

Saranac Community School

Board of Education Agenda

Regular Meeting

August 12, 2019

7:00 PM

Conference Room, Saranac Central Office

1. Call to Order_____
2. Pledge of Allegiance
3. Approval of Minutes - Regular Meeting dated 7-8-19, and Finance Committee Meetings dated 7-17-19 and 8-6-19 2
4. Treasurer's Report - July 10
5. Additions, Deletions & Modifications to the Agenda
6. Comments from Guests - Agenda Items
7. Action Items
- a. Accept Gifts 17
- b. Pay Bills 18
- c. Hire Staff 52
8. Reports/Presentations
- a. Superintendent's Evaluation Timeline 53
- b. Schedule Committee Meetings 55
- c. NEOLA Policy Updates 57
9. Comments from Guests - Non Agenda Items
10. Superintendent's Report
11. Board Requests/Reports
12. Communications
13. Other
14. Adjournment_____

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

Saranac Community Schools
Board of Education
Meeting #1

The regular meeting of the Saranac Community Schools Board of Education was held on Monday, July 8, 2019 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI.

President, Sarah Doll called the meeting to order at 7:01 p.m.

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

David Price led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated 6/24/19 were approve with one correction under “*Science Instruction – the word stager was used and used have been stagger*” as presented.

ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA: None

COMMENTS FROM GUESTS – AGENDA ITEMS: None

AUTHORIZED SIGNATURES: Motion by Price, supported by Courtney and unanimously approved that the Saranac Board of Education approve the signatures below on accounts for the FY: 2019-2020 as presented.

The following shall be authorized to sign checks from the various accounts:

General Fund Checking	Central Office Secretary Assistant Bookkeeper, Superintendent & Finance Director
General Fund Payroll Checking	Superintendent Assistant Bookkeeper & Finance Director
General Fund Savings	Superintendent Assistant Bookkeeper & Finance Director
Food Service Checking	Assistant Bookkeeper Central Office Secretary & Finance Director
Trust & Agency Fund Checking	Assistant Bookkeeper Central Office Secretary
2013 Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2015 A Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2015 B Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2016 Refunded Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2018 Debt Fund Checking Account	Electronic Transfer Superintendent & Finance Director
2018 Capital Project Bond Fund Checking Account	Electronic Transfer Superintendent & Finance Director
General Fund Account A (Sweep) (2 sign)	Assistant Bookkeeper Superintendent & Finance Director
General Fund ICS Reciprocal Sweep	Superintendent & Finance Director

DESIGNATE DEPOSITORIES FOR SCHOOL FUNDS: Motion by VanKuiken, supported by Jackson and unanimously approved that the Saranac Board of Education approve the depositories for school funds for FY: 2019-2020 as presented.

Fund/Bank	Note	Proration
Capital Projects Funds		
Currently not used		
Michigan School District Liquid Asset Fund Plus (MILAF)		100%
Independent Bank, Saranac	Payments flow through	
Debt Fund		
The Bank of New York	Payment Only (from Ind. Bank)	0%
Independent Bank, Saranac		100%
General Fund		
Independent Bank, Saranac		up to 100%
Michigan School District Liquid Asset Fund Plus (MILAF)		up to 100%
Scholarship/Fiduciary Funds		
Independent Bank, Saranac		5%
Grand Rapids Community Foundation		95%
Special Revenue Funds (FS and Student/School Activities)		
Independent Bank, Saranac		100%

INVESTMENT OF FUNDS: Motion by Elliott, supported by Courtney and unanimously approved that the Saranac Board of Education approve the superintendent to invest of surplus funds of the district for the FY: 2019-2020 as presented.

APPROVE OF BILLS: Motion by VanKuiken, supported by Courtney and unanimously approved that the Saranac Board of Education approve the bills paid from General Fund for June in the amount of \$637,775.33, and from the Building & Site Fund for \$539,398.97 as presented.

JR/SR HIGH STUDENT HANDBOOK & ATHLETIC CODE: Motion by Hawkins, supported by Jackson and unanimously approved that the Saranac Board of Education approve the 2019-2020 Jr/Sr High Student Handbook and Athletic Code as presented.

APPROVE ELEMENTARY SCHOOL STUDENT HANDBOOK: Motion by Hawkins, supported by Jackson and unanimously approved that the Saranac Board of Education approve the 2019-2020 Elementary School Student Handbook with corrections as presented.

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION: Motion by Hawkins, supported by Jackson and unanimously approved that the Saranac Board of Education approve the 2019-2020 Annual Loan/Repayment Activity Application showing the amount needed to borrow is \$1,997,964.00.

HIRE STAFF: Motion by VanKuiken, supported by Courtney and unanimously approved that the Saranac Board of Education hire Sara Serne as Assistant Principal/MTSS Coordinator and Amber Zigterman as the Jr/Sr High Spanish Teacher upon a clear criminal history check as presented.

NEOLA POLICY UPDATES (FEB-2019): We had our annual spring meeting with NEOLA to review changes to the policies. These will be brought back for another reading at the August 12 meeting.

Bylaw 0100 – Definitions (Revised)

- The Open Meetings Act was revised to accommodate the absence of any member of the Board of Education due to military duty and allow that member's participation in Board business (M.C.L. 15.263). The definition of Voting in PO 0100 was revised to reflect this change. The new law also requires that a District establish procedures by which the absent member may participate in and vote on business and procedures by which the public is provided notice of the member's absence and information on how to contact the member to provide input prior to the meeting. These procedures are District specific and should be established by the District prior to the March 29, 2019 effective date of the law.

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies.

Bylaw 0167.2 – Closed Session (Revised)

- This bylaw was revised to allow the Board to consider security planning to address existing or potential threats to the safety of students and staff in closed session (MCL 15.268(k)).

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies.

Policy 1422.01 – Drug-Free Workplace (New)

- This new policy was prepared to provide the same policy requirements for administrators as is currently provided in Policy 3122.01 / 4122.01 for other employees.

This new policy reflects the current state of Federal law and should be adopted to be consistent with policy requirements of other District employees.

Policy 1430 / 3430 / 4430 – Leaves of Absence (NEW / Revised)

- This new policy and revisions to existing templates are in response to recent legislation, the Paid Medical Leave Act (PMLA), signed into law by outgoing Governor Rick Snyder on December 13, 2018. The PMLA, formerly known as the "Earned Sick Time Act," requires employers to pay eligible employees for earned medical leave time, which may be used for personal or family health needs. The Act takes effect March 29, 2019.

Employers such as school districts are subject to PMLA only if they employ 50 or more individuals, regardless of the employees' full or part-time status or how many hours they work. The PMLA does not require that a school district implement a Board-adopted policy, but it does require compliance with the terms of the Act. Since each district will have different preferences with respect to implementing the Act, districts should assess their needs and preferences and ensure that they are complying with their obligations under the PMLA. Also, if current collective bargaining agreements and/or other paid

leave time policies already provide all of the requirements of the PMLA, those are sufficient to address the district's obligations to that set of employees.

These revisions should only be considered if such paid leave provisions are not currently addressed in District-specific policies and/or collective bargaining agreements already address paid leave, the District should revise those documents to the March 29, 2019 effective date of the law.

Policy 2210 – Curriculum Development (Revised)

- On December 18, 2018, the Michigan Department of Education released its model program of instruction in career development as required by previous changes to M.C.L. 380.1166a(1). Beginning with the 2019-2020 school year, Districts must ensure that grade appropriate instruction on career development is provided in grades K – 12. This policy was revised to reflect this requirement. Districts also should review and incorporate the Michigan Career Development Model or a district-developed model that meets the requirements of the statute.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 2414 – Reproductive Health and Family Planning (Revised)

- This policy was revised to delete reference to Michigan Department of Education (MDE) publication that is no longer provided as official guidance regarding reproductive health and family planning.

This revision is recommended for adoption.

Policy 3120 – Employment of Professional Staff (Revised)

Policy 3120.04 – Employment of Substitutes (Revised)

- The legislature amended M.C.L. 380.1233 to expand the criteria for persons eligible to substitute teach in the areas of industrial technology and career and technical education. A person is now eligible to substitute teach if: 1) s/he has a high school diploma or equivalency certificate; 2) if substitute teaching in an area in which a professional license or certification is required, s/he has a professional license or certification in that field, or held such a license or certification that expired within two years of initial employment and was in good standing when it expired; and 3) has at least two consecutive years of experience in the relevant subject areas within the preceding ten years.

Policy 5113.02 – School of Choice Options Provided by Federal Law (Revised)

- This policy has been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

This revision reflects current Federal law and should be adopted to maintain accurate policies.

Policy 5200 – Attendance (Revised)

- This revision modifies the mandatory attendance age provided by law.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 6321 – New School Construction, Renovation (Revised)

- This policy has been revised to include the requirement of the new school safety legislation for consultation with first responder agencies during the planning of new construction or major renovation of school buildings.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

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

- This policy is revised in response to audit questions regarding Small and Minority Businesses and Women’s Business Enterprises. The language added clearly references the entities in question which had originally been encompassed by the C.F.R. citation. A new administrative guideline is offered to provide more information regarding affirmative steps the District should take in encouraging competitive participation in the procurement process.

This revision is recommended for adoption.

Policy 6605 – Crowdfunding (Revised)

- Revisions to this policy and related administrative guideline are prompted to recent attention by the Auditor of State (AOS) regarding this evolving fundraising mechanism. Emphasis was added in policy to address the importance of privacy protection for students and to maintain appropriate fiscal safeguards.

This revision is recommended for adoption.

Policy 8400 – School safety Information (Revised)

- This policy has been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

This revision reflects current Federal and State law and should be adopted to maintain accurate policies.

Policy 8402 – Emergency Operations Plan (New)

- This new policy is provided to assist districts in complying with MCL 380.1308b. The new law calls for collaboration, review, and notification obligations to be met by the District.

This new policy is recommended for review and adoption.

Policy 8500 – Food Services (Revised)

- This policy has been revised in response to issues raised by United States Department of Agriculture (USDA) reviews of District policies and procedures. The USDA’s position is that an appropriate “team” is required to approve any dietary modification to the school’s USDA-reimbursable meal pattern for a student, whether or not that student has a disability or is eligible for a Section 504 plan.

These revisions reflect the current USDA requirements and should be considered for adoption.

Policy 8640 – Transportation for Field and Other District-Sponsored Trips (Revised)

- This policy and related administrative guidelines have been revised as part of a regular review of Neola templates to assure compliance with current regulations and practice.

JR/SR HIGH COURSE OFFERING NUMBERS: JSH Principal, Josh Leader presented the course offerings and the number of students signed up in those classes.

COMMENTS FROM GUESTS – NON AGENDA ITEMS: None

SUPERINTENDENT’S REPORT: Mr. Smith reported the open positions we have are Math, Counselor and Physical Education. There is a construction meeting tomorrow, and the Ionia Free Fair starts next week.

BOARD REQUESTS/REPORTS: A board member asked for an update on Harker Middle School, and if any Spanish textbooks will need to be ordered.

COMMUNICATIONS: Cards were sent on behalf of Roxie Gullikson’s father-in-law who passed away and Susann Young’s mother who has passed away. Condolences to both staff members.

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:49 p.m.

Respectfully submitted,

Ted VanKuiken
Secretary

Saranac Community Schools
Finance Committee Meeting
July 17, 2019

The meeting began at 5:30 p.m. at Central Office, 225 Pleasant Street, Saranac, MI.

Present: Kevin Courtney, Sarah Doll, & Jason Smith

Absent: David Price (via phone)

- Open Positions – Reviewed open positions and timelines
 - Spec Ed
 - Math
 - PE
 - Counselor
- Construction Update – On time, the contingency money is healthy
- Director contracts – Have been negotiated and we are getting signatures
- Meeting Minutes – Please inform Teri or myself if you find errors so we can make corrections. We would like to bring corrected minutes to the meeting before board approval
- Bond Payoff – Options for re-financing will be explored
- Harker Building – paid survey bill and will have a final walk through of the building
- Next meeting date is August 6th at 5:30 p.m.

Meeting adjourned at 6:08 p.m.

Respectfully submitted,

Sarah Doll
Board President

Saranac Community Schools
Finance Committee Meeting
August 6, 2019

The meeting began at 5:40 p.m. at Central Office, 225 Pleasant Street, Saranac, MI.

Present: Kevin Courtney, Sarah Doll, David Price & Jason Smith

- Open Positions – Reviewed open positions and timelines
 - Spec Ed – will post 8/7/19
 - Math – still seeking
 - PE – Interviews 8/8/19
 - Counselor – Interviews 8/7/19
- Construction Update – Meeting on 8/6/19. We are on schedule. Technology is now on schedule.
- Other Funding Sources – Reviewed 31a, 31n, 104d, CEIS, and Adp test funds.
- Appetgy – Application (Social Media) website support, discussed potential.
- Bond re-finance– Will present end of August
- Board meeting – Reviewed packet, added presentation item – Committee meetings.
- Discussed negotiating planning for SEA. Future board discussion needed.

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Sarah Doll
Board President

SARANAC COMMUNITY SCHOOLS
GENERAL FUND TRIAL BALANCE
JULY 31, 2019

Cash Checking	\$1,421,409.89
Cash Savings	\$258,059.45
Cash Payroll Checking	\$1,336.69
Petty Cash Petty Cash	\$400.00
Due From Other Funds	\$0.00
Due From Other Funds Food Service	\$22.10
Interest Receivable on Investments and Deposits	\$1,750.00
Inventory Supplies	\$51,234.60
Prepaid/Deferred Expenditures	\$999.00
Prepaid/Deferred Expenditures Apple iPad Apps	\$99.04
TOTAL ASSETS	<u>\$1,735,310.77</u>

Accounts Payable	\$1,150.31
Accounts Payable Workers Comp	(\$3,827.93)
Tax Anticipation Notes and Loans Payable	\$950,000.00
Due to Other Governmental Units Taxes Retirement	\$0.17
Due to Other Governmental Units Taxes Retirement - Stabilization 147c	\$46,510.06
Payroll Related Accrual Liabilities State Withholding Tax EFT	\$8,206.76
Payroll Related Accrual Liabilities Insurance Employee Portion	\$43.45
Accrued Expenditures	\$364.91
Salaries Payable	\$0.00
Salaries Payable Terminal Leave Payable	\$4,770.00
Deferred Revenue	\$61,675.76
TOTAL LIABILITIES	<u>\$1,068,893.49</u>

Beginning Fund Balance	(\$143,434.23) ***
Fund Revenues	\$723,216.19
Fund Expenses	\$86,635.32
TOTAL FUND BALANCE	<u>\$666,417.28</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$1,735,310.77</u>

***NOTE: JUNE IS NOT FULLY ACCRUED AS AUGUST STATE AID IS NOT AVAILABLE YET

SARANAC COMMUNITY SCHOOLS
GENERAL FUND REVENUES SUMMARY
AS OF JULY 31, 2019

	Adopted Budget	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources	\$913,291.00	\$2,265.00	\$911,026.00	0.25%
300 - Revenue from State Sources	\$7,531,090.00	\$701,018.62	\$6,830,071.38	9.31%
400 - Revenues from Federal Sources	\$182,533.00	\$18,907.51	\$163,625.49	10.36%
500 - Incoming Transfers and Other Transactions	\$176,741.00	\$1,025.06	\$175,715.94	0.58%
	<u>\$8,803,655.00</u>	<u>\$723,216.19</u>	<u>\$8,080,438.81</u>	<u>8.21%</u>

SARANAC COMMUNITY SCHOOLS
GENERAL FUND EXPENDITURES
AS OF JULY 31, 2019

Function*	Function* Code	Adopted Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function*	1111 - Elementary	\$2,660,883.00	\$885.24	(\$122,828.27)	\$2,782,826.03	-4.58%
Function*	1112 - Middle/Junior High	\$532,637.00	\$70.61	(\$27,749.29)	\$560,315.68	-5.20%
Function*	1113 - High School	\$1,376,294.00	\$4,389.36	(\$50,226.38)	\$1,422,131.02	-3.33%
Function*	1119 - Summer School	\$12,512.00	\$0.00	\$2.11	\$12,509.89	0.02%
Function*	1122 - Special Education	\$658,098.00	\$298.57	(\$26,381.06)	\$684,180.49	-3.96%
Function*	1125 - Compensatory Education	\$150,932.00	\$0.00	(\$6,630.77)	\$157,562.77	-4.39%
Function*	1212 - Guidance Services	\$99,069.00	\$0.00	(\$5,018.57)	\$104,087.57	-5.07%
Function*	1215 - Speech Pathology and Audiology Services	\$161,381.00	\$0.00	\$0.00	\$161,381.00	0.00%
Function*	1216 - Social Work Services	\$10,274.00	\$0.00	\$0.00	\$10,274.00	0.00%
Function*	1219 - Other Pupil Support Services	\$11,925.00	\$0.00	(\$828.86)	\$12,753.86	-6.95%
Function*	1221 - Improvement of Instruction	\$353,536.00	\$0.00	\$7,075.24	\$346,460.76	2.00%
Function*	1222 - Educational Media Services	\$9,897.00	\$0.00	\$1.70	\$9,895.30	0.02%
Function*	1226 - Supervision and Direction of Instructional Staff	\$8,158.00	\$0.00	\$0.00	\$8,158.00	0.00%
Function*	1227 - Academic Student Assessment	\$550.00	\$0.00	\$0.00	\$550.00	0.00%
Function*	1231 - Board of Education	\$56,008.00	\$0.00	\$4,720.00	\$51,288.00	8.43%
Function*	1232 - Executive Administration	\$243,486.00	\$29.95	\$19,153.13	\$224,302.92	7.88%
Function*	1241 - Office of the Principal	\$234,276.00	\$475.66	\$17,179.61	\$216,620.73	7.54%
Function*	1242 - Junior High Sch Principal Admin	\$138,610.00	\$0.00	\$10,013.77	\$128,596.23	7.22%
Function*	1243 - Senior High Sch Principal Admin	\$143,109.00	\$29.95	\$10,569.79	\$132,509.26	7.41%
Function*	1249 - Other School Administration	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Function*	1252 - Fiscal Services	\$179,410.00	\$19.80	\$3,900.49	\$175,489.71	2.19%
Function*	1259 - Other Business Services	\$53,266.00	\$0.00	\$6,699.37	\$46,566.63	12.58%
Function*	1261 - Operating Buildings Services	\$726,428.00	\$0.00	\$48,492.69	\$677,935.31	6.68%
Function*	1271 - Pupil Transportation Services	\$503,965.00	\$0.00	\$20,682.36	\$483,282.64	4.10%
Function*	1283 - Staff/Personnel Services	\$5,592.00	\$0.00	\$0.00	\$5,592.00	0.00%
Function*	1284 - Non-Instructional Technology Services	\$159,767.00	\$19.80	\$2,250.00	\$157,497.20	1.42%
Function*	1285 - Pupil Accounting	\$21,977.00	\$0.00	\$0.00	\$21,977.00	0.00%
Function*	1291 - Pupil Activities	\$35,430.00	\$0.00	\$7.96	\$35,422.04	0.02%
Function*	1293 - Athletic Activities	\$151,276.00	\$0.00	\$2,279.66	\$148,996.34	1.51%
Function*	1295 - Agency Activities	\$6,800.00	\$0.00	\$0.00	\$6,800.00	0.00%
Function*	1411 - Payments to Other Public Schools Within the State of Michigan	\$18,480.00	\$0.00	\$0.00	\$18,480.00	0.00%
Function*	1456 - Building Improvement Services	\$19,979.00	\$0.00	\$0.00	\$19,979.00	0.00%
		\$8,746,005.00	\$6,218.94	(\$86,635.32)	\$8,826,421.38	-0.92%

School Days available	180
Complete to Date	0
% complete	0.00%

SARANAC COMMUNITY SCHOOLS
FOOD SERVICE TRIAL BALANCE
AS OF JULY 31, 2019

Cash Checking	\$56,058.60
Petty Cash Petty Cash	\$40.00
Inventory Supplies	\$2,956.17
TOTAL ASSETS	<u>\$59,054.77</u>
Deferred Revenue	<u>\$5,704.48</u>
TOTAL LIABILITIES	<u>\$5,704.48</u>
Beginning Fund Balance	\$51,929.88
Fund Revenues	\$1,420.33
Fund Expenses	\$0.08
TOTAL FUND BALANCE	<u>\$53,350.29</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$59,054.77</u>

SARANAC COMMUNITY SCHOOLS
FOOD SERVICE REVENUES AND EXPENDITURES
AS OF JULY 31, 2019

Function* Code	Adopted Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
REVENUES:					
100 - Revenue from Local Sources	\$87,637.00	\$0.00	\$0.00	\$87,637.00	0.00%
300 - Revenue from State Sources	\$27,902.00	\$0.00	\$1,420.33	\$26,481.67	5.09%
400 - Revenues from Federal Sources	\$211,412.00	\$0.00	\$0.00	\$211,412.00	0.00%
	<u>\$326,951.00</u>	<u>\$0.00</u>	<u>\$1,420.33</u>	<u>\$325,530.67</u>	<u>0.43%</u>
EXPENDITURES:					
1297 Food Service	\$325,705.00	\$0.00	(\$0.08)	\$325,705.08	0.00%

TRUST FUND ACCOUNTS

July 31, 2019

Athletic Activities	50,113.80
Athletics-"Catching A Dream"	438.66
Auditorium	0.00
Band Boosters	3,984.00
Band	3,897.14
DI	60.92
Compagner Memorial Fund	25,365.59
Elementary School Activities	8,299.95
E.S. Summer Enrichment Program	10,120.69
High School Activities	30,779.89
High School Spirit Store	507.00
Interest Earned	(290.18)
ICCF Grant	2,819.71
Jenkins Educational Fund	1,117.69
Middle School Activities	2,114.98
PBIS Store F.R.	543.28
Red & White	0.00
Relay	0.00
Revolving	4,993.26
Robotics	4,819.72
Saranac Education Foundation	119,496.30
Saranac One	0.00
Simons Memorial	18,332.59
Saranac Promise	35,120.22
Teachers Pop - Elementary School	543.58
Teachers Pop - High School	1,382.25
Teachers Pop-Middle School	820.71
Allen Scholarship	1,000.00
Brown Scholarship	19,990.18
Crowley Scholarship	250.00
Darby	500.00
Draper Scholarship	0.00
Eddy Scholarship	64.44
Hammer Scholarship	543.17
Kramer Scholarship	1,550.00
Lake	500.00
Lamphere	0.00
McGee Scholarship	163.01
Morris Scholarship	7,000.00
Raimer Scholarship	189.27
Sachen Scholarship	959.05
Sharritts Scholarship	556.44
Simpson Scholarship	1,500.00

TRUST FUND ACCOUNTS

Simmons	50,000.00
Spens Scholarship	169.32
Total	410,316.63

Cash In Checking	380,866.60
Certificates of Deposit	29,450.03
Total	410,316.63

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Accept Gifts

Here are the latest gifts received from various people and organizations for July/August.

To:	Donation for:	Amount
Saranac Promise	Donation	\$ 500.00
Saranac Promise	Donation	\$ 100.00
Saranac Promise	Donation	\$ 200.00
Saranac Promise	Donation	\$ 100.00
Saranac Promise	Donation	\$ 150.00
Saranac Promise	Donation	\$ 200.00
Saranac Promise	Donation	\$ 200.00
Saranac Promise	Donation	\$ 400.00
Total This Month		\$ 1,850.00
Total Gifts for 2019-2020 Including This Month		\$ 1,850.00

Suggested Resolution

I move that the Saranac Board of Education accept the gifts as listed above totaling \$1,850.00 for the months of July/August 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: \$727,488.05 from General Fund for July/August.
- Bills Paid: \$914,009.39 from Building & Site Fund.

Suggested Resolution

I move that the Saranac Board of Education approve the bills paid from General Fund for July/August in the amount of \$727,488.05, and from the Building & Site Fund for \$914,009.39 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2019	61785 Accounts Payable	M.E.S.S.A.		9,234.06
	Invoice	Date	Description		Amount
	1907-0085887	07/01/2019	July Insurance Premium		9,234.06
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$9,234.06
Checks:	1		\$9,234.06		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2019	61786 Accounts Payable	UNUM Life Insurance Company of America		179.94
	Invoice	Date	Description		Amount
	0413550-001 9	07/01/2019	July Insurance Premium		179.94
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$179.94
Checks:	1		\$179.94		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2019	61787 Accounts Payable	Priority Health		8,181.77
	Invoice	Date	Description		Amount
	191660001541	07/01/2019	July Insurance Premium		8,181.77
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$8,181.77</u>
Checks:	1		\$8,181.77		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2019	61788 Accounts Payable	Priority Health		4,323.15
	Invoice	Date	Description		Amount
	191660000756	07/01/2019	July Insurance Premium		4,323.15
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$4,323.15
Checks:	1		\$4,323.15		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2019	61789 Accounts Payable	Priority Health		51,514.09
	Invoice	Date	Description		Amount
	191660000786	07/01/2019	SEA July Insurance Premium		51,514.09
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$51,514.09
Checks:	1		\$51,514.09		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2019	61790 Accounts Payable	FIRST AGENCY		1,636.37
	Invoice	Date	Description		Amount
	JS62519	07/01/2019	Student Accident Insurance		1,636.37
Check	07/01/2019	61791 Accounts Payable	M.A.S.B.		4,720.00
	Invoice	Date	Description		Amount
	21973	07/01/2019	Board Book Contract 2019/2020		2,000.00
	JS7119	07/01/2019	Renewal Fee		2,720.00
Check	07/01/2019	61792 Accounts Payable	M.A.S.S.P.		400.00
	Invoice	Date	Description		Amount
	JS7119	07/01/2019	JSH Renewal Fee		400.00
Check	07/01/2019	61793 Accounts Payable	M.E.M.S.P.A.		555.00
	Invoice	Date	Description		Amount
	JS7119	07/01/2019	ES Renewal Fee		555.00
Check	07/01/2019	61794 Accounts Payable	M.S.B.O.		310.00
	Invoice	Date	Description		Amount
	JS7119	07/01/2019	Supt. & Transportation Renewal		310.00
Check	07/01/2019	61795 Accounts Payable	MASB-SEG Property/Casualty Pool, Inc.		50,375.00
	Invoice	Date	Description		Amount
	JS62519	07/01/2019	District Insurance		50,375.00
Check	07/01/2019	61796 Accounts Payable	MPAAA		95.00
	Invoice	Date	Description		Amount
	JS7119	07/01/2019	Workshop-Becky Bowen 8/8/19		95.00
Check	07/01/2019	61797 Accounts Payable	OTTAWA AREA ISD		14,100.00
	Invoice	Date	Description		Amount
	15228	07/01/2019	E2020 Consortium Annual Fee		14,100.00
Check	07/01/2019	61798 Accounts Payable	RENAISSANCE LEARNING, INC.		11,897.85
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/01/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		INV4463249	07/01/2019	JSH Star Reading Subscription	2,954.10
		INV4463250	07/01/2019	ES Subscription Renewal	8,943.75
Check	07/01/2019	61799 Accounts Payable	Schaeffer's Mfg Company		5,023.55
		Invoice	Date	Description	Amount
		AHP3621	07/01/2019	Oil	5,023.55
Check	07/01/2019	61800 Accounts Payable	SEG WORKERS COMPENSATION FUND		4,654.00
		Invoice	Date	Description	Amount
		JS62519	07/01/2019	Workes Comp Installment	4,654.00
Check	07/01/2019	61801 Accounts Payable	U. S. POSTMASTER		220.00
		Invoice	Date	Description	Amount
		JS62719	07/01/2019	Stamps	220.00
GF CHECKING General Fund Checking Totals:			Transactions: 12		\$93,986.77
Checks:		12	\$93,986.77		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/03/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/03/2019	61802 Accounts Payable	A PARTS WAREHOUSE		57.74
	Invoice	Date	Description		Amount
	150875	06/28/2019	Bus Part		57.74
Check	07/03/2019	61803 Accounts Payable	JOSTENS		12.00
	Invoice	Date	Description		Amount
	23407310	06/28/2019	Diploma		12.00
Check	07/03/2019	61804 Accounts Payable	Michiana Timing		740.00
	Invoice	Date	Description		Amount
	13712	06/28/2019	CMAC Conference Meet Timing Fee & Travel Expense		740.00
GF CHECKING General Fund Checking Totals:			Transactions: 3		\$809.74
Checks:	3		\$809.74		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/03/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/03/2019	61805 Accounts Payable	Hi-Tech Building Services		7,587.04
	Invoice	Date	Description		Amount
	020777	06/28/2019	June Custodial Services		7,587.04
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$7,587.04
Checks:	1		\$7,587.04		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/03/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/03/2019	61806 Accounts Payable	BUYERS GUIDE		9.35
	Invoice	Date	Description		Amount
	JS61719	06/28/2019	JV Boys & Girls Basketball Coach Ad		9.35
Check	07/03/2019	61807 Accounts Payable	CLEAR RATE COMMUNICATIONS		326.45
	Invoice	Date	Description		Amount
	5638535	06/28/2019	District Fax Lines		326.45
Check	07/03/2019	61808 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,246.36
	Invoice	Date	Description		Amount
	794898823339	06/28/2019	ES Trash Removal		536.88
	794898523335	06/28/2019	JSH Trash Removal		576.69
	794899823338	06/28/2019	Bus Garage Trash Removal		132.79
GF CHECKING General Fund Checking Totals:			Transactions: 3		\$1,582.16
Checks:		3	\$1,582.16		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/16/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/12/2019	61809 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
		2020-00000002	07/12/2019	ROTH IRA - ROTH IRA	200.00
Check	07/12/2019	61810 Accounts Payable	American Fidelity Assurance		267.41
	Invoice	Date	Description		Amount
		2020-00000003	07/12/2019	FLEX POST TAX - AmFid Post Tax*	267.41
Check	07/12/2019	61811 Accounts Payable	American Fidelity Assurance Company		660.78
	Invoice	Date	Description		Amount
		2020-00000004	07/12/2019	FLEX MED - AmFid Flex Medical Pre-Tax **	660.78
Check	07/12/2019	61812 Accounts Payable	HORACE MANN		1,948.91
	Invoice	Date	Description		Amount
		2020-00000005	07/12/2019	H MANN - Horace Mann Insurance	1,948.91
Check	07/12/2019	61813 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2020-00000016	07/12/2019	FOC - Child Support FOC	201.61
Check	07/12/2019	61814 Accounts Payable	Performant Recovery, Inc.		143.91
	Invoice	Date	Description		Amount
		2020-00000006	07/12/2019	GARN - Garnishment	143.91
GF CHECKING General Fund Checking Totals:			Transactions: 6		\$3,422.62
Checks:		6	\$3,422.62		

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/18/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/18/2019	61815 Accounts Payable	CONSUMERS ENERGY		13,710.65
	Invoice	Date	Description		Amount
	JS71519	06/28/2019	Electric & Natural Gas Cost-June		13,710.65
Check	07/18/2019	61816 Accounts Payable	Four Health Family Resource Center Inc.		680.00
	Invoice	Date	Description		Amount
	12363	06/28/2019	Bridging The Gap Contracted Services		150.00
	12364	06/28/2019	Bridging The Gap Contracted Services		92.50
	12365	06/28/2019	Bridging The Gap Contract Services		437.50
Check	07/18/2019	61817 Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE		121.00
	Invoice	Date	Description		Amount
	1000-2429	06/28/2019	Budget Ad		109.00
	1000-2345	06/28/2019	Coaches Ad		12.00
Check	07/18/2019	61818 Accounts Payable	METS		2,822.61
	Invoice	Date	Description		Amount
	14768	06/28/2019	Salaries & Fees		2,822.61
Check	07/18/2019	61819 Accounts Payable	Mulder & Associates, Inc.		950.00
	Invoice	Date	Description		Amount
	18-375	06/28/2019	Harker Middle School Survey		950.00
Check	07/18/2019	61820 Accounts Payable	NAPA AUTO & TRUCK PARTS		14.08
	Invoice	Date	Description		Amount
	847520	06/28/2019	Parts & Supplies		14.08
Check	07/18/2019	61821 Accounts Payable	PCMI		1,184.93
	Invoice	Date	Description		Amount
	64290	06/28/2019	Salary & Fees		1,184.93
Check	07/18/2019	61822 Accounts Payable	SENTINEL STANDARD		114.75
	Invoice	Date	Description		Amount
	301021359	06/28/2019	Budget Ad		114.75
GF CHECKING General Fund Checking Totals:			Transactions: 8		\$19,598.02

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Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
Batch Date: 07/18/2019

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Checks:		8				\$19,598.02

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/23/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/23/2019	61823 Accounts Payable	Four Health Family Resource Center Inc.		312.50
	Invoice		Description		Amount
	12366	06/28/2019	Bridging The Gap Contract Services		312.50
Check	07/23/2019	61824 Accounts Payable	WESTERN TEL-COM, INC.		549.00
	Invoice		Description		Amount
	032510	06/28/2019	2nd Quarter Screening & Cable Protection		549.00
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$861.50
Checks:		2	\$861.50		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/24/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/24/2019	61825 Accounts Payable	UNUM Life Insurance Company of America		215.40
	Invoice	Date	Description		Amount
	J&-12400 08 C	07/24/2019	Aug. Insurance Premium		215.40
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$215.40
Checks:		1	\$215.40		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/24/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/24/2019	61826 Accounts Payable	Priority Health		10,296.16
	Invoice	Date	Description		Amount
	191960001285	07/24/2019	Aug. Insurance Premium		10,296.16
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$10,296.16
Checks:	1		\$10,296.16		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/24/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/24/2019	61827 Accounts Payable	Priority Health		4,323.15
	Invoice	Date	Description		Amount
	19160000722	07/24/2019	Aug. Insurance Premium		4,323.15
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$4,323.15</u>
Checks:	1		\$4,323.15		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/24/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/24/2019	61828 Accounts Payable	M.E.S.S.A.		9,482.52
	Invoice	Date	Description		Amount
	1908-0086387	07/24/2019	Aug. Insurance Premium		9,482.52
Check	07/24/2019	61829 Accounts Payable	Priority Health		51,514.09
	Invoice	Date	Description		Amount
	191960000677	07/24/2019	Aug Insurance Premium		51,514.09
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$60,996.61
Checks:	2		\$60,996.61		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/26/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/24/2019	61830 Accounts Payable	A PARTS WAREHOUSE		182.49
	Invoice	Date	Description		Amount
	150957	07/15/2019	Part		182.49
Check	07/24/2019	61831 Accounts Payable	AT&T		224.75
	Invoice	Date	Description		Amount
	JS71519	07/15/2019	911 Lines		224.75
Check	07/24/2019	61832 Accounts Payable	Class A Auto Parts Inc.		169.95
	Invoice	Date	Description		Amount
	10234-890700	07/15/2019	Tools		169.95
Check	07/24/2019	61833 Accounts Payable	CONSUMERS ENERGY		583.44
	Invoice	Date	Description		Amount
	9315905242	07/15/2019	Pole Attach Annual Rental Fee-Cable		583.44
Check	07/24/2019	61834 Accounts Payable	COOPER, CATHY		26.10
	Invoice	Date	Description		Amount
	JS72219	07/15/2019	ES Teaching Supplies		26.10
Check	07/24/2019	61835 Accounts Payable	ENVIROSAFE, INC.		3,050.00
	Invoice	Date	Description		Amount
	5662	07/15/2019	Integrated Pest Management Renewal		3,050.00
Check	07/24/2019	61836 Accounts Payable	Five-Star Technology Solutions, LLC		2,250.00
	Invoice	Date	Description		Amount
	18660	07/15/2019	Pivot Staff Evaluations Renewal		2,250.00
Check	07/24/2019	61837 Accounts Payable	Gallagher Uniform		106.40
	Invoice	Date	Description		Amount
	10632397	07/15/2019	Towels & Uniforms		56.32
	10633262	07/15/2019	Towels & Uniforms		50.08
Check	07/24/2019	61838 Accounts Payable	GRAND TRAVERSE RESORT		555.00
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/26/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	J33F6	07/15/2019	Lodging Conference-Jason Smith		555.00
Check	07/24/2019	61839 Accounts Payable	GreatAmerica Financial Services		1,112.26
	Invoice	Date	Description		Amount
	25096125	07/15/2019	Copiers		1,112.26
Check	07/24/2019	61840 Accounts Payable	Johnson Controls		1,405.70
	Invoice	Date	Description		Amount
	21037039	07/15/2019	Annual Service Contract		1,405.70
Check	07/24/2019	61841 Accounts Payable	METS		2,092.58
	Invoice	Date	Description		Amount
	14799	07/15/2019	Salaries & Fees		2,092.58
Check	07/24/2019	61842 Accounts Payable	MPAAA		85.00
	Invoice	Date	Description		Amount
	JS7219	07/15/2019	Membership renewal		85.00
Check	07/24/2019	61843 Accounts Payable	Prins , Charles		489.00
	Invoice	Date	Description		Amount
	JS7319	07/15/2019	Tool Purchase-2019/2020		489.00
Check	07/24/2019	61844 Accounts Payable	QUILL CORP.		23.79
	Invoice	Date	Description		Amount
	8517650	07/15/2019	Admin Office Supplies		23.79
Check	07/24/2019	61845 Accounts Payable	SCHOLASTIC, INC		763.20
	Invoice	Date	Description		Amount
	72877229	07/15/2019	Books-Girl Who Survived		212.00
	72877231	07/15/2019	MS Books-Outsiders/Secret Garden		551.20
Check	07/24/2019	61846 Accounts Payable	SMITH, GREG		79.00
	Invoice	Date	Description		Amount
	JS71819	07/15/2019	CDL License Renewal		79.00
Check	07/24/2019	61847 Accounts Payable	SMITH, JASON		400.00
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/26/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	JS7919	07/15/2019	Conference		400.00
Check	07/24/2019	61848 Accounts Payable	STATE OF MICHIGAN		230.00
	Invoice	Date	Description		Amount
	BLR432701	07/15/2019	Boiler Inspection Certification		230.00
Check	07/24/2019	61849 Accounts Payable	Swank Movie Licensing USA		803.00
	Invoice	Date	Description		Amount
	BO1594319	07/15/2019	Movie License Site Fee-ES/JSH		803.00
GF CHECKING General Fund Checking Totals:			Transactions: 20		\$14,631.66
Checks:	20	\$14,631.66			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/29/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/26/2019	61850 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
		2020-00000021	07/26/2019	ROTH IRA - ROTH IRA	200.00
Check	07/26/2019	61851 Accounts Payable	American Fidelity Assurance		267.41
	Invoice	Date	Description		Amount
		2020-00000022	07/26/2019	FLEX POST TAX - AmFid Post Tax*	267.41
Check	07/26/2019	61852 Accounts Payable	American Fidelity Assurance Company		660.78
	Invoice	Date	Description		Amount
		2020-00000023	07/26/2019	FLEX MED - AmFid Flex Medical Pre-Tax **	660.78
Check	07/26/2019	61853 Accounts Payable	HORACE MANN		1,948.91
	Invoice	Date	Description		Amount
		2020-00000024	07/26/2019	H MANN - Horace Mann Insurance	1,948.91
Check	07/26/2019	61854 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2020-00000025	07/26/2019	FOC - Child Support FOC	201.61
Check	07/26/2019	61855 Accounts Payable	Performant Recovery, Inc.		144.19
	Invoice	Date	Description		Amount
		2020-00000026	07/26/2019	GARN - Garnishment	144.19
Check	07/26/2019	61856 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		47.30
	Invoice	Date	Description		Amount
		2020-00000027	07/26/2019	TRANS SELECT - Trans Select Life Ins *	47.30
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$3,470.20
Checks:	7		\$3,470.20		

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/05/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/01/2019	61857 Accounts Payable	HAMILTON, CONNIE		960.00
	Invoice	Date	Description		Amount
	JS72619	06/28/2019	Cell Phone Reimbursement/July-June		960.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$960.00
Checks:	1		\$960.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/06/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/06/2019	61858 Accounts Payable	Calvin Christian High School		150.00
	Invoice	Date	Description		Amount
	JS73019	08/06/2019	WMVOA Tournament		150.00
Check	08/06/2019	61859 Accounts Payable	ArbiterSports		8,000.00
	Invoice	Date	Description		Amount
	JS8119	08/06/2019	Fall Athletic Officials		8,000.00
Check	08/06/2019	61860 Accounts Payable	Hi-Tech Building Services		7,624.81
	Invoice	Date	Description		Amount
	021006	08/06/2019	July Custodian Cost		7,624.81
Check	08/06/2019	61861 Accounts Payable	Hudl		500.00
	Invoice	Date	Description		Amount
	INV00573495	08/06/2019	Football-Game & Scout Films		500.00
Check	08/06/2019	61862 Accounts Payable	SMITH, DIANA		166.45
	Invoice	Date	Description		Amount
	JS71719	08/06/2019	Athletic Mats		166.45
GF CHECKING General Fund Checking Totals:			Transactions: 5		\$16,441.26
Checks:	5		\$16,441.26		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/06/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/06/2019	61863 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		80.79
	Invoice	Date	Description		Amount
	2019-01	06/28/2019	Postage-18/19 School Year		80.79
Check	08/06/2019	61864 Accounts Payable	Kimball Midwest		9.49
	Invoice	Date	Description		Amount
	6940180	06/28/2019	Gloss Black Paint		9.49
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$90.28
Checks:		2	\$90.28		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/06/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/06/2019	61865 Accounts Payable	GreatAmerica Financial Services		1,112.26
	Invoice	Date	Description		Amount
	25266026	08/06/2019	Copiers-ES/JSH		1,112.26
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$1,112.26</u>
Checks:	1		\$1,112.26		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/07/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/06/2019	61866 Accounts Payable	BAGWELL PROMOTIONS		47.85
	Invoice	Date	Description		Amount
	13480	08/05/2019	ES Office		47.85
Check	08/06/2019	61867 Accounts Payable	Class A Auto Parts Inc.		145.47
	Invoice	Date	Description		Amount
	10234-891980	08/05/2019	Parts		145.47
Check	08/06/2019	61868 Accounts Payable	CLEAR RATE COMMUNICATIONS		329.90
	Invoice	Date	Description		Amount
	566820	08/05/2019	Fax Lines		329.90
Check	08/06/2019	61869 Accounts Payable	CONSUMERS ENERGY		15,209.17
	Invoice	Date	Description		Amount
	JS8619	08/05/2019	July Electric & Natural Gas Cost		15,209.17
Check	08/06/2019	61870 Accounts Payable	Electrical Innovations		950.00
	Invoice	Date	Description		Amount
	1	08/05/2019	Repair Softball Scoreboard		950.00
Check	08/06/2019	61871 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		210.00
	Invoice	Date	Description		Amount
	A1154287	08/05/2019	Quarterly Monitoring		210.00
Check	08/06/2019	61872 Accounts Payable	Gallagher Uniform		105.36
	Invoice	Date	Description		Amount
	10634338	08/05/2019	Towels & Uniforms		55.28
	10634317	08/05/2019	Towels & Uniforms		50.08
Check	08/06/2019	61873 Accounts Payable	GTW		31.82
	Invoice	Date	Description		Amount
	190921	08/05/2019	Carbon Dioxide-Bus Garage		31.82
Check	08/06/2019	61874 Accounts Payable	Hurst Mechanical		1,211.10
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/07/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	S29428	08/05/2019	Install New Motors in 2 Unit Ventilators-ES		1,211.10
Check	08/06/2019	61875 Accounts Payable	LANSING SANITARY SUPPLY, INC.		3,232.75
	Invoice	Date	Description		Amount
	1043827	08/05/2019	Custodial Suuplies		325.95
	1041107	08/05/2019	Custodial Supplies		1,007.98
	1039533	08/05/2019	Vacuum		799.61
	1026895	08/05/2019	Vacuums		1,099.21
Check	08/06/2019	61876 Accounts Payable	METS		2,067.50
	Invoice	Date	Description		Amount
	14830	08/05/2019	Salaries & Fees		2,067.50
Check	08/06/2019	61877 Accounts Payable	Michigan Supply Company		307.50
	Invoice	Date	Description		Amount
	403274-00	08/05/2019	Maintenance Supplies		472.50
	396303-00	08/05/2019	Urinal-Return		(165.00)
Check	08/06/2019	61878 Accounts Payable	Munetrix, LLC		1,918.00
	Invoice	Date	Description		Amount
	2612	08/05/2019	Renewal		1,918.00
Check	08/06/2019	61879 Accounts Payable	Neola, Inc.		650.00
	Invoice	Date	Description		Amount
	81940	08/05/2019	Annual Maintenace fee		650.00
Check	08/06/2019	61880 Accounts Payable	Oriental Trading		76.91
	Invoice	Date	Description		Amount
	697302654-01	08/05/2019	ES Office		76.91
Check	08/06/2019	61881 Accounts Payable	PCMI		706.17
	Invoice	Date	Description		Amount
	64522	08/05/2019	Salary & Fee		706.17
Check	08/06/2019	61882 Accounts Payable	PIONEER MANUFACTURING COMPANY		890.00
	Invoice	Date	Description		Amount
	INV725521	08/05/2019	Field Paint		890.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/07/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	08/06/2019	61883 Accounts Payable	RIDDELL/ALL AMERICAN SPORTS , CORP.		3,876.39
	Invoice	Date	Description		Amount
	950938991	08/05/2019	Recondition of Helmets & Shoulder Pads		3,876.39
Check	08/06/2019	61884 Accounts Payable	RIEGLE PRESS, INC.		28.42
	Invoice	Date	Description		Amount
	69139	08/05/2019	National School Calendar Order		28.42
Check	08/06/2019	61885 Accounts Payable	Rochester 100 Inc.		540.00
	Invoice	Date	Description		Amount
	INV23694	08/05/2019	ES Office		540.00
Check	08/06/2019	61886 Accounts Payable	SCHOLASTIC, INC.		202.40
	Invoice	Date	Description		Amount
	M6729811	08/05/2019	Scholastic News 5/6		202.40
Check	08/06/2019	61887 Accounts Payable	School Datebooks		825.35
	Invoice	Date	Description		Amount
	S19-0158666	08/05/2019	Student Planners 7-12		825.35
Check	08/06/2019	61888 Accounts Payable	SCHOOL SPECIALTY INC.		106.72
	Invoice	Date	Description		Amount
	208123434620	08/05/2019	Brogger Order		106.72
Check	08/06/2019	61889 Accounts Payable	SNAP-ON TOOLS , RUSSELL ROSEMA		108.50
	Invoice	Date	Description		Amount
	07161956134	08/05/2019	Transportation Supplies		108.50
Check	08/06/2019	61890 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		132.79
	Invoice	Date	Description		Amount
	795597123335	08/05/2019	Trash Removal-BG		132.79
Check	08/06/2019	61891 Accounts Payable	WINZER CORPORATION		131.46
	Invoice	Date	Description		Amount
	6406752	08/05/2019	Transportation Supplies		131.46

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Saranac Community Schools
Payment Batch Register
Bank Account: GF CHECKING - General Fund Checking
Batch Date: 08/07/2019

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
GF CHECKING General Fund Checking Totals:				Transactions: 26		\$34,041.53
		Checks:	26	\$34,041.53		

Saranac Community Schools

Payment Register

From Payment Date: 7/1/2019 - To Payment Date: 7/31/2019

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
<u>EFT</u>									
538	07/03/2019	Open			Accounts Payable	M.P.S.E.R.S.	\$54,149.70		
539	07/12/2019	Open			Accounts Payable	HealthEquity, Inc.	\$6,066.78		
540	07/12/2019	Open			Accounts Payable	INDEPENDENT BANK	\$114,410.58		
541	07/22/2019	Open			Accounts Payable	M.P.S.E.R.S.	\$42,889.24		
542	07/22/2019	Open			Accounts Payable	M.P.S.E.R.S.	\$46,458.94		
543	07/26/2019	Open			Accounts Payable	HealthEquity, Inc.	\$6,899.62		
544	07/26/2019	Open			Accounts Payable	INDEPENDENT BANK	\$108,753.82		
Type EFT Totals:							\$379,628.68		
GF CHECKING - General Fund Checking Totals							7 Transactions		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	7	\$379,628.68	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	7	\$379,628.68	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	7	\$379,628.68	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	7	\$379,628.68	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	7	\$379,628.68	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	7	\$379,628.68	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	7	\$379,628.68	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	7	\$379,628.68	\$0.00

Saranac Community Schools Payment Batch Register

Bank Account: 2018 CP - 2018 Capital Project Checking Ac
Batch Date: 07/23/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2018 CP - 2018 Capital Project Checking Ac					
Check	07/23/2019	2018043 Accounts Payable	Owen-Ames-Kimball Co.		835,241.94
	Invoice	Date	Description		Amount
	4	06/28/2019	2019 Bond Construction Project		835,241.94
Check	07/23/2019	2018044 Accounts Payable	Pitsch Companies		43,064.00
	Invoice	Date	Description		Amount
	101160	06/28/2019	Asbestos Removal-JSH		43,064.00
Check	07/23/2019	2018045 Accounts Payable	SYNCB/Amazon		2,106.88
	Invoice	Date	Description		Amount
	483443476477	06/28/2019	Tech Supplies		218.40
	698384733984	06/28/2019	Tech Supplies		1,888.48
Check	07/23/2019	2018046 Accounts Payable	TowerPinkster		3,223.15
	Invoice	Date	Description		Amount
	57371	06/28/2019	Construction Administration		2,745.12
	57372	06/28/2019	Mileage		478.03
2018 CP 2018 Capital Project Checking Ac Totals:			Transactions: 4		\$883,635.97
Checks:	4		\$883,635.97		

Saranac Community Schools
Payment Batch Register

Bank Account: 2018 CP - 2018 Capital Project Checking Ac
Batch Date: 08/07/2019

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2018 CP - 2018 Capital Project Checking Ac					
Check	08/07/2019	2018047 Accounts Payable	Meridian Cabling Solutions		29,760.83
	Invoice	Date	Description		Amount
	2019	08/06/2019	Removal of Cable-JSH		29,760.83
Check	08/07/2019	2018048 Accounts Payable	SHERWIN WILLIAMS COMPANY		129.32
	Invoice	Date	Description		Amount
	7476-0	07/18/2019	Paint-ES Office		57.92
	7477-8	07/18/2019	Paint Supplies-ES Office		6.58
	7782-1	07/18/2019	Paint & Supplies-ES Office		64.82
Check	08/07/2019	2018049 Accounts Payable	SYNCB/Amazon		483.27
	Invoice	Date	Description		Amount
	647844499989	07/18/2019	Tech Supplies		443.37
	873497683494	07/18/2019	Tech Supplies		39.90
2018 CP 2018 Capital Project Checking Ac Totals:			Transactions: 3		\$30,373.42
Checks:	3		\$30,373.42		

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Hire Staff

JSH Principal, Josh Leader and a team of staff members interviewed one person for the Counselor position. I will bring a recommendation to the board meeting on Monday.

Elementary Principal, Mike Catrell and a team of staff members will be interviewing for the Physical Education teacher on Thursday, August 8, 2019. I will bring a recommendation to the board meeting on Monday.

Suggested Resolution

I move that the Saranac Board of Education hire _____ as JSH Counselor and _____ as the Elementary Physical Education Teacher upon a clear criminal history check as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Superintendent Evaluation Timeline

The Board of Education will review the superintendent's timeline.

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

Superintendent's Evaluation Timeline

August 12, 2019 Board Meeting

- Present Superintendent Evaluation format and timeline.
- Set remainder of superintendent timeline.
- Superintendent presents/submits goals.

January 20, 2020

- Superintendent prepares self-evaluation and presents to board.

February 10, 2020

- Leadership Team individually prepares Superintendent Evaluation for board.
- Board members prepare individual Superintendent evaluations.
- Superintendent and Board discuss evaluation in detail.

March 23, 2020 Board Meeting

- Board of Education prepares summary evaluation prior to contract rollover date.
- Superintendent may reply to evaluation.
- Board presents summary evaluation to superintendent at board meeting.

April 13, 2020 Board Meeting

- Evaluate the Superintendent evaluation process.

May 11, 2020 Board Meeting

- Board and Superintendent discuss goals and performance criteria for the 2020-2021 school year.

June 22, 2020 Board Meeting

- Superintendent present's student growth data.
- Review legal responsibilities.
- Adopt or review policy as needed.
- Prepare final evaluation

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Schedule Committee Meetings

I would like to schedule committee meetings for the following so please bring your calendars:

Negotiations

Finance

Operations/Facility

Athletics

Strategic Plan

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

Calendar Year 2019 Committees

Negotiations

David Price-Chair
Ted VanKuiken
Chad Elliott

Finance Committee

Sarah Doll-Chair
Kevin Courtney
David Price

Operations/Facility

Roy Hawkins-Chair
Kevin Courtney
Chad Elliott

Athletics

Kirk Jackson-Chair
Chad Elliott

Strategic Plan

Sarah Doll-Chair
Roy Hawkins

Saranac Elementary
Mike Catrell, Principal
Phone 616.642.1200
Fax 616.642.1205

Connie Hamilton, Curriculum Coordinator
Phone: 616.642.1100

Saranac Junior Senior High
Josh Leader, Principal
Phone 616.642.1100
Fax 616.642.1105

Be the change you wish to see in the world...

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Neola Policy Updates (Feb-2019)

Bylaw 0100 – Definitions (Revised)

- The Open Meetings Act was revised to accommodate the absence of any member of the Board of Education due to military duty and allow that member's participation in Board business (M.C.L. 15.263). The definition of Voting in PO 0100 was revised to reflect this change. The new law also requires that a District establish procedures by which the absent member may participate in and vote on business and procedures by which the public is provided notice of the member's absence and information on how to contact the member to provide input prior to the meeting. These procedures are District specific and should be established by the District prior to the March 29, 2019 effective date of the law.

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies..

Bylaw 0167.2 – Closed Session (Revised)

- This bylaw was revised to allow the Board to consider security planning to address existing or potential threats to the safety of students and staff in closed session (MCL 15.268(k)).

This bylaw revision reflects the current state of the law and should be adopted to maintain accurate bylaws and policies.

Policy 1422.01 – Drug-Free Workplace (New)

- This new policy was prepared to provide the same policy requirements for administrators as is currently provided in Policy 3122.01 / 4122.01 for other employees.

This new policy reflects the current state of Federal law and should be adopted to be consistent with policy requirements of other District employees.

Policy 1430 / 3430 / 4430 – Leaves of Absence (NEW / Revised)

- This new policy and revisions to existing templates are in response to recent legislation, the Paid Medical Leave Act (PMLA), signed into law by outgoing Governor Rick Snyder on December 13, 2018. The PMLA, formerly known as the "Earned Sick Time Act," requires employers to pay eligible employees for earned medical leave time, which may be used for personal or family health needs. The Act takes effect March 29, 2019.

Employers such as school districts are subject to PMLA only if they employ 50 or more individuals, regardless of the employees' full or part-time status or how many hours they work. The PMLA does not require that a school district

implement a Board-adopted policy, but it does require compliance with the terms of the Act. Since each district will have different preferences with respect to implementing the Act, districts should assess their needs and preferences and ensure that they are complying with their obligations under the PMLA. Also, if current collective bargaining agreements and/or other paid leave time policies already provide all of the requirements of the PMLA, those are sufficient to address the district's obligations to that set of employees.

These revisions should only be considered if such paid leave provisions are not currently addressed in District-specific policies and/or collective bargaining agreements already address paid leave, the District should revise those documents to the March 29, 2019 effective date of the law.

Policy 2210 – Curriculum Development (Revised)

- On December 18, 2018, the Michigan Department of Education released its model program of instruction in career development as required by previous changes to M.C.L. 380.1166a(1). Beginning with the 2019-2020 school year, Districts must ensure that grade appropriate instruction on career development is provided in grades K – 12. This policy was revised to reflect this requirement. Districts also should review and incorporate the Michigan Career Development Model or a district-developed model that meets the requirements of the statute.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 2414 – Reproductive Health and Family Planning (Revised)

- This policy was revised to delete reference to Michigