. Adopting NIMS enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders, and emergency managers.

Saranac Schools works with local government agencies to remain NIMS compliant. NIMS compliance for school districts includes completing the following:

- Adopt the use of the Incident Command System (ICS). All staff and students who assume roles described in this plan will receive ICS-100 training. ICS-100 is a Web-based course available free from the Federal Emergency Management Agency (FEMA) Emergency Management Institute.
- Complete NIMS awareness course IS-700 NIMS: An Introduction. IS-700 is a Web-based course available free from the Emergency Management Institute.

All persons assuming roles described in the basic plan or annexes will take on-line training.

- Participate in local government's NIMS preparedness program and incorporate the school plan into the community EOP.
- Train and exercise the plan. All staff and students are expected to participate in training and exercising the plan's procedures and hazard-specific incident plans. The school is charged with ensuring that the training and equipment necessary for an appropriate response/recovery operation are in place.

B. Implementation of the Incident Command System (ICS)

In a major emergency or disaster, Saranac Schools may be damaged or need to be evacuated, people may be injured, and/or other incident management activities may need to be initiated. These activities must be organized and coordinated to ensure efficient incident management. **The Incident Command System (ICS) will be used to manage all incidents and major planned events.**

The Incident Commander at Saranac Schools will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an incident command post (ICP) and provide an assessment of the situation to the principal or other officials, identify incident management resources required, and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a qualified Incident Commander.

C. Initial Response

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate

The principal or his/her designee is responsible for activating the School EOP, including common and specialized procedures as well as hazard-specific incident plans. The principal or designee will assign an Incident Commander based who is most qualified for that type of incident.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The principal and assistant principals are not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

A. Principal/Building Administrator

The principal may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the principal still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with other agencies and parents. The principal shall coordinate between the superintendent's office and the Incident Commander.

B. Incident Commander

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.

- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the principal and other officials informed of the situation.

C. Teachers

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

D. Instructional Assistants/Para-Professionals

Responsibilities include assisting teachers as directed.

E. Counselors, Social Workers, and Psychologists

Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.

Responsibilities may include:

- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge according to established incident management protocols.
- Render first aid if necessary.

- Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

F. Custodians/Maintenance Personnel

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of condition of school.

G. School Secretary/Office Staff

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

H. Food Service/Cafeteria Workers

Responsibilities include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

I. Bus Drivers

Responsibilities include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Transport individuals in need of medical attention.

J. Other Staff (e.g., Itinerant Staff, Substitute Teachers)

Responsibilities include reporting to the Incident Commander or ICS supervisor if requested or activated.

K. Students

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident response/recovery activities, as age appropriate.

L. Parents/Guardians

Responsibilities include:

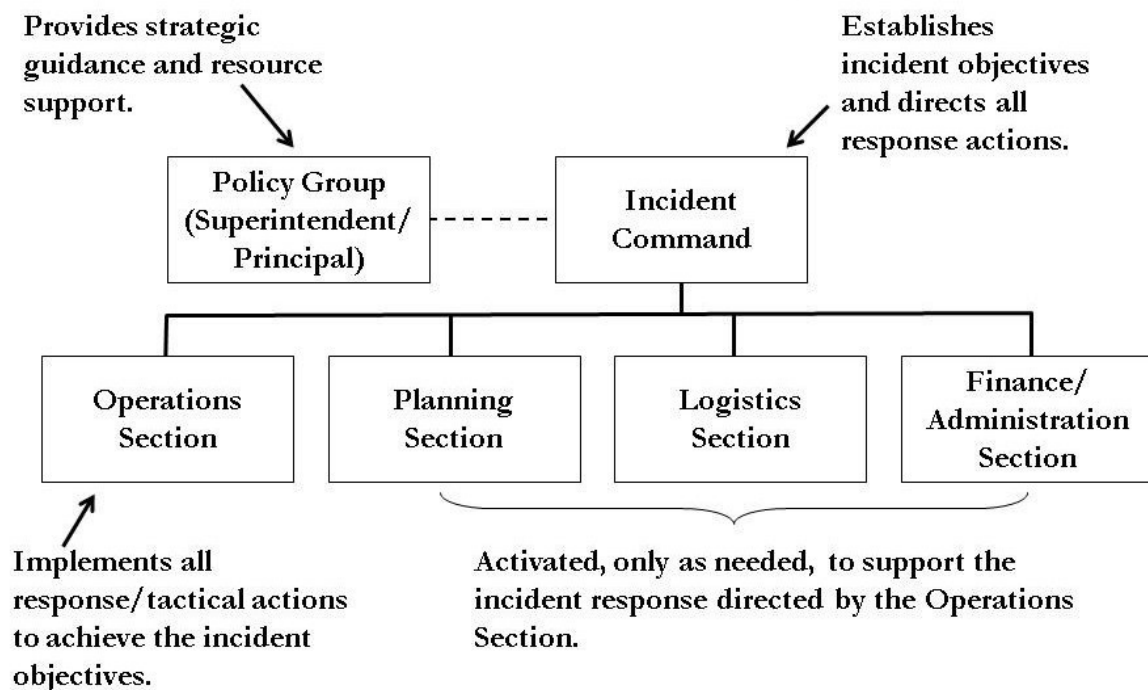
- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understanding their roles during a school emergency.

IV. DIRECTION, CONTROL, AND COORDINATION

A. School Incident Command System (ICS)

To provide for the effective direction, control, and coordination of an incident, either single site or multi- incidents, the School EOP will be activated including the implementation of the Incident Command System (ICS).

The Incident Commander is delegated the authority to direct tactical on-scene operations until a coordinated incident management framework can be established with local authorities. The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources.



The ICS is organized into the following functional areas:

1. **Incident Command:** Directs the incident management activities using strategic guidance provided by the Policy Group.

School-related responsibilities and duties include:

- Establish and manage the Command Post, establish the incident organization, and determine strategies to implement protocols and adapt as needed.

- Monitor incident safety conditions and develop measures for ensuring the safety of building occupants (including students, staff, volunteers, and responders).
- Coordinate media relations and information dissemination with the principal.
- Develop working knowledge of local/regional agencies, serve as the primary on-scene contact for outside agencies assigned to an incident, and assist in accessing services when the need arises.
- Document all activities.

2. Operations Section: Directs all tactical operations of an incident including implementation of response/recovery activities according to established incident management procedures and protocols, care of students, first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students to parents.

Specific responsibilities include:

- Analyze school staffing to develop a Parent-Student Reunification Plan, and implement an incident action plan.
- Monitor site utilities (i.e., electric, gas, water, heat/ventilation/air conditioning) and shut off only if danger exists or directed by Incident Commander, and assist in securing facility.
- Establish medical triage with staff trained in first aid and CPR, provide and oversee care given to injured persons, distribute supplies, and request additional supplies from the Logistics Section.
- Provide and access psychological first aid services for those in need, and access local/regional providers for ongoing crisis counseling for students, staff, and parents.
- Coordinate the rationed distribution of food and water, establish secondary toilet facilities in the event of water or plumbing failure, and request needed supplies from the Logistics Section.
- Document all activities.

As needed, the types of Strike Teams described in the following table may be established within the Operations Section.

Table 2. Operations Section Teams

Strike Team	Potential Responsibilities
Search & Rescue Team	<p>Search & Rescue Teams search the entire school facility, entering only after they have checked the outside for signs of structural damage and determined that it is safe to enter. Search & Rescue Teams are responsible for ensuring that all students and staff evacuate the building (or, if it is unsafe to move the persons, that their locations are documented so that professional responders can locate them easily and extricate them). Search and Rescue Teams are also responsible for:</p> <ul style="list-style-type: none"> ▪ Identifying and marking unsafe areas. ▪ Conducting initial damage assessment. ▪ Obtaining injury and missing student reports from teachers.
First Aid/MERT Team	<p>First Aid/MERT teams provide triage, treatment, and psychological first aid services. First Aid Teams are responsible for:</p> <ul style="list-style-type: none"> ▪ Setting up first aid area for students. ▪ Assessing and treating injuries. ▪ Completing master injury report. <p>Note: The Logistics Section provides care to responders (if needed). The Operations Section First Aid/MERT team is dedicated to students or other disaster victims.</p>
Evacuation/Shelter/Care Team	<p>Evacuation, shelter, and student care in an incident are among the most important tasks faced by schools. These tasks include student accounting, protection from weather, providing for sanitation needs, and providing for food and water. The Evacuation/Shelter/Care Team is responsible for:</p> <ul style="list-style-type: none"> ▪ Accounting for the whereabouts of all students, staff, and volunteers. ▪ Setting up a secure assembly area. ▪ Managing sheltering and sanitation operations. ▪ Managing student feeding and hydration. ▪ Coordinating with the Student Release Team. ▪ Coordinating with the Logistics Section to secure the needed space and supplies.
Facility & Security Response Team	<p>The Facility & Security Response Team is responsible for:</p> <ul style="list-style-type: none"> ▪ Locating all utilities and turning them off, if necessary. ▪ Securing and isolating fire/HazMat. ▪ Assessing and notifying officials of fire/HazMat. ▪ Conducting perimeter control.

Saranac Schools Emergency Operations Plan

Basic Plan

Strike Team	Potential Responsibilities
Crisis Intervention Team	<p>The Crisis Intervention Team is responsible for:</p> <ul style="list-style-type: none">▪ Assessing need for onsite mental health support.▪ Determining need for outside agency assistance.▪ Providing onsite intervention/counseling.▪ Monitoring well-being of school Incident Management Team, staff, and students, and reporting all findings to the Operations Section Chief.
Student Release Team	<p>Reunification refers to getting students reunited with their parents or guardians in an efficient and orderly manner. Reunification can be an enormous challenge and takes a lot of planning. The Student Release Team is responsible for:</p> <ul style="list-style-type: none">▪ Setting up secure reunion area.▪ Checking student emergency cards for authorized releases.▪ Completing release logs.▪ Coordinating with the Public Information Officer on external messages.

3. Planning Section: Collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident and to plan appropriate incident management activities.

Duties may include:

- Assist Incident Commander in the collection and evaluation of information about an incident as it develops (including site map and area map of related events), assist with ongoing planning efforts, and maintain incident time log.
- Document all activities.

4. Logistics Section: Supports incident management operations by securing and providing needed personnel, equipment, facilities, resources, and services required for incident resolution; coordinating personnel; assembling and deploying volunteer teams; and facilitating communication among incident responders. This function may involve a major role in an extended incident.

Additional responsibilities include:

- Establish and oversee communications center and activities during an incident (two-way radio, battery-powered radio, written updates, etc.), and develop telephone tree for after-hours communication.
- Establish and maintain school and classroom preparedness kits, coordinate access to and distribution of supplies during an incident, and monitor inventory of supplies and equipment.
- Document all activities.

5. Finance/Administration Section: Oversees all financial activities including purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for emergency responders, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties may include:

- Assume responsibility for overall documentation and recordkeeping activities; when possible, photograph or videotape damage to property.
- Develop a system to monitor and track expenses and financial losses, and secure all records.

This section may not be established onsite at the incident. Rather, the school and school district management offices may assume responsibility for these functions.

B. Coordination with Policy/Coordination Group

In complex incidents, a Policy/Coordination Group will be convened at the school district operations center. The role of the Policy/Coordination Group is to:

- Support the on-scene Incident Commander.
- Provide policy and strategic guidance.
- Help ensure that adequate resources are available.
- Identify and resolve issues common to all organizations.
- Keep elected officials and other executives informed of the situation and decisions.
- Provide factual information, both internally and externally through the Joint Information Center.

The Saranac Schools Principals and Incident Commander will keep the Policy/Coordination Group informed.

C. Community Emergency Operations Plan (EOP)

The Saranac School District maintains a district Emergency Operations Plan (EOP) to address hazards and incidents. The Saranac Schools EOP has been developed to fit into the larger district EOP in the case of a large-scale incident. Staff members that maintain and exercise the plan are in frequent contact with Mr. Jason Smith, Superintendent, Saranac School District Emergency Management Department.

D. Coordination with First Responders

An important component of the Saranac Schools EOP is a set of interagency agreements with various county agencies to aid timely communication. These agreements help coordinate services between the agencies and Saranac School.

Various agencies and services include county governmental agencies such as mental health, law enforcement, and fire departments. The agreements specify the type of communication and services provided by one agency to another. The agreements also make school personnel available beyond the school setting in an incident or traumatic event taking place in the community.

If a school incident is within the authorities of the first-responder community, command will be transferred upon the arrival of qualified first responders. A transfer of command briefing shall occur. The school Incident Commander may be integrated into the Incident Command structure or assume a role within a Unified Command structure.

E. Source and Use of Resources

Saranac Schools School will use its own resources and equipment to respond to incidents until incident response personnel arrive. Parent volunteers and community members have been trained to assist if called upon and available after an incident occurs. The following organizations or agencies have agreed to be responsible for providing additional resources or assistance:

- First aid kit and sanitation supplies will be provided by: Saranac Fire Department
- Food/water supplies will be provided by: Local businesses
- Security will be provided by: Local Law enforcement
- Counseling services will be provided by: 4H Wellness Center

V. COMMUNICATIONS

Communication is a critical part of incident management. This section outlines Saranac School's communications plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, responders, and media.

A. Internal Communications

1. Communication Between Staff/Faculty Members

Faculty and staff will be notified when an incident occurs and kept informed as additional information becomes available and as plans for management of the situation evolve. The following practices will be utilized to disseminate information **internally** when appropriate:

- **Telephone Tree:** A telephone tree is a simple, widely used system for notifying staff of an incident when they are not at school. The tree originates with the principal, who contacts the members of the Incident Management Team. Team members then in turn will contact groups of staff (teachers, administrators, and support staff).
- **Morning Faculty Meeting:** As appropriate, updated information about an incident will be presented at the morning faculty meeting. Any new procedures for the day will also be reviewed at this time.
- **End-of-Day Faculty Meeting:** As appropriate, updated information and a review of the day's events will be presented at the end-of-day meeting. Staff will also have the opportunity to address any misinformation or rumors.

2. Communication With the School District Office

The Incident Commander will use email and text to notify administrators of the school's status/needs. The administrators will notify the district office. The district office will notify the ISD of the status of all district schools. He/she will designate staff member(s) to monitor all communications.

B. External Communications

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from Saranac Schools about the incident, what is being done about it, and the safety of the children and staff.

1. Communication with Parents

Before an incident occurs, Saranac Schools will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the school's Emergency Operations Plan, its purpose, and its objectives. Information will be included in the school newsletter and a presentation delivered at Back-to-School Night.
- Identify parents who are willing to volunteer in case of an incident, include them in preparation efforts, and include them in training.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

- Disseminate information via text messages, social media, and emails to inform parents about exactly what is known to have happened.
- Implement the plan to manage phone calls and parents who arrive at school.
- Describe how the school and school district are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, Web site address, or recorded hotline where parents can receive updated incident information.
- Inform parents and students when and where school will resume.

After an incident, Saranac Schools administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

2. Communication with the Media

In the event of an incident, the Incident Commander will:

- Designate a Public Information Officer.
- Establish an off-campus briefing area for media representatives.
- Determine the need to establish or participate in a Joint Information Center.
- Coordinate messages with other emergency response agencies.

All Saranac Schools employees are to refer all requests for information and questions to the designated spokesperson or Joint Information Center (if established). Templates for statements/press releases to the media, including standard procedures and protocols, will be provided,

Media contacts at the major television, Internet, and radio stations are maintained by the Central Office executive assistant. In the case of an incident, these media contacts will

broadcast Saranac School's external communications plans, including the information hotline for parents and guardians.

3. Handling Rumors

In addressing rumors, the most effective strategy is to provide facts as soon as possible. To combat rumors, Saranac Schools will:

- Provide appropriate information to internal groups including administrators, teachers, students, custodians, secretaries, instructional assistants, cafeteria workers, and bus drivers. These people are primary sources of information and are likely to be contacted in their neighborhoods, at grocery stores, etc.
- Hold a faculty/staff meeting before staff members are allowed to go home so that what is (and is not) known can be clearly communicated.
- Designate and brief personnel answering calls to help control misinformation.
- Conduct briefings for community representatives directly associated with the school.
- Enlist the help of the media to provide frequent updates to the public, particularly providing accurate information where rumors need to be dispelled.

After the immediate incident response period, Saranac Schools will conduct public meetings as needed. These meeting are designed to provide the opportunity for people to ask questions and receive accurate information.

4. Communication with First Responders

The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur when first responders arrive on the scene to assume management of the incident under their jurisdiction. Saranac Schools frequently exercises the School EOP with first responders to practice effective coordination and transfer of command.

5. Communication After an Incident (Recovery Process)

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process.

The staff/faculty teams will:

- Conduct a comprehensive assessment of the physical and operational recovery needs.

- Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
- Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students, and parents on available crisis counseling services.

The school district will:

- Identify recordkeeping requirements and sources of financial aid for State and Federal disaster assistance.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, tele-group tutoring, etc.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
- Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

C. Communication Tools

Some common internal and external communication tools that Saranac Schools may use include the following:

- **Standard telephone:** Saranac School has designated a school telephone number as a recorded “hotline” for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with first responders and others.
- **Cellular telephones:** These phones may be the only tool working when electric service is out; they are useful to faculty/staff en route to or from a site.

- **Intercom systems:** The intercom system includes teacher-initiated communication with the office using a handset rather than a wall-mounted speaker.
- **Bullhorns and megaphones:** A battery-powered bullhorn is part of the school's emergency to-go kit to address students and staff who are assembling outside the school. Procedures governing storage and use will help ensure readiness for use.
- **Two-way radio:** Two-way radios provide a reliable method of communication between rooms and buildings at a single site. All staff will be trained to understand how to operate the two-way radio.
- **Computers:** A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area, and the district superintendent. An assigned staff member(s) will post information such as school evacuation, closure, or relocation on the home page of the school and district Web site.
- **Fax machines:** Possible uses include off-campus accidents where lists of students and staff members involved, their locations, and needed telephone numbers can be quickly and accurately communicated. Medical information, release forms, and authorizations include the designated fax number.
- **Alarm systems:** Bells or buzzers are in place and sound in different ways to signal different types of incidents – for example, fire, lockdown, or special alert (with instructions to follow). All staff/faculty, support staff, students, and volunteers will be trained on what the sounds mean and how to respond to them.
- **Whistles:** Whistles should be included in crisis kits in order to signal a need for immediate attention or assistance

VI. ADMINISTRATION, FINANCE, AND LOGISTICS

A. Agreements and Contracts

If school resources prove to be inadequate during an incident, Saranac Schools will request assistance from local emergency services, other agencies, and industry in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized school officials and are in writing. Agreements and contracts identify the school district officials authorized to request assistance pursuant to those documents.

All pre-negotiated agreements and contracts are included in Appendix E.

B. Recordkeeping

1. Administrative Controls

Saranac Schools is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

2. Activity Logs

The ICS Section Chiefs will maintain accurate logs recording key incident management activities, including:

- Activation or deactivation of incident facilities.
- Significant changes in the incident situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the staff and students.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

C. Incident Costs

1. Annual Incident Management Costs

The ICS Finance and Administration Section is responsible for maintaining records summarizing the use of personnel, equipment, and supplies to obtain an estimate of annual incident response costs that can be used in preparing future school budgets.

2. Incident Costs

The ICS Finance and Administration Section Chief will maintain detailed records of costs for incident management and operations to include:

- Personnel costs, especially overtime costs,
- Equipment operations costs,
- Costs for leased or rented equipment,
- Costs for contract services to support incident management operations, and
- Costs of specialized supplies expended for incident management operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

D. Preservation of Records

In order to continue normal school operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Details are outlined in the Continuity of Operations (COOP) Procedures, a functional annex of this plan.

VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION

The Core School Emergency Operations Planning Team is responsible for the overall maintenance and revision of the Saranac Schools EOP. The Exercise Planning Team is responsible for coordinating training and exercising the School EOP. Both teams are expected to work closely together to make recommendations for revising and enhancing the plan.

The School Board and the superintendent are responsible for approving and promulgating this plan. Community fire, law enforcement, and emergency managers' approval and suggestions will also be requested.

A. Approval and Dissemination of the Plan

The School Board together with the principal and superintendent will approve and disseminate the plan and its annexes following these steps:

- Review and Validate the Plan
- Present the Plan (for Comment or Suggestion)
- Obtain Plan Approval (School Board)
- Distribute the Plan

1. Record of Changes

Each update or change to the plan will be tracked. The record of changes will include: the change number, the date of the change, and the name of the person who made the change. The record of changes will be in table format and maintained by the Core School Emergency Operations Planning Team.

2. Record of Distribution

Copies of plans and annexes will be distributed to those tasked in this document. The record of distribution will be kept as proof that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. The Core School Emergency Operations Planning Team will indicate the title and name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, and the number of copies delivered. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the School Board.

B. Plan Review and Updates

The basic plan and its annexes will be reviewed annually by the Core School Emergency Operations Planning Team, emergency management agencies, and others

deemed appropriate by school administration. The principal will establish a schedule for annual review of planning documents.

The School EOP will be updated based upon deficiencies identified during incident management activities and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.

C. Training and Exercising the Plan

Saranac Schools understands the importance of training, drills, and exercises in maintaining and planning for an incident. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drill, and exercise actions will occur. The Exercise Planning Team will coordinate training and exercising efforts in accordance with the Homeland Security Exercise and Evaluation Program.

Basic training and refresher training sessions will be conducted during the first in-service day of the school year for all school personnel in coordination with local fire, law enforcement, and emergency managers.

Mandatory School EOP training will include:

- Hazard and incident awareness training for all staff.
- Orientation to the School EOP.
- First aid and CPR for all staff.
- Team training to address specific incident response or recovery activities, such as Parent-Student Reunification, Special Needs, and Relocation.
- Two online FEMA courses: ICS 100 and IS-700. Both courses are available for free at FEMA's Emergency Management Institute Web site.

Additional training will include drills, and tabletop and functional exercises. Drills will be conducted per state requirements. The details of drills are outlined in the Michigan Revised School Code.

Approved parent volunteers and community members will also be incorporated into larger training efforts.

All Saranac Schools staff members are encouraged to develop personal and family emergency plans. Each family should anticipate that a staff member may be required to remain at school following a catastrophic event. Knowing that the family is

prepared will help all involved.

VIII. AUTHORITIES AND REFERENCES

Saranac Schools will follow, comply, and maintain updates regarding safety procedures. Resources such as the Ionia County Sheriff's Dept., Michigan State Police, and the Saranac Fire Department currently provide updates on a semi annual basis.

Functional Annexes

Note:

Functional annexes address all-hazard critical operational functions, including:

- Common procedures, and
- Specialized procedures.

Each functional annex describes the policies, processes, roles, and responsibilities for that function.

All functional annexes should address:

- Situations under which the procedures should be used.
- Who has the authority to activate the procedures?
- Specific actions to be taken when the procedures are implemented.

Functional annexes do not repeat content but rather build on the information within the basic plan. This section presents three sample functional annexes.

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CONTINUITY OF OPERATIONS (COOP) PROCEDURES

I. PURPOSE

The purpose of these Continuity of Operations (COOP) procedures is to ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that results in disruption of normal activities or services to the school. Failure to maintain these critical services would significantly affect the education and/or service mission of the school in an adverse way.

II. SCOPE

It is the responsibility of Saranac Schools officials to protect students and staff from incidents and restore critical operations as soon as it is safe to do so. This responsibility involves identifying and mitigating hazards, preparing for and responding to incidents, and managing the recovery. These COOP procedures are written to address these responsibilities before, during, and after times of routine work schedules. They apply to Saranac Community Schools, 225 Pleasant St, Saranac, MI 48881.

The COOP procedures outline actions needed to maintain and/or rapidly resume essential academic, business, and physical services after an incident. Saranac Schools relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recovery following an incident.

III. RESPONSIBILITIES

The delegation of authority and management responsibilities in event of an incident follows the hierarchy outlined in previous sections.

Designated school staff/faculty COOP procedures personnel, in conjunction with the principal, will perform the essential functions listed in Table 3.

Table 3. Essential Functions Performed by COOP Procedures Personnel

Superintendent	<ul style="list-style-type: none"> ▪ Determine when to close schools, and/or send students/staff to alternate locations. ▪ Disseminate information internally to students and staff. ▪ Communicate with parents, media, and the larger school community. ▪ Identify a line of succession, including who is responsible for restoring which business functions for schools/districts.
Principal	<ul style="list-style-type: none"> ▪ Ensure systems are in place for rapid contract execution after an incident. ▪ Identify relocation areas for classrooms and administrative operations. ▪ Create a system for registering students (out of district or into alternative schools). ▪ Brief and train staff regarding their additional responsibilities. ▪ Secure and provide needed personnel, equipment and supplies, facilities, resources, and services required for continued operations. ▪ Identify strategies to continue teaching (e.g., using the Internet, providing tutors for homebound students, rearranging tests). ▪ Reevaluate the curriculum.
Custodians/Maintenance Personnel	<ul style="list-style-type: none"> ▪ Work with local government officials to determine when it is safe for students and staff to return to the school buildings and grounds. ▪ Manage the restoration of school buildings and grounds (e.g. debris removal, repairing, repainting, and/or re-landscaping).

School Secretary/Office Staff	<ul style="list-style-type: none"> ▪ Maintain inventory. ▪ Maintain essential records (and copies of records) including school's insurance policy. ▪ Ensure redundancy of records is kept at a different physical location. ▪ Secure classroom equipment, books, and materials in advance. ▪ Restore administrative and recordkeeping functions such as payroll, accounting, and personal records. ▪ Retrieve, collect, and maintain personnel data. ▪ Provide accounts payable and cash management services.
Counselors, Social Workers, and Health Professionals	<ul style="list-style-type: none"> ▪ Establish academic and support services for students and staff/faculty. ▪ Implement additional response and recovery activities according to established protocols.
Food Service/Cafeteria Workers	<ul style="list-style-type: none"> ▪ Determine how transportation and food services will resume.

To implement the COOP procedures:

- All core COOP procedures personnel as well as senior staff will undergo annual training on executing the COOP procedures. Training will be designed to inform each participant of his/her responsibilities (and those of others) during implementation of COOP procedures.
- Identified COOP procedures personnel will participate in exercises to test academic, physical, and business systems. Training will include testing the information technology (IT) systems and backup data including testing of offsite backup system data and IT operating systems in cooperation with the district office.

IV. PROCEDURES

The following procedures will be followed by staff/faculty to assist in the execution of essential functions and the day-to-day operations.

A. Activation and Relocation

The principal will determine when to activate and implement the COOP procedures and make the decision to relocate to the alternate site. Authority for activation may be delegated. The activation may occur with or without warning. The principal or designee (with delegated authority) will activate the COOP procedures whenever it is determined the school is not suitable for safe occupancy or functional operation. The principal will also notify the district office and provide contact information for the relocation.

B. Alert, Notification, and Implementation Process

Each Core School Emergency Operations Planning Team member will be part of the telephone tree used to notify employees of COOP procedures activation and provide situation information, as available. Parents/guardians will be alerted and notified using the automated notification system as important information becomes available.

C. Relocation Sites

Relocation sites have been identified as locations to establish management and to implement essential functions if warranted by an incident. Each school site will have more than one potential relocation site, in different wind directions from the incident site. One site can be accessed by walking and other site(s) by transportation services.

D. Alternate Facilities and Strategy

For estimated short-term (2 to 14 days) payroll and personnel actions, the alternative facility will be the JSH 150 Pleasant St, Saranac, MI 48881. For a longer term arrangement, schools in the immediate vicinity of Saranac would be utilized if possible. Contingent alternative facilities are listed below:

Alternate Facility	Can Replace This Primary Facility	Street Address	Contact Information
Ionia ISD	Personnel and administrative offices	2191 Harwood Rd Ionia, MI 48846	Superintendent, (616) 527-4900 <u>Ethan Ebenstein</u>
Saranac Elementary	School building	250 Pleasant St Saranac, MI 48881	Principal, (616) 642-1200 <u>Mike Catrell</u>
Saranac Junior/Senior High	School building	150 Pleasant St Saranac, MI 48881	Principal (616) 642-1100 <u>Josh Leader</u>

For each alternate facility, the essential resources, equipment, and software that will be necessary for resumption of operations at the site will be identified and plans developed for securing those resources. IT systems available at the site will need to be tested for compatibility with Saranac School's backup data.

E. Interoperable Communications/Backup Sites

As noted above, the Office of State Personnel will be used as a temporary alternative site for short-term disruptions involving payroll and personnel actions.

With a longer term and/or more comprehensive incapacity of the building, Saranac Elementary School is the first option for relocation. Currently the lines and services for telephones and computers at Saranac Elementary are maintained, protected, and backed up offsite by the district office.

In Saranac Community Schools Buildings, the hardware and physical lines are protected by the fire prevention, humidity controls, temperature controls, and electrical generating capacity of the building itself. The telephone lines will work even during power failures. The building also has a generator for emergency power. The main computer room housing the servers on the main floor is protected by an array of optimal controls such as fire prevention, humidity controls, large air conditioners, and temperature controls. The building has a sprinkler system, and the placement of thermostats does match the current office configuration, resulting in constant temperature in the location.

F. Vital Records and Retention File

Vital records are archived and/or retained on backup data systems stored off site.

G. Human Capital Management

Employees responsible for essential functions are cross-trained. Identified special needs employees are provided Americans with Disabilities Act (ADA) accommodation and guidance in their responsibilities as well as the assistance that may be provided by coworkers in event of an incident. A coworker may assist the individual, in the appropriate capacity, to an area of safety. All personnel are also encouraged to plan for their families' well-being before a disaster strikes.

H. Reconstitution

In most instances of COOP procedures implementation, reconstitution will be a reverse execution of those duties and procedures listed above, including:

- Inform staff that the threat of or incident no longer exists, and provide instructions for the resumption of normal operations.
- Supervise an orderly return to the school building.
- Conduct an after-action review of COOP operations and effectiveness of plans and procedures.

RECOVERY: PSYCHOLOGICAL HEALING PROCEDURES

I. PURPOSE

These procedures have been developed to provide an emotional catharsis to students/staff impacted by trauma at school or in the community. Following a traumatic event or incident, the following recovery procedures should be implemented to assist students, staff, and their families in the healing process.

II. SCOPE

The following procedures outline steps to be taken by staff/students following a trauma, a serious injury or death, and/or a major incident impacting the community. Mental health professionals available in the school community such as nurses and social workers are required to participate in the development, implementation, and evaluation of the School EOP as it relates to this annex. Additional advice will be sought from outside psychologists and mental health experts.

III. RESPONSIBILITIES

To implement the recovery: psychological healing procedures:

- All staff will undergo training to learn how to recognize signs of trauma.
- Members of the Crisis Response Team will undergo in-depth training to learn how to assist in managing trauma.
- Parents and guardians will be offered tips on how to recognize signs of trauma.
- Mental health experts will review and provide input into the plan.

IV. SPECIALIZED PROCEDURES

The following procedures will be implemented by staff/faculty when directed by the principal or when deemed appropriate by the situation.

Immediately Following a Serious Injury or Death and/or Major Incident

- Convene a staff meeting immediately to discuss how the situation is being handled and to discuss what resources are available to staff, students, and families (refer to the communication procedures in the basic plan).
- Set up crisis centers and designate private rooms for private counseling/defusing. Staff should include outside mental health professionals to assist with staff grief.
- Encourage teachers to facilitate class discussions about the incident and allow students to openly discuss feelings, fears, and concerns shortly after the incident. Any students who are excessively distraught should be referred to the crisis response team.

- Accept donations. In the first hours and days after a major incident, offers of help will probably be plentiful; however, offers will diminish considerably as time passes.
- Designate a place for staff, students, and community members to leave well-wishes, messages, and items.

Hospital/Funeral Arrangements

- Provide staff with information regarding visitation and/or funeral arrangements (time, location, customs) when available. If the funeral is scheduled during a school day, all student and staff will be excused from school.
- Encourage staff and students to attend the funeral to provide support for the family and bring closure to the incident.
- Designate staff person(s) to visit the hospital and/or attend the funeral to represent the school.

Post-Incident Procedures

- Allow for changes in normal routines or schedules to address injury or death; however, recommend students and staff return to their normal routine as soon as possible after the funeral.
- Follow up with students and staff who receive counseling and refer them to outside mental health professionals as needed.
- Donate all remaining memorial items to charity.
- Discuss and approve memorials with the school board's consent.

Hazard- and Threat-Specific Annexes

Note:

The **hazard- and threat-specific annexes:**

- Provide unique procedures, roles, and responsibilities that apply to a specific hazard.
- Include provisions and applications for warning the public and disseminating emergency public information.
- Do not repeat information presented in the basic plan or functional annexes.

Repeating information is not advisable for the following reasons:

- School staff and students should learn and exercise simple procedures that apply to all hazards. The hazard-specific annexes should present only hazard-unique information.
- Repeating procedures increases the possibility that there will be inconsistencies in procedures that could lead to confusion during an incident.
- The plan becomes larger and more difficult for users to comprehend.

Hazard- and threat- specific annexes do not repeat content but rather build on the information within the basic plan. This section presents three sample annexes.

Utility Emergency

Definition: A Utility Emergency (gas leak, water leak, electrical malfunction) that endangers the safety of students and staff.

Signal: Verbal announcement on P.A. followed by instructions for evacuation if necessary.

Steps of Action:

- I. Contact office and maintenance to assess situation
- J. Clear immediate area if necessary

Principal:	Assess situation Communicate with staff and students about appropriate procedures Initiate signal for evacuation
-------------------	--

Secretary:	Call 911
-------------------	----------

Teachers:	Clear immediate area if necessary Notify office and maintenance to assess situation Follow evacuation procedures Take role and supervise students
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Auxiliary Staff:	Assist with student supervision
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Custodian:	Assist principal with building inspection Check and potentially shut down HVAC
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NATURAL HAZARDS: FLOOD (NEAR OR ON SCHOOL GROUNDS)

I. PURPOSE

Flooding is a natural feature of the climate, topography, and hydrology of Saranac and its surrounding areas. Some floods develop slowly during an extended period of rain or in a warming trend following a heavy snow. Flash floods can occur quickly, without any visible sign of rain. Catastrophic floods are associated with burst dams and levees, hurricanes, storm surges, tsunamis, and earthquakes. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a flood.

II. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a flood near or on school grounds.

III. CORE FUNCTIONS

The Village of Saranac and the County of Ionia Emergency Management, the National Weather Service, and other Federal cooperative agencies have an extensive river and weather monitoring system and provide flood watch and warning information to the school community via radio, television, Internet, and telephone. In the event of a flood, the Incident Commander, or principal, will activate the EOP and implement the Incident Command System.

The school siren acts as a warning system to notify staff/faculty and students in case of imminent or confirmed flooding, including that due to dam failure. If there is a loss of power, a compressed air horn or megaphone and two-way radios will serve as backup alerting/communication devices.

A. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of a flood include the following:

- Evacuation
- Reverse Evacuation
- Relocation
- Parent-Student Reunification
- Special Needs Population
- Continuity of Operations (COOP)

- Recovery: Psychological Healing
- Mass Care

B. Activating the EOP

The superintendent/building administrator will determine the need to activate the EOP and designate an Incident Commander.

1. Incident Commander Actions

- Issue stand-by instruction. In consultation with the principal/Policy Group determine if evacuation is required.
- Notify local law enforcement of intent to evacuate, the location of the safe evacuation site, and the route to be taken to that site.
- Delegate a search team to ensure that all students have been evacuated.
- Activate communications plan.
- Determine if additional procedures should be activated.
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.
- Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Communicate with bus drivers.
- Determine whether school will be closed or remain open.
- Document all actions taken.

2. Incident Management Team and Section Chiefs Actions

- Monitor radio and Internet for flood information and report any developments to the Incident Commander.
- Review procedures with staff as needed.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
- Implement the internal and external communications plan.
- Notify relocation centers and determine an alternate relocation center, if needed, if primary and secondary centers would also be flooded.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school property.
- Document all actions taken.

3. Staff Actions

- Execute evacuation procedures when instructed by the Incident Management Team and/or Section Chiefs.
- Take the class roster and emergency to-go kits. Take attendance before leaving the campus.
- Remain with students throughout the evacuation process.
- Upon arrival at the safe site, take attendance. Report any missing or injured students to the Incident Commander.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.
- Document all actions taken.

4. Bus Driver Actions

- If evacuation is by bus, do not drive through flooded streets and/or roads. Do not attempt to cross bridges, overpasses, or tunnels that may be damaged by flooding.
- If the driver is caught in an unavoidable situation, seek higher ground immediately. If the bus stalls and water is rising, abandon the bus and seek higher ground before the situation worsens.
- Use two-way radios to communicate with the Incident Commander, Incident Management Team, and Section Chiefs.
- Document all actions taken.

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TECHNOLOGICAL HAZARDS: CHEMICAL

I. PURPOSE

Hazardous chemicals are used for a variety of purposes and are regularly transported through many areas in and around Saranac. Currently, ammonia, chlorine, diesel fuel, and propane are all used and stored on school grounds. The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in case of a chemical spill.

II. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to a chemical spill.

III. CORE FUNCTIONS

Chemical accidents may originate inside or outside the building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; and industry or laboratory spills.

The Saranac Schools maintenance team inspects stored chemicals on a regular basis.

The school siren acts as a warning system to notify staff/faculty and students. Decontamination equipment and personal protective equipment are located in a storage unit next to the main office.

A. Operational Functions/Procedures That May Be Activated

Operational functions, or procedures, that may be activated in the event of an **external** chemical spill include:

- Reverse Evacuation
- Special Needs Population
- Shelter-in-Place
- Evacuation
- Parent-Student Reunification
- Continuity of Operations (COOP)
- Recovery: Psychological Healing
- Mass Care

If there is an **internal** chemical spill, the following procedures may be activated:

- Evacuation

- Special Needs Population
- Relocation
- Parent-Student Reunification

The Incident Commander and the Incident Management Team/Section Chiefs will determine if and when these procedures should be activated.

B. Activating the EOP for an External Chemical Spill

The superintendent will determine the need to activate the EOP and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene.

If the chemical spill is **external**, the following steps will be taken by the school community:

1. Incident Commander Actions

- Issue stand-by instruction if school is in session.
- Determine what procedures should be activated.
- Consider a reverse evacuation to bring all persons inside the building.
- Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.
- Notify local law enforcement of intent to shelter in place.
- Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.
- Activate communications plan.
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

2. Incident Management Team and Section Chiefs Actions

- Review procedures with staff if needed.
- Implement the internal and external communications plan.
- Monitor radio and Internet for additional information and report any developments to the Incident Commander.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.

- Notify relocation centers and determine an alternate relocation center if necessary.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school property.
- Document all actions taken.

3. Staff Actions

- Move students away from immediate vicinity of danger.
- Implement the reverse evacuation procedure if students are outside; observe wind direction by observing flags or leaves and move students appropriately.
- Execute shelter-in-place procedures when instructed by the Incident Management Team and/or Section Chiefs.
- Remain with students throughout the shelter-in-place process.
- Report any missing or injured students to the Incident Commander.
- Remain in sheltered area until the “all clear” signal has been issued.
- In the event of building damage, evacuate students to safer areas of the building or from the building. If evacuation does occur, do not re-enter the building until an “all clear” signal is issued.
- Document all actions taken.

C. Activating the EOP for an Internal Chemical Spill

The superintendent will determine the need to activate the EOP and designate a temporary Incident Commander until a qualified HazMat Incident Commander arrives at the scene.

If the chemical spill is **internal**, the following steps will be taken by the school community:

1. Person Discovering the Spill

- Alert others in immediate area to leave the area.
- Close windows and doors and restrict access to affected area.
- Notify principal/teacher/safety officer.
- Do not eat or drink anything or apply cosmetics.

2. Incident Commander Actions

- Issue stand-by instruction to all staff and students.
- Determine what procedures should be activated.
- Activate the evacuation procedures using primary or alternate routes, avoiding exposure to the chemical fumes.
- Consider an all-school evacuation.
- Notify Maintenance/Building and Grounds Manager to shut off mechanical ventilating systems.

- Notify the local fire department and the Department of Public Health. Provide the following information:
 - School name and address, including nearest cross street(s).
 - Location of the spill and/or materials released; name of substance, if known.
 - Characteristics of spill (color, smell, visible gases).
 - Injuries, if any.
- Notify local law enforcement of intent to evacuation.
- Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.
- Activate communications plan.
- Issue directed transportation instruction if students will be evacuated to a safer location by means of buses and cars.
- Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

3. Incident Management Team and Section Chiefs Actions

- Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in danger zone.
- Review procedures with staff if needed.
- Implement the internal and external communications plan.
- Disseminate information about the incident and follow-up actions such as where the school has relocated and parent-student reunification procedures.
- Notify relocation centers and determine an alternate relocation center if necessary.
- Implement additional procedures as instructed by the Incident Commander.
- Take appropriate action to safeguard school property.
- Document all actions taken.

4. Staff Actions

- Move students away from immediate vicinity of danger.
- Report location and type (if known) of the hazardous material to Incident Commander.
- Execute evacuation and relocation procedures when instructed by the Incident Management Team and/or Section Chiefs unless there is a natural or propane gas leak or odor. If a natural or propane gas leak or odor is detected, evacuate immediately and notify the principal.

- If evacuation is implemented, direct all students to report to assigned evacuation area. Take class roster and emergency to-go kits. Check that all students have left the building. Students are not to be left unattended at any time during evacuation process.
- Upon arrival at evacuation site, take attendance. Notify Incident Commander or designee of any missing or injured students.
- Remain with students throughout the evacuation and relocation process.
- Report any missing or injured students to the Incident Commander.
- Remain in sheltered area until the “all clear” signal has been issued.
- Do not return to the building until emergency response personnel have determined it is safe.
- Render first aid as needed.

HUMAN-CAUSED HAZARDS: INTRUDER

I. PURPOSE

The purpose of this annex is to ensure that there are procedures in place to protect staff/students and school property in the event of an intruder onto school grounds or in the school building.

II. SCOPE

The annex outlines additional responsibilities and duties as well as procedures for staff responding to an intruder on school grounds or in the school building.

III. CORE FUNCTIONS

Saranac Schools will post signs at points of entry to the campus and buildings from streets and parking lots stating the following:

All visitors entering school grounds on school days between 7:30 a.m. and 3:30 p.m. must register at the Main Office.

To prevent intruders on campus, Saranac Schools administrators will keep doors secure, require sign-in sheets for visitors, and use cameras and staff to monitor entryways.

In the event of an intruder, Saranac Schools will contact law enforcement agencies for their assistance. Practiced procedures may be put into action to alert and protect students and faculty/staff.

Precautionary measures are outlined below to keep school personnel and students from undue exposure to danger. Efforts should be made to remain calm, to avoid provoking aggression, and to keep students safe.

A. Operational Functions/Procedures That May Be Activated

Operational functions or procedures that may be activated in the event of an intruder on campus include the following:

- Evacuation
- Reverse Evacuation
- Lockout

- Lockdown
- Parent-Student Reunification
- Recovery: Psychological Healing

B. Activating the EOP

The superintendent will determine the need to activate the EOP and designate an Incident Commander to implement the procedures specified in this annex. The school Incident Commander will transfer command upon the arrival of a law enforcement Incident Commander who has authority to manage the incident.

1. Incident Commander Actions

- Issue stand-by instruction.
- Determine what procedures should be activated depending on the location and nature of the intruder.
- Consult with local law enforcement and emergency management agencies and monitor the situation.
- If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.
- Notify law enforcement and School Resource Officers to assist if necessary. Provide a description and location of intruder.
- Keep subject in view until police or law enforcement arrives.
- Activate communications plan.
- Designate an administrator or staff member to coordinate with public safety at their command post; provide a site map and keys to public safety personnel.
- Notify the principal/Policy Group of the status and action taken. The principal/Policy Group shall notify the superintendent of schools.
- Be available to deal with the media and bystanders and keep site clear of visitors.
- Activate the Crisis Response Team to implement recovery: psychological healing procedures.
- Update the principal/Policy Group, Incident Management Team, and Section Chiefs of any significant changes.
- Do not allow staff and students to enter or leave the building until proper authorities have determined that it is safe to do so.
- Give the “all clear” signal after the threat has passed.
- Determine whether school will be closed or remain open.
- Document all actions taken.

2. Staff Actions

- Notify the Incident Commander or designee. Provide description and location of the intruder. Visually inspect the intruder for indications of a weapon.

- Keep contact with emergency personnel.
- Isolate intruder from students. Lock classroom and office doors. Close blinds and stay clear of windows and panes of glass.
- Remain inside rooms until the “all clear” instruction is announced

Appendix A

The following pages include emergency responses/actions for the following

1. Medical Emergency
2. Severe Weather
3. Fire
4. Bomb Threat
5. Inside Threat/Intruder
6. Shelter In Place

Medical Emergency

Definition: Emergency where one or many are critically sick or injured. Immediate concern is to aid the injured or sick student and/or adult.

Steps of Action:

- ☐ Determine severity of emergency or injury
- ☐ Contact 911 per school policy
- ☐ Administer First Aid as trained and certified with consideration for Personal Protective Equipment (PPE)
- ☐ Contact office per school policy
- ☐ Review patients emergency card for special medical conditions; inform emergency services
- ☐ Office staff will help direct emergency vehicles and personnel
- ☐ Other available staff will help keep designated area clear

Roles:

Principal:	Keep classes in session if appropriate Access situation for cause and possible evacuation Initiate evacuation if required
Secretary:	Call 911 Locate patient's emergency card Contact necessary parents
Teachers:	Maintain class in session Reassure students that patients are being cared for Follow evacuation procedures if directed
Auxiliary Staff:	Assist with student supervision
Custodian:	Report to Principal
Superintendent:	Handle any media contact

Severe Weather

Definition: Conditions are favorable for tornado or severe weather

Signal: Siren or P.A. Announcement

Steps of Action:

- ☐ Signal will be given
- ☐ Students shall proceed to designated areas, sitting away from glass, with hands/books covering their heads
- ☐ Teachers close classroom doors after students exit into hallways
- ☐ Verify student count
- ☐ The all-clear signal will be a P.A. announcement or verbal announcement in the hallway

Roles:

Principal:	Initiate tornado/severe weather signal Direct office staff to designated area away from glass. Monitor weather information Initiate all-clear when appropriate
Secretary:	Monitor weather information
Teachers:	Direct students to designated areas away from glass Close classroom door Keep students quiet Verify classroom count, advise principal of missing students
Auxiliary Staff:	Assist with student supervision
Custodian:	Ensure exterior doors and windows are shut Report to principal

Fire

Definition: A fire in the building or on the premises requiring evacuation

Signal: Fire Alarm

Steps of Action:

- ☐ Report fire to office
- ☐ Sound alarm
- ☐ Close all window and doors to contain fire
- ☐ Evacuate building, take class list of students
- ☐ Move to designated area
- ☐ Take role
- ☐ Move to alternate site when instructed

Roles:

Principal:	Evacuate building Check for injuries, missing students or staff
Secretary:	Call 911 Call Superintendent Evacuate building, take emergency information
Teachers:	Close all windows and doors Evacuate building Take class list and Red/Green Card or Move to assigned area Take role; use Red/Green Card for accountability Move to alternate site when instructed
Auxiliary Staff:	Assist with student supervision
Custodian:	Secure building Report to principal

Bomb Threat

Definition: An explosive or incendiary device present in the school or on the premises which may explode

Signal: If evacuation is called, or if moving away is required, you will be instructed by law enforcement officials.

Steps of Action:

Person receiving threat should fill out Bomb Threat Checklist (last page)

- Report bomb threat to principal and give checklist
- Public Safety officials will determine appropriate response
- If evacuation, follow route designated by Public Safety officials
- If move away is initiated, follow instructions
- If evacuation, office staff will notify transportation
- Take class list, move to designated area, account for students
- Move to alternate site when instructed

Roles:

Principal: Call 911
Consult with Public Safety Officials
Initiate signal for evacuation if necessary and assist
Assist with move away procedures if appropriate
Check for injured/missing students/staff

Secretary: Call transportation
Call Superintendent

Teachers: Follow instructions and signals
Follow evacuation procedures
Follow move away procedures
Take class list and Red/Green Cards
Take role and supervise students

Auxiliary Staff: Assist with student supervision

Custodian: Report to principal

Inside Threat

Definition: Intruder, active shooter, or threat inside of building

Signal: Verbal announcement on P.A. **“Inside Threat, Lockdown” Follow ALICE training, indicate location and nature of threat**

Steps of Action:

- ☐ Initiate Lockdown procedures.
- ☐ Outside activities are moved to a safe location outside of building.
- ☐ Remain in position until all clear and notified by law enforcement.

Roles:

Principal: Initiate signal over P.A. **“Inside Threat, Lockdown”**
Direct office staff to lockdown

Secretary: Call 911

Teachers: Gather students into nearest classroom or lockdown area
Close and lock all exterior doors and windows
Check halls and restrooms if safe to do so
Outside activities are routed to a safe location
Follow ALICE training Hide, barricade, or exit
Turn off lights, lock classroom doors
Keep students quiet
Verify attendance
Remain in position until all clear and notified by law enforcement

Auxiliary Staff: Assist with student supervision

Custodian: Lockdown

Shelter in Place

Definition: A potential intruder or a potential threat outside of building

Signal: Verbal announcement on P.A. “**Shelter in Place**”

Steps of Action:

- * Check halls and restrooms for students. Close exterior doors and windows.
- * Verify attendance and resume normal classroom activities.
- * Remain in position until all clear and notified by law enforcement, fire, emergency manager, or principal.

Roles:

Principal:	Initiate signal over P.A. “ Shelter in Place ” Direct office staff to follow “Shelter in Place” procedures Verify doors and windows are closed Keep classes in session Shut down HVAC systems if necessary
Secretary:	Call 911
Teachers:	Gather students into nearest classroom Close and lock all exterior doors and windows Check halls and restrooms if safe to do so Lock classroom doors Continue normal classroom activities Verify attendance Remain in position until all clear <u>and</u> notified by law enforcement, fire, emergency manager, or principal
Auxiliary Staff:	Assist with student supervision and attendance
Custodian:	Assure exterior doors and windows are shut and locked Assist building principal

BOMB THREAT CHECKLIST

Remain calm and try to hold the caller on the phone as long as possible, gather as much information as possible without alarming the caller.

Date: _____ **Time Call Received:** _____ **am/pm** **Time Call Terminated:** _____ **am/pm**

Number where call was received: _____ **Who received the call:** _____

Exact Wording of the Threat: _____

Gender of Caller: Male / Female **Age of Caller:** _____ **Race:** _____

Is the voice familiar, who does it sound like? _____

If possible, ask the caller the following questions:

When is the bomb going to explode?	Where is the bomb right now?	What does it look like?
What kind of bomb is it?	What will cause it to explode?	Is there a special way to identify the bomb?
Did you place the bomb?	Why?	What is your address?
What is your name?	Other:	

Caller's Voice: (Circle how the caller sounds)

Calm	Angry	Excited	Slow	Soft	Loud	Laughter	Crying
Normal	Distinct	Slurred	Nasal	Stutter	Lisp	Fast	Familiar
Raspy/ Ragged	Clearing Throat	Deep Breathing	Cracked Voice	Disguised	Accent	Deep	Other:

Threat Language: (circle type of language used)

Well Spoken	Foul Language	Irrational	Taped Message	Incoherent	Message Read by Threat Maker
Remarks:					

Background Sounds: (circle sounds that you hear)

Street Noise	Animal Noises	Clear	Voices	Music	House Noises	Motor	Office Machinery
Factory Machinery	PA System or Local Noise			Other:			

SCHOOL TELEPHONE NUMBERS

EMERGENCY CALL 911

POSITION	NAME	TELEPHONE
Superintendent/Incident Commander	Jason Smith	Ext. 1403(616-299-6269)
Principal-Ele/2-Alt Incident Commander	Mike Catrell/Sara Serne	Catrell-Ext. 1204 (616-350-2858) Serne-Ext 1261 (616-902-2398)
Office-Ele	Becky Edwards/Becky Bowen	Ext. 1200
Principal-JSH/1-Alt Incident Commander	Josh Leader/Sara Serne	Leader-Ext. 1104 (616-902-5957) Serne-Ext 1104 (616-902-2398)
Office-JSH	Mandy Mutschler/Kate Hardy	Ext. 1100
Central Office	Teri Bergy	Ext. 1401
Transportation	Jason Smith/Shawn Austin	Ext. 1440
Ele Student Services Coordinator	Cathy Cooper	Ext. 1242 (616-583-2289)
JSH Student Services Coordinator	Sarah Milbratz	Ext. 1151
Operations/HVAC	Rob Richter	Ext. 1442 (616-893-6290)
School Counselor	Adam Eisen	Ext. 1142
School Psychologist	Lisa Hervey	Ext. 1275
Special Ed director	Sarah Milbratz	Ext. 1151
School Social Worker	Chris Doucette	Ext. 1282/1114
Buildings and Grounds		Ext. 1441
Buildings and Grounds	Don Videtich	Ext 1441
Athletic Director		Ext. 1147
Food Service	Stacy McKinch	Ext. 1110

The Superintendent's office will be the only source of information to the press.

Junior/Senior High

MERT

Josh Leader
Sara Serne
Sarah Milbratz
Diana Smith
Mandy Mutschler
Kate Hardy

Phyllis Plumley
Glen Fountain
Melissa Chaffins

NCI/CPI

Josh Leader
Sara Serne
Sarah Milbratz
Melissa Chaffins

Elementary MERT team

Mike Catrell
Sara Serne
Becky Edwards
Becky Bowen
Stephanie Smith
Sue Chipman
Amy Miles

Tami Wernette
Cathy Cooper

NCI/CPI

Mike Catrell
Sara Serne
Becky Edwards
Becky Bowen
Stephanie Smith
Margaret Besson
Brandy Mutschler
Kelli Thomas
Tami Wernette

Cathy Cooper
Tara Rasmus
Melissa Price
Sue Chipman
Chris Doucette
Becky Hoople
Keri Washburn
Barb Cizaukas

Appendix C

Law Enforcement Command Posts

In the event of an emergency we will need alternate posts for law enforcement.

If evacuation is needed for Saranac JSH, students and command posts will be

Saranac Elementary
250 Pleasant St
Saranac, MI 48881
616-642-1200

If evacuation is needed for Saranac Elementary, students and command posts will be

Saranac High School
150 Pleasant St
Saranac, MI 48881
616-642-1100

Command posts will be the above as well as Ionia County Sheriff's Dept.
133 E Adams St
Ionia, MI 48846
616-527-5737

Alternate Site Locations:

Saranac Community Church
125 Bridge St
Saranac, MI 48881
616-642-6801

St. Anthony's Church
3927 Jackson Rd
Saranac, MI 48881
616-642-6119

Reunification Team:

Jason Smith, Superintendent
Josh Leader, JSH Principal
Mike Catrell, Elementary Principal
Rob Richter, Operations Director
Chuck Prins, Mechanic

Sara Serne, K-12 Assistant Principal
Stephanie Smith, K-12 Instructional Coach
Kim Stevens, Athletic Director
John Milewski/Jordan Killinger, Technology
Shawn Austin, Transportation

Cardiac Emergency Response Plan

Saranac Community Schools

This Cardiac Emergency Response Plan is adopted by **Saranac Schools** effective **August 2018**. This plan was reviewed and approved by Ionia County Emergency Management.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

- Not moving, unresponsive or unconscious, *or*
- Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), *or*
- Seizure or convulsion-like activity.

Note: Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis.

The Cardiac Emergency Response Plan of **Saranac Community Schools** shall be as follows:

1. **Developing a Cardiac Emergency Response Team**
 - (a) The Cardiac Emergency Response Team shall be comprised of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
 - (b) Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
 - (c) All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
 - (d) As many other staff members as reasonably practicable shall receive training.
2. **Activation of Cardiac Emergency Response Team during an identified cardiac emergency**
 - (a) The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
 - (b) The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.
3. **Automated external defibrillators (AEDs) – placement and maintenance**
 - (a) Minimum recommended number of AEDs for Saranac Community Schools:
 - (1) *Inside school building* – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency. Elementary has one by lunchroom and one by front office. JSH has one by the gym, and one by the front office.
 - (2) *Outside the school building* on school grounds / athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency. One AED is on a mobile cart for athletics
 - (3) *Back-up AEDs* – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The back-up AED(s) should also be available for use by the school’s athletic teams or other groups traveling to off-site locations.

- (b) **Saranac Schools** will regularly check and maintain each school-owned AED in accordance with the AED's operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.
- (c) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
- (d) AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
- (e) AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the "Cardiac Emergency Response Team" attachment and in the "Protocol for Posting" attachment.

4. Communication of this Plan throughout the school campus

- (a) The Cardiac Emergency Response Protocol shall be *posted* as follows:
 - (1) In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
 - (2) Adjacent to each AED.
 - (3) Adjacent to each school telephone.
 - (4) In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.
 - (5) At other strategic school campus locations, including outdoor physical education and athletic areas.
 - (6) Attached to all portable AEDs.
- (b) The Cardiac Emergency Response Protocol shall be *distributed* to:
 - (1) All staff and administrators at the start of each school year, with updates distributed as made.
 - (2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
 - (3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
- (c) Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.
- (d) A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.

5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use

- (a) Staff Training:
 - (1) In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable **Saranac Schools** to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person

- (2) responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
- (3) Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
- (4) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
- (b) **Cardiac Emergency Response Drills:**
Cardiac Emergency Response Drills are an essential component of this Plan. **Saranac Schools** shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. **Saranac Schools** shall prepare and maintain a Cardiac Emergency Response Drill Report for each Drill. (See “Conducting Drills” attachment.) These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)

6. **Local Emergency Medical Services (EMS) integration with the school/school district’s plan**

- (a) **Saranac Schools** shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- (b) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
- (c) **Saranac Schools** shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

7. **Annual review and evaluation of the Plan**

Saranac Schools shall conduct an annual internal review of the school/school district’s Plan. The annual review should focus on ways to improve the school’s response process, to include:

- (a) *A post-event review* following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.
Post-event documentation and action shall include the following:
 - (1) A contact list of individuals to be notified in case of a cardiac emergency.
 - (2) Determine the procedures for the release of information regarding the cardiac emergency.
 - (3) Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
 - (4) The identification of the person(s) who responded to the emergency.
 - (5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
 - (6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school’s medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- (7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
 - (b) A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
 - (c) A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.
8. **Protocol for School Cardiac Emergency Responders**

Saranac Community Schools

Cardiac Emergency Response Team PROTOCOL

For All Schools

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
- *Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

(b) Facilitate immediate access to professional medical help:

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Immediately contact the members of the Cardiac Emergency Response Team.
 - Give the exact location of the emergency. ("Mr. /Ms. ____ Classroom, Room # ____, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
 - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
 - Acquire AED supplies such as scissors, a razor and a towel and consider an extra set of AED pads.

(c) Start CPR:

- Begin continuous chest compressions and have someone retrieve the AED.
- Here's how:
 - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
 - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old.
 - Follow the 9-1-1 dispatcher's instructions, if provided.

(d) Use the nearest AED:

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
 - *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

(e) Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

(f) Action to be taken by Office / Administrative Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

Building Location Information

School Name & Address

Saranac Elementary 250 Pleasant St, Saranac, MI 48881_____

School Emergency Phone# *616-642-1200 or 616-642-1400*_____

Cross Streets **Pleasant St and Otto Laabs Ln**_____

AED Location **_lunchroom_____** **AED Location** **_main office_____**

AED Location _____ **AED Location** _____

AED Location _____ **AED Location** _____

Building Location Information

School Name & Address **Saranac Junior/Senior High 150 Pleasant St, Saranac, MI 48881_____**

School Emergency Phone# *616-642-1100 or 616-642-1400*_____

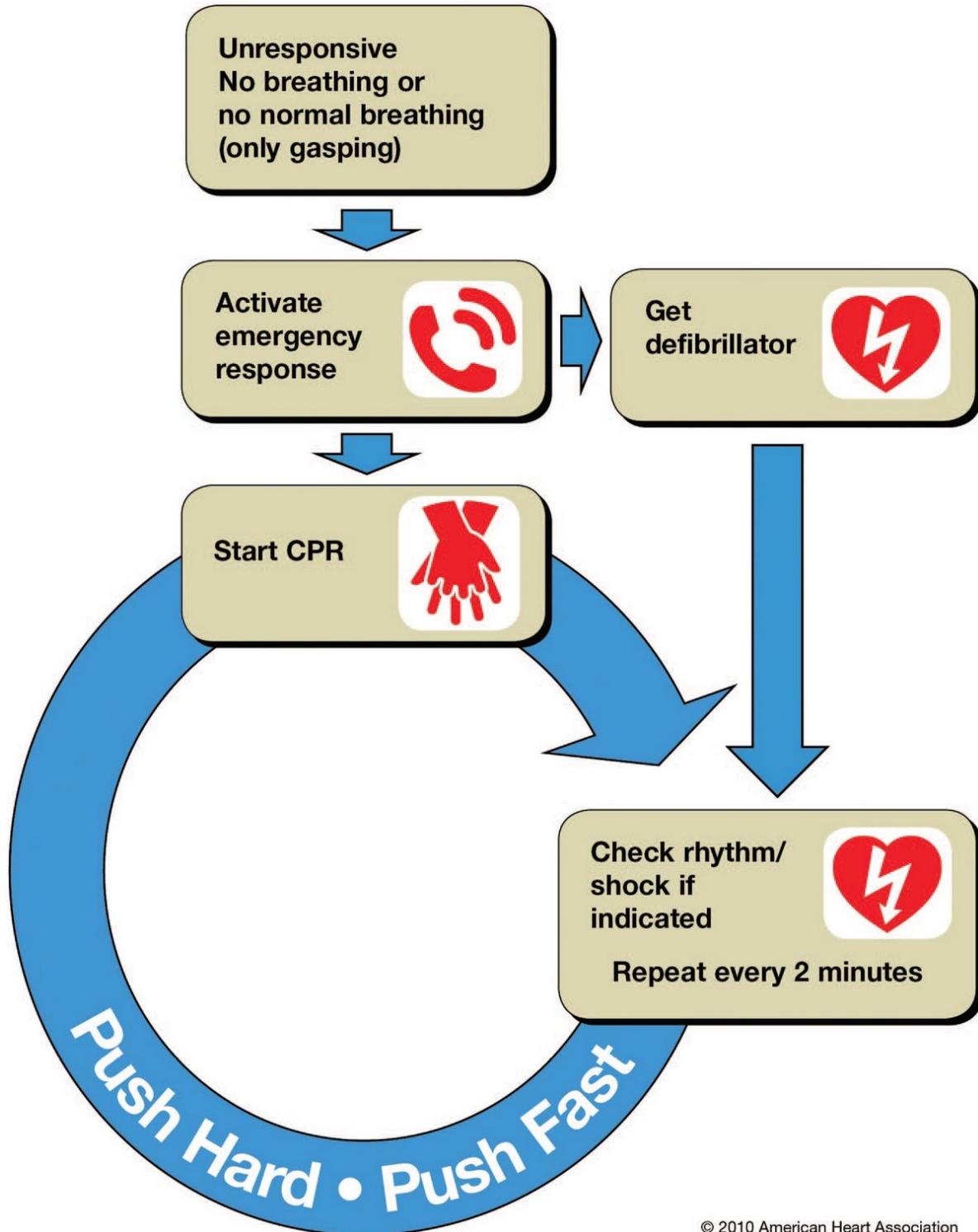
Cross Streets **_Pleasant St and Orchard St**_____

AED Location **____Outside main office _____** **AED Location** **Band room/gym area_____**

AED Location **AED on a cart_____** **AED Location** _____

AED Location _____ **AED Location** _____

Saranac Community Schools
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL
Simplified Adult BLS



Saranac Community Schools

Jason Smith, Superintendent
225 Pleasant Street
Saranac, Michigan 48881

www.saranac.k12.mi.us

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

September 10, 2018

This agreement is between Saranac Community Schools and Saranac Community Church.

In the event of an emergency Saranac Community Schools may use Saranac Community Church parking lot and facilities to stage and release students.

Saranac Community Schools

Saranac Community Church

Saranac Elementary School
Phone 616.642.1200
Fax 616.642.1205

Saranac High School
Phone 616.642.1100
Fax 616.642.1105

THE school of choice, preparing youth today for tomorrow...

Saranac Junior/Senior High
150 Pleasant St
Saranac MI 48881

Natural gas and electrical shut off valves are located behind the school, back drive, near boiler room. You access the drive from the front teacher parking lot. Picture below

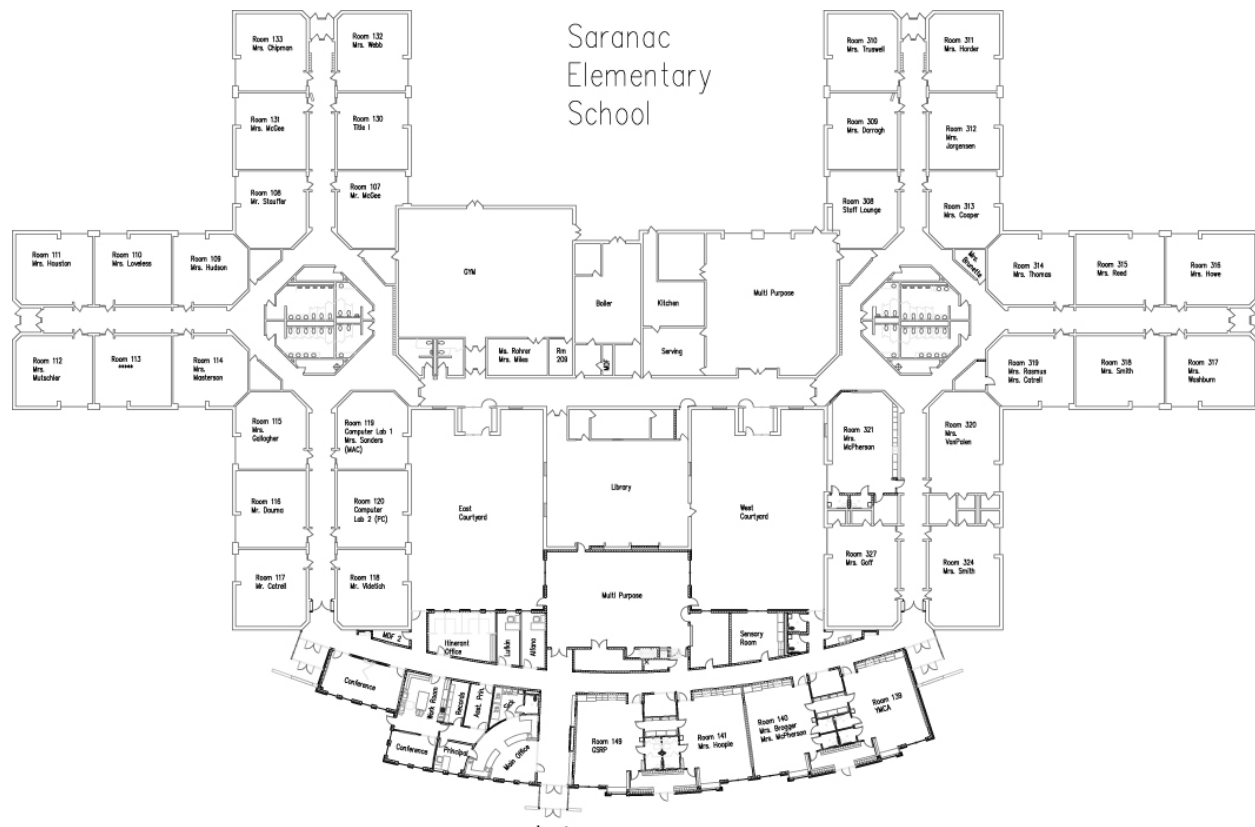


Saranac Elementary
250 Pleasant St
Saranac MI 48881

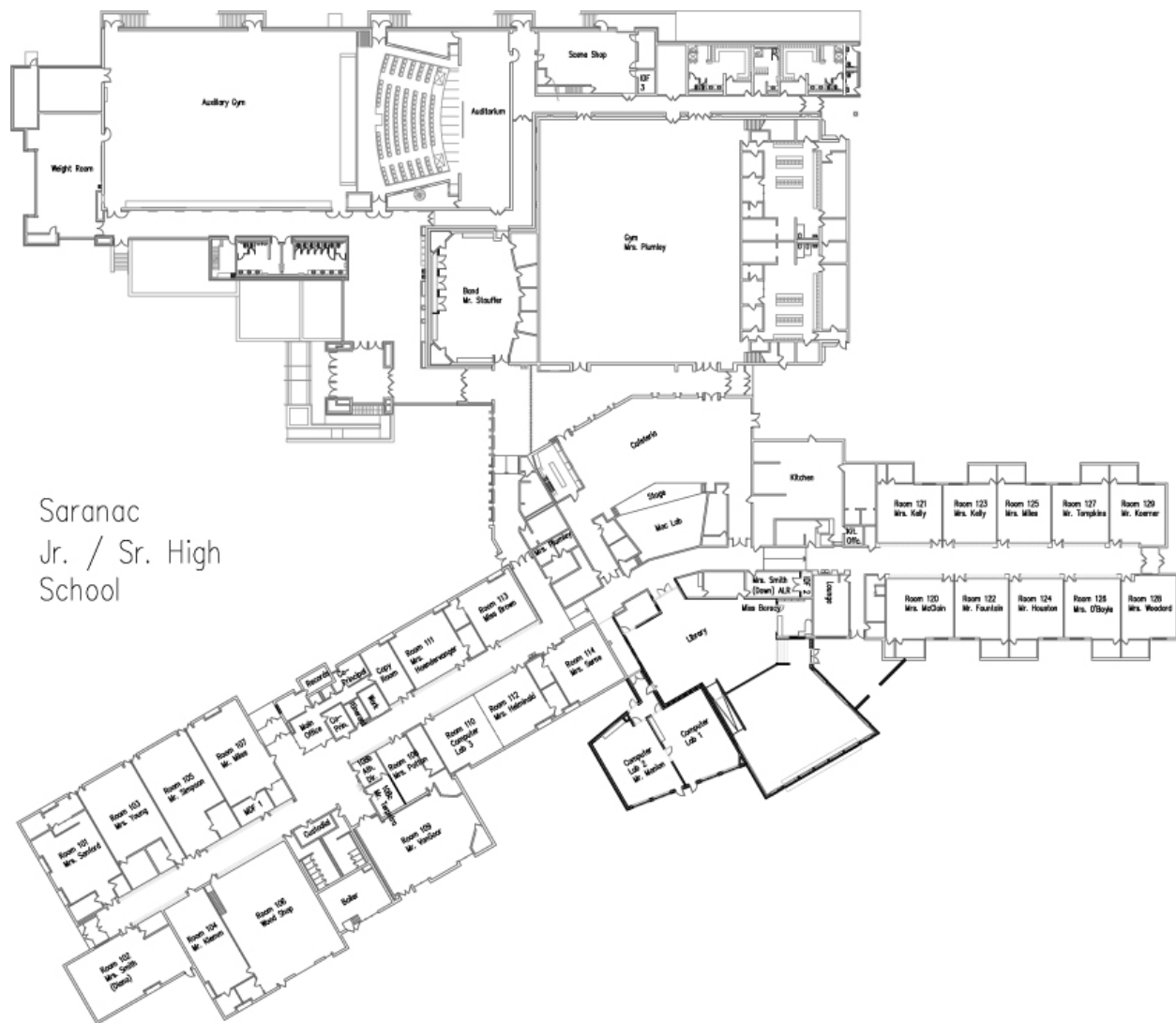
Natural gas and electrical shut off valves are located behind the school, back drive, near boiler room. You access the drive from the front teacher parking lot. Picture below



250 Pleasant St
Saranac, MI 48881



Saranac High School
150 Pleasant St
Saranac, MI 48881



Saranac
Jr. / Sr. High
School

