

Regular Meeting
Monday, June 5, 2023 7:00 PM

Central Office Conference Room
225 Pleasant St
Saranac, Michigan 48881

Agenda

1. Call to Order _____
2. Pledge of Allegiance
3. Additions, Deletions & Modifications to the Agenda
4. Approval of Minutes
5. Comments from Guests - Agenda Items
6. Action Items
 - 6.a. 2023-2024 Budget Hearing Resolution
 - 6.b. 2023-2024 Extracurricular Assignments
 - 6.c. Approve JSH Principal Contract
7. Reports/Presentations
 - 7.a. Reproductive Health Update
 - 7.b. 2023-2024 Budget Update
 - 7.c. NEOLA Policy Update
8. Comments from Guests - Non Agenda Items
9. Approve Executive Session Minutes
10. Superintendent's Report
11. Board Requests/Reports
12. Communications
13. Other
14. Adjournment _____

Saranac Community Schools
Board of Education
Meeting # 14

The regular meeting of the Saranac Community Schools Board of Education was held on May 22nd, 2023 in the Conference Room, Saranac Central Office, 225 Pleasant St, Saranac, MI 48881.

Superintendent Smith held a public hearing for School Safety and Assessment

Board President, Sarah Doll called the special meeting to order at 6:54 p.m.

Present: Doll, Courtnay, Hawkins, and VanKuiken.

Absent: Price, Hesche, and Elliott

Mrs. Doll led in the Pledge of Allegiance.

IONIA COUNTY ISD BOARD ELECTION REPRESENTATIVE SELECTED: Motion by Doll, supported by Courtnay and unanimously approved that the Saranac Board of Education designate Mr. Roy Hawkins as this district's proposed representative and Mr. Kevin Courtnay as an alternate representative to vote on behalf of this board for a specific candidate.

Adjourned Special Meeting at 6:56 p.m.

Board President, Sarah Doll called the regular meeting to order at 7:02 p.m

ADDITIONS, DELETIONS, & MODIFICATIONS TO THE AGENDA: Deleted # 13b. Pay Bills from the agenda. The agenda item was tabled until the special meeting held on 5/23/2023.

APPROVAL OF MINUTES: Minutes were approved as presented.

TREASURER'S REPORT: Treasurer's report for April was approved as presented.

COMMENTS FROM GUESTS - AGENDA ITEMS: None

ACCEPT GIFTS: Motion by Courtnay, supported by VanKuiken and unanimously approved that the Saranac Board of Education accept the gifts totaling \$2,000.00 for the month of April and May.

To:	Donation for:	Amount
Saranac Community School	Lunch Accounts	\$ 2,000.00
Total This Month		\$ 2,000.00
Total Gifts for 2022-2023 Including This Month		\$ 203,325.49

APPROVE RESOLUTION TO SELECT CANDIDATES FOR THE ISD ELECTION: Motion by Courtnay, supported by VanKuiken and unanimously approved that the Saranac Board of Education’s designated representative or their alternate representative vote for Mr. Brian Talbot and Ms. Kerry Possehn on the first ballot on behalf of this board.

APPROVE PURCHASE: Motion by VanKuiken, supported by Hawkins and unanimously approved that the Saranac Board of Education approve the purchase of 125 chrome books and licenses not to exceed the quoted amount presented.

APPROVE APRIL BUDGET AMENDMENT: Motion by Hawkins, supported by Courtnay and unanimously approved that the Saranac Board of Education approve the April budget amendment for the 2022-2023 school year as presented.

NEOLA POLICY UPDATE (FEB 2023): Superintendent Smith presented the board with the second reading of the February NEOLA policy updates.

President Doll would like to review the current policy for Policy 8390, Policy 8400, and Policy 7217 before approving the updates at the June 5th meeting.

Policy 2623 - Student Assessment (Revised)

This policy has been revised to include the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE).

These revisions reflect MDE and State Board of Education rules regarding student assessment and should be adopted in order to maintain accurate policies.

Policy 6325 - Procurement - Federal Grants/Funds (Revised)

A minor adjustment has been made to policy 6325, specifically to recognize that not all federal grant contracts are subject to the Davis-Bacon Act (“DBA”). The DBA typically applies to any federally-funded contract in excess of \$2,000 for the construction, alteration, or repair of public buildings or public works, and requires payment of prevailing wages for workers who provide services under the contracts. However, there are some instances in which the DBA does not apply, and the change made to policy 6325 clarifies this. School districts should review the specific terms of federal grants that might be used for construction-related projects and consult with legal counsel before determining whether the DBA applies to a contract or not. This revision reflects the latest provisions issued in the OMB Compliance Supplement and the provisions of Appendix II to 2 C.F.R. Part 200.

This revision reflects current EDGAR provisions and should be adopted to maintain accurate policies.

Policy 8390 - Animals on District Property (Revised)

This policy has been revised at the request of clients wanting to provide some structured options regarding therapy/comfort animals. Note: Neola does not recommend including such animals, given the liabilities and complexities of such approval. However, given the widespread nature of the request, optional language providing structure to such approval is offered for use at the discretion of client districts. It is strongly recommended that such a provision be thoroughly explored with the district's legal counsel and authorization sought from the Board.

Policy 8400 - School Safety Information (Revised)

This policy has been updated to reflect current state law and best practices regarding school safety. The corresponding AG provides specific details regarding Threat Assessment plans if the District chooses to implement such provisions.

These revisions are consistent with current state law and should be adopted.

Policy 7540.02 – Web Accessibility, Content, Apps, and Services (Revised)

This policy has been updated to reflect best practices and the evolving state of the law related to website accessibility based on the Americans with Disabilities Action (ADA). While the Department of Justice and the U.S. Department of Education Office for Civil Rights (OCR) have not formally adopted regulations pertaining to website accessibility for public entities, including public schools, they continue to publicize the need for public entities' websites to be accessible to individuals with disabilities in order to comply with the ADA and/or Section 504 of the Rehabilitation Act of 1973. Additionally, the OCR continues to find districts out of compliance with the law and to enter into resolution agreements to bring the offending district's websites into an acceptable state of accessibility.

TOBACCO POLICIES - OVERVIEW AND COMMENTS

Publication of this Special Release is in response to recent client requests for policy language that was compatible with the Michigan Department of Health and Human Services' (MDHHS) Tobacco Section Mission, Vision and Plan initiative. A number of the options provided in the policies have been adapted from the 100% Tobacco-Free Schools Model Policy.

This Special Release includes:

POLICIES

Policy 1615 - Use of Tobacco by Administrators (Revised)

Policy 3215 - Use of Tobacco by Professional Staff (Revised)

Policy 4215 - Use of Tobacco by Support Staff (Revised)

Policy 5512 - Use of Tobacco by Students (Revised)

Policy 7434 - Use of Tobacco on School Premises (Revised)

Policy 9160 - Public Attendance at School Events (Revised)

REVIEW JSH PRINCIPAL'S CONTRACT: Superintendent Smith presented the JSH Principal's two-year contract. This will be brought back at the June 5th board meeting for action

2021-2022 EXTRACURRICULAR POSITIONS: Superintendent Smith reported that the S.E.A. contract requires the appointment of individuals to extracurricular positions by June 30 for the following year. This will be brought back for action at the June 5th meeting.

COMMENTS FROM GUESTS - NON AGENDA ITEMS: The board heard public comments.

SUPERINTENDENT'S REPORT: Superintendent Smith reported that Graduation is on June 1st at 7 pm. Board members and guests were invited to attend. End of the year staff luncheon is scheduled for Tuesday, June 6th at 11:45 am. Board members are welcome to attend. Spring sports postseason is about to begin. Saranac had several track athletes qualify for State. Saranac Schools was awarded \$2500.00 from Farm Bureau's Feeding the Future. Thank you to Angela Bukala, a 1990 graduate, for all her hard work and dedication to stopping childhood hunger.

BOARD REQUESTS/REPORTS: Board members had a question on finance meeting minutes regarding solar power. A board member requested a follow-up with guests on their concerns. A board member commented on the outstanding actions of two Saranac students that he observed outside of school.

COMMUNICATIONS: Congratulations card was sent to Ed Feuerstein for his dedication to the Softball program. A sympathy card was sent to Laurel O'Boyle whose father passed away recently.

OTHER: None

There being no further business to come before the Board at this time, and no objections, the meeting adjourned at 7:51 p.m.

Respectfully submitted,

Roy D. Hawkins
Secretary

Saranac Community Schools
Board of Education
Special Meeting

A special meeting of the Saranac Community Schools Board of Education was held on Tuesday, May 23rd, 2023 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

President, Sarah Doll called the meeting to order at 8:00 a.m.

Present: Doll, Hawkins, VanKuiken, Courtnay, and Hesche
Absent: Price and Elliott

Mr. Hesche led in the Pledge of Allegiance.

ADDITIONS, DELETIONS, & MODIFICATIONS: Adding Pay Bills to agenda as 4a.

COMMENTS FROM GUESTS – AGENDA ITEMS: None

PAY BILLS: Motion by Hawkins, supported by Hesche that the Saranac Board of Education approve the bills paid from the General Fund for April and May in the amount of \$303,919.76 as presented. Roll Call Vote: Yes: Hesche, VanKuiken, Hawkins, and Doll. Abstained: Courtnay. Motion Carried.

STUDENT HEARING: Motion by Hawkins, supported by Courtnay that the Saranac Board of Education go into closed session at 8:02 a.m. for the purpose of a student expulsion hearing, returning to open session at 8:23 a.m.
Roll call vote: Yes: Hawkins, VanKuiken, Doll, Courtnay, and Hesche. No: None.
Motion carried.

Motion by Doll, supported by Hawkins that the Saranac Board of Education expel the student for a period of up to 180 days. Roll call vote: Yes: Doll, Hawkins, VanKuiken, Courtnay, and Hesche. No: None. Motion carried.

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 8:25 a.m.

Respectfully submitted,

Roy D. Hawkins
Secretary

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Budget Hearing Resolution

The attached resolution takes action to set a time, date, and place for a public hearing on the proposed budget for the 2023-2024 school year. The budgets will be presented at the June 26th hearing, with action for approval of the budgets to be requested following the hearing.

Suggested Resolution

I move that the Saranac Board of Education approve the budget hearing resolution for the 2023-2024 school year.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools, Ionia County, Michigan

A regular meeting of the Board of Education of the Saranac Community Schools was held in the Conference Room at Saranac Central Office on 5th day of June, 2023, at 7:00 p.m.

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

Present: Members

Absent: Members

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

WHEREAS, Tonight this Board will review a proposed budget and desires to establish a hearing thereon for the fiscal year 2023-2024.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby set 7:00 o'clock, in the p.m. Monday, June 26, 2023 in the Conference Room at Saranac Central Office, Michigan, as the time, date and location for the public hearing on the proposed budget for the 2023-2024 fiscal year.
2. The Board authorizes and directs the Superintendent to cause the Notice of a Public Hearing on Proposed 2023-2024 Budget, a copy of which is attached hereto as Exhibit A, to be published in a newspaper of general circulation in the district, not less than six (6) days prior to the hearing.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Yes: Members

No: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Saranac Community Schools, Ionia County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on Monday, June 5th, 2023 the original of which is part of the Board's minutes. The undersigned further certified that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Secretary, Board of Education

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: 2023-2024 Extracurricular Positions

At the last meeting, the board reviewed the 2023-2024 Extracurricular Assignments.

A list of recommended appointments is attached.

Suggested Resolution

I move that the Saranac Board of Education approve the 2023-2024 Extracurricular Assignments positions as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

2023-2024 Extracurricular Positions

Middle School Student Council.....	Joel Manion
Music Director.....	Matt Stauffer
High School Student Council... ..	Diana Smith
Yearbook Advisor.	Diana Smith
National Honor Society Sponsor.....	Nancy Helminski
FFA Sponsors.....	Tracy Dahms & Susann Young
Junior Class Sponsor	Phyllis Plumley
Head Varsity Football	Kirk Jackson
Head Junior Varsity Football	Jason Kushmaul
Assistant Football	Rob Bush
Assistant Football.	Dan Nordhof
Varsity Fall Sports Cheerleading.	Sue Frank
JV Fall Sports Cheerleading.....	<i>Self Funded</i>
Varsity Girls Basketball.....	Chance Wells
JV Girls Basketball	Todd Chipman
8th Grade Girls Basketball	Joe Rasmus
7th Grade Girls Basketball	Joshua Cahill
Cross Country.....	Diana Smith
Varsity Volleyball	Amy Mile
JV Volleyball	Danette Nordhof
9 th Volleyball.....	<i>Self Funded</i>
7th Grade Volleyball	Becky Griffin
8 th Grade Volleyball	Lyn Booth
Varsity Boys Basketball	Dean Gage
JV Boys Basketball.....	OPEN
Winter Varsity Cheerleading.....	<i>Self Funded</i>
JV Cheerleading.....	<i>Self Funded</i>
8th Grade Boys Basketball	OPEN
7th Grade Boys Basketball	Derik Haller
Varsity Softball.....	Bob Richardson
JV Softball	Marcy Couturier
Varsity Baseball.....	Jon Olsen
JV Baseball.....	Garret Veenstra
Track	Diana Smith
Assistant Track.....	Erric Smith
Assistant Track.	Jacob Elliott
Assistant Track	Jonah Powell
Assistant Track.....	Emma Pachulski
Boys/Girls Golf.....	<i>Self-Funded</i>
Soccer	<i>Self-Funded</i>
Wrestling.	OPEN

Updated: 05/24/2023

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: JSH Principal's Contract for 2023-2026

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

Suggested Resolution

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

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools

CONTRACT OF EMPLOYMENT

School Administrator

It is hereby agreed by and between the Board of Education of Saranac Community Schools (hereinafter "Board") and Josh Leader (hereinafter "Administrator") that pursuant to Section 1229 (2) of the Revised School Code of the State of Michigan, the Board in accordance with its action found in the minutes of its meeting held on the **June 5th, 2023**, has and does hereby employ the said Administrator for a period of two years **commencing on July 1, 2023 and ending on June 30, 2026**, according to the terms and conditions as described and set forth herein as follows;

1. Administrator shall perform the duties of Junior/Senior High School Principal as prescribed by the Board pursuant to the Revised School Code of the State of Michigan as may be established, modified and/or amended from time to time by the Board and under the supervision and direction of the Superintendent of Schools. Administrator acknowledges the ultimate authority of the Board and Superintendent with respect to his/her responsibilities and directions related thereto.

Administrator is subject, during the term of this Contract, to assignment and transfer to another position of administrative employment in the School District at the discretion of the Board or its Superintendent of Schools.

2. Administrator represents that he/she possesses, holds and will maintain all certificates, credentials and qualifications required by law, including the regulations of the Department of Education, and those required by the Board to serve in the position assigned. Additionally, Administrator agrees, as a condition of his/her continued employment, to meet all continuing education requirements for the position assigned, as may be required by the State Board of Education. If at any time Administrator fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position as assigned as required herein, this contract shall automatically terminate and the Board shall have no further obligations hereunder.

3. Administrator agrees to devote his/her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Administrator agrees to faithfully perform those duties assigned by the Board and Superintendent and to comply with the directives of the Board and Superintendent with respect thereto. Further, Administrator agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board and Superintendent to carry out the educational programs and policies of the School District for which he/she is responsible during the entire term of this Agreement. Administrator agrees to devote substantially all of his/her business time, attention and services to the diligent, faithful and competent discharge of his/her duties on behalf of the School District to enhance the operation of the School District and agrees to use his/her best efforts to maintain and improve the quality of the programs and services of the School District.

4. Administrator shall be paid at the rate determined and approved by the Board. The rates are included at the end of this contract.

Additional days to be paid at the administrators per diem rate may be approved by the superintendent upon request in advance by the administrator. (salary /number of days, 225) 2021/22- \$392.09 and 2022/23- \$398.91.

An annual calendar of proposed days to be worked shall be given to the Superintendent prior to July 1. Flex time may be substituted for work on the calendar days with the prior approval of the superintendent.

The annual salary shall be paid in equal bi-weekly installments beginning July 1st and continuing until the end of the fiscal/contract year, June 30th.

The Board hereby retains the right to adjust the annual salary of Administrator during the term of this Contract. Any adjustment in salary made during the term of this Contract shall be in the form of a written amendment and when executed by Administrator and the Board, shall become a part of this Contract.

5. Administrator is employed on the basis of **two-hundred twenty-five (225) days** of work per fiscal year through June 30 as scheduled by the Superintendent.

6. Administrator's performance shall be evaluated by the Superintendent or his/her designee at least annually, using multiple rating categories that take into account data on student growth to the extent required by Section 1249 of the Revised School Code (or its successor provision).

7. The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency or if Administrator materially breaches the terms and conditions of this Contract, or for other causes determined to be sufficient by the Board.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

8. Additionally, this Contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least thirty (30) days notice of termination prior to the effective date of layoff. In the event of layoff, the Board shall have no further obligation under this Contract.

9. In the event of Administrator's mental and/or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of ninety (90) work days for purpose of

recovery. The Administrator shall first exhaust any accumulated sick leave and accrued personal leave, with the balance of the ninety (90) work day period to be unpaid. Health plan premium payments shall be made on behalf of Administrator during this interval to the extent required by law. Upon utilizing leave under this provision, Administrator shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by Administrator, it may require a second opinion, at Board expense.

Administrator may request a ninety (90) work day unpaid leave extension in the event of his/her physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is reasonable likelihood that Administrator will be able to resume his/her duties at the end of the extended leave interval. Medical certification shall be supplied by Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If the Administrator is unable to, or does not, resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), his/her employment and this Contract may be terminated at the option of the Board. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

Prior to resumption of duty after an unpaid leave of absence for a serious health condition, Administrator shall provide to the Board a fitness for duty certification from Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion in this context is precluded by the Family and Medical Leave Act.

10. Administrator agrees that he/she shall not be deemed to be granted continuing tenure in the position initially assigned or to which he/she may be assigned or transferred or in any capacity other than that of a classroom teacher, should the probationary period required for tenure as a teacher be fulfilled, by virtue of this Contract or any employment assignment (requiring certification) with the School District. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

11. Administrator shall submit to such medical examinations, supply such information and execute such documents as may be required by any underwriter, policyholder or third party administrator providing insurance programs specified under this Contract. Additionally, upon request of the Board or Superintendent, Administrator shall authorize the release of medical information necessary to determine if Administrator is capable of performing the essential job functions required by his/her assignment, with or without job accommodation. Any physical or mental examination or disclosure of such information required of Administrator by the Board or Superintendent shall be job related and consistent with business necessity. Any medical or psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be considered and treated as confidential.

12. Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party administrator, the Board shall make monthly pro-

rated medical benefit plan contributions and other insurance premium contributions on behalf of Administrator and his/her eligible dependents for the following insurance programs:

Health insurance -----	PPO HSA deductible \$1,400/\$2,800	
Dental insurance -----	Delta Dental 60/60/60	\$1,000
Vision insurance -----	VSP3	
Term life insurance -----		
-----	Non-PAK AD & D	\$49,000
-----	Non-PAK Life	\$49,000
Long Term Disability -----	66 2/3% after 120 days Max 2,500	

Administrator agrees that the Board has the right to allocate to Administrator responsibility for any portion of the medical benefit plan costs (as defined by 2011 PA 152, as amended), for the plans listed above which exceed the Board’s maximum pro-rated monthly contribution. The Board agrees to contribute the monthly pro-rated maximum medical benefit plan contribution allowed pursuant to 2011 PA 152, as amended.

The Board will notify Administrator of the amount for which he/she is responsible which is in excess of the Board’s contribution. Administrator agrees that the amount of Administrator’s responsibility shall be payroll deducted from Administrator’s compensation, or paid directly by Administrator if Administrator’s compensation is not available for payroll deduction.

If the Board’s pro-rated monthly maximum medical benefit plan contribution allowed pursuant to 2011 PA 152, as amended, exceeds the cost of the monthly medical benefit plan premium (and/or other Board paid medical benefit plan costs) for the medical benefit plan listed above, then the Board will contribute the remaining amount of its allowable contribution up to the Board’s monthly maximum medical benefit plan contribution or the monthly pro-rated HSA deductible amount (whichever is less), to Administrator’s HSA on a monthly basis.

Administrator acknowledges that the plans listed above must comply with 2011 PA 152, the Internal Revenue Code, and the Patient Protection and Affordable Care Act (hereinafter the “PPACA”), including any requirements necessary to avoid taxes, penalties, and fees chargeable to the Board. Administrator specifically authorizes the Board to make any changes to the plans listed above necessary to avoid or remedy violations of 2011 PA 152, the Internal Revenue Code, and the PPACA, including any requirements necessary to avoid taxes, penalties, and fees chargeable to the Board.

13. The Board reserves the right to change the identity of the insurance carrier, policyholder or third party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. The Board shall not be required to remit premiums for any insurance coverages for Administrator and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party administrator. The terms of any contract or policy issued by any insurance company

of third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The School District, by payment of the premium payments required to provide the above-described insurance coverage, shall be relieved from all liability with respect to insurance benefits.

14a. Administrator is entitled to **four** paid holidays per school year to be selected by administrator and approved by Superintendent. These days shall be counted as work days.

14b. Administrator is entitled to the following holidays for which no service to the School District is required: Labor Day, the day after Thanksgiving, Christmas Eve Day, and New Year's Eve Day, New Year's Day, Good Friday, and Memorial Day. These holidays are not counted as work days.

14c. Administrators will not be expected to report for work or to work from home on the first two days when school is canceled due to weather or other emergencies. If there are additional inclement weather days (more than two) the administrator shall be allowed to work from home unless otherwise requested by the Superintendent.

15. Administrator shall be reimbursed at the rate of **\$80** per month for cell phone and internet costs per month.

The Administrator shall be entitled to seven (7) personal days each contract year. Up to two (2) unused personal days shall carry over to the next contract year as accumulated sick days.

Ten (10) days sick leave with pay will be granted to the Administrator at the beginning of each contract year. Sick leave may be used in the event of an illness of the Administrator or medical appointment for the Administrator or his/her spouse, parent, or child. Sick leave days may be accumulated up to a maximum of two hundred (200) days.

Administrator will be granted leaves of absence with pay, not chargeable against the sick leave or personal leave each contract year for a number of days determined by the Superintendent as follows:

1. The death of each member of the immediate family of the Administrator (spouse, child, step-child, sibling, step-sibling, parent or step-parent, grandparents or step-grandparents, spouse's parent, step-parent, grandparents or step-grandparents, grandchildren or step-grandchildren.)
 2. To serve as a juror in a court of record.
 3. Visitations to other schools, educational conferences, conventions, or professional development as approved by the Superintendent.
- a. Upon retirement and acceptance into the Michigan Public Schools Employee Retirement System, the Administrator will be entitled to \$100 per day for accumulated sick time while serving as an administrator at Saranac Community Schools up to a maximum of 100 days. However, the last year of administrative service prior to retirement must be with Saranac Community Schools and within five (5) years of receipt of the first retirement check.

b. Upon termination for any reason except retirement as defined above or termination during the term of this Contract under paragraph #7, an Administrator shall be entitled to one of the following:

1. The Administrator, who has been at Saranac Community Schools for twenty (20) years, ten (10) of which have been as an administrator, shall be entitled to \$100 for each accumulated sick day up to a maximum of 100.
2. The Administrator, who has been at Saranac Community Schools for less than twenty (20) years, shall be entitled to \$50 for each accumulated sick day, while serving as an administrator, to a maximum of 100 days.

16. The board shall pay the administrator a annual payment of \$500 for travel within 60 miles of the district. The board shall reimburse the administrator at the current per mile IRS rate for the use of his/her automobile in conducting business outside a 60-mile radius from Saranac Community Schools that is associated with his/her position of the school.

Any expense to be incurred by Administrator for out-of-district travel shall be submitted in advance for review and approval by the Board or its designee. Administrator shall be required to present an itemized account of his/her reasonable and necessary expenses in accordance with direction of the Board or its designee. Travel mileage reimbursement will be paid at the current IRS rate.

Subject to express approval by the Board, or its designee, the fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Board, or its designee, the Administrator may attend appropriate professional meetings at the local, state and national levels and shall be reimbursed for any registration fees, tuition, travel, lodging and/or reasonable meal expenses for himself/herself in relation thereto not prepaid by the Board.

The Board will pay tuition expenses for up to three semester hours per year when taken with the prior approval of the Superintendent. Reimbursement requests up to \$1,500.00 must be submitted to central office with documentation of credits earned.

The Administrator shall be eligible for non-affiliated longevity bonus per administrative guidelines.

Longevity Bonus: All non-union employees with more than fifteen (15) years of service with Saranac Community Schools will be eligible to receive a bonus, check, payable as a separate check, to be received with the first pay in December. After fifteen (15) years of service, the check will be equal to one week of pay. After twenty (20) years, the check will be equal to two weeks' pay. Any administrator, or coordinator, that has served as an administrator or coordinator at Saranac Community schools for 10 years or more will be eligible to receive a check to be received in December. After 10 years of service, the check will equal one week's pay. After 15 years the administrator/coordinator check will be equal to two weeks' pay.

17. This Contract contains the entire agreement and understanding by and between the Board and Administrator with respect to the employment of Administrator and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force

or effect. All prior contracts or other agreements (written or oral) pertaining to, connected with, or arising in any manner out of the employment of Administrator by the Board, are hereby terminated and shall hereafter be of no force or effect whatsoever. Provided, that Contract is voidable pursuant to the provisions of the Michigan Revised School Code pertaining to criminal records checks.

No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board reflected in its minutes, and signed by Administrator and the President and Secretary of the Board. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract at such time or at any other time.

18. If any provision of this Contract becomes or is declared by a Court of competent jurisdiction to be illegal, unenforceable or void, this Contract shall continue in full force and effect without said provisions.

19. Administrator agrees that any claim or suit arising out of Administrator's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth herein and waives any statute to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a law suit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the law suit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

20. This Contract is executed on behalf of the School District pursuant to the authority granted as contained in the resolution of the Board adopted on June 5th, 2023, the same being incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

Date: _____

ADMINISTRATOR

SCHOOL DISTRICT BOARD OF
EDUCATION

By:

Superintendent

Date: _____

By:

President

By:

Secretary

2023-24, 2024-25, 2025-26 Salary Calculation

Josh Leader
Junior/Senior High School Principal

2023/24 (5%)	\$93,717.85
Mileage in lieu per contract #16	<u>\$500.00</u>
TOTAL	\$94,217.85

2024/25 (2.5%)	\$96,060.80
Mileage in lieu per contract #16	<u>\$500.00</u>
TOTAL	\$96,560.80

2025/26 (0%) (Board and/or Principal may request to open financials only)	\$96,060.80
Mileage in lieu per contract #16	<u>\$500.00</u>
TOTAL	\$96,560.80

Year 1- 5.0% increase (\$4,462.75)
Year 2- 2.5% increase (\$2,342.95)
Year 3- 0% no increase (Board and/or Superintendent may request to open financials only)

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Reproductive Health

We will present the district reproductive health unit.

4 th Grade	5 th Grade
<ul style="list-style-type: none"> ▪ Communicating with your family ▪ Human growth and development ▪ Hygiene * Physical changes during puberty * Male and female reproductive systems 	<ul style="list-style-type: none"> * Communicating with your family * Hygiene * Human growth and development * Male and female reproductive systems * Emotional changes during puberty * Ovulation and menstruation ▪ Sexually transmitted diseases (AIDS)

Seventh Grade Reproductive Unit:

Puberty (boys and girls)

Video: Straight Talk: Puberty for Boys

Video: Straight Talk: Puberty for Girls

Reproductive System

- Male and female reproductive organs and their functions
- Consequences of sexual intercourse in teens (infectious diseases, pregnancies, low birth weight babies/potential hardships).
- Pregnancy prevention: abstinence best choice
- Video: Straight Talk: Sexual Choices and Consequences

Sexual Harassment

- Definition
- Examples of harassment (identifying)
- Case studies
- Before you act, ask yourself...
- What to do if this happens to you

Freshmen Health Reproductive Unit:

Reproductive System:

- Male and female reproductive organs and functions.
- Screening/Examination methods for maintaining reproductive health
- Contraception Methods (abstinence is stressed but other types of contraception are discussed.
- Prevention/Treatment of Sexual Transmitted infections. Includes AIDS unit
- Video: The Miracle of Life
- Video: The Truth about Sex

Safe Delivery Program.

- What it is
- Why it was instituted
- How it works

Age of Consent

Harassment Policy

- Definition
- Examples (identifying)
- what to do if it happens to you

Sexting

- What It Is?
- Consequences of Sexting
- Video: Consequences of Teen Sexting

Cost of Raising a Child (Parenting)

- Birth until 18 years of age

Cost of Teenage Pregnancy

- Possible financial, emotional, mental and physical repercussions
- Video: Avoiding the Teenage Pregnancy Trap

Sexual Transmitted Infections including AIDS

- Signs/symptoms to look for
- What to do if you think you are infected
- Where to seek help
- Prevention

New textbooks for JSH during 2022-23 school year.

Exploring updated materials for ELE

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Review the 2023-2024 Budget

I will review the 2023-2024 budget.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Neola Policy Updates (Feb 2023)

Policy Drafts have been updated in Board Policy. Any updated or new verbiage is highlighted in Green in the draft folder "For the Board".

Policy 2623 - Student Assessment (Revised)

This policy has been revised to include the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE).

These revisions reflect MDE and State Board of Education rules regarding student assessment and should be adopted in order to maintain accurate policies.

Policy 6325 - Procurement - Federal Grants/Funds (Revised)

A minor adjustment has been made to policy 6325, specifically to recognize that not all federal grant contracts are subject to the Davis-Bacon Act ("DBA"). The DBA typically applies to any federally-funded contract in excess of \$2,000 for the construction, alteration, or repair of public buildings or public works, and requires payment of prevailing wages for workers who provide services under the contracts. However, there are some instances in which the DBA does not apply, and the change made to policy 6325 clarifies this. School districts should review the specific terms of federal grants that might be used for construction-related projects and consult with legal counsel before determining whether the DBA applies to a contract or not. This revision reflects the latest provisions issued in the OMB Compliance Supplement and the provisions of Appendix II to 2 C.F.R. Part 200.

This revision reflects current EDGAR provisions and should be adopted to maintain accurate policies.

Policy 8390 - Animals on District Property (Revised)

This policy has been revised at the request of clients wanting to provide some structured options regarding therapy/comfort animals. Note: Neola does not recommend including such animals, given the liabilities and complexities of such approval. However, given the widespread nature of the request, optional language providing structure to such approval is offered for use at the discretion of client districts. It is strongly recommended that such a provision be thoroughly explored with the district's legal counsel and authorization sought from the Board.

Policy 8400 - School Safety Information (Revised)

This policy has been updated to reflect current state law and best practices regarding school safety. The corresponding AG provides specific details regarding Threat Assessment plans if the District chooses to implement such provisions.

These revisions are consistent with current state law and should be adopted.

Policy 7540.02 – Web Accessibility, Content, Apps, and Services (Revised)

This policy has been updated to reflect best practices and the evolving state of the law related to website accessibility based on the Americans with Disabilities Action (ADA). While the Department of Justice and the U.S. Department of Education Office for Civil Rights (OCR) have not formally adopted regulations pertaining to website accessibility for public entities, including public schools, they continue to publicize the need for public entities' websites to be accessible to individuals with disabilities in order to comply with the ADA and/or Section 504 of the Rehabilitation Act of 1973. Additionally, the OCR continues to find districts out of compliance with the law and to enter into resolution agreements to bring the offending district's websites into an acceptable state of accessibility.

TOBACCO POLICIES - OVERVIEW AND COMMENTS

Publication of this Special Release is in response to recent client requests for policy language that was compatible with the Michigan Department of Health and Human Services' (MDHHS) Tobacco Section Mission, Vision and Plan initiative. A number of the options provided in the policies have been adapted from the 100% Tobacco-Free Schools Model Policy.

This Special Release includes:

POLICIES

Policy 1615 - Use of Tobacco by Administrators (Revised)

Policy 3215 - Use of Tobacco by Professional Staff (Revised)

Policy 4215 - Use of Tobacco by Support Staff (Revised)

Policy 5512 - Use of Tobacco by Students (Revised)

Policy 7434 - Use of Tobacco on School Premises (Revised)

Policy 9160 - Public Attendance at School Events (Revised)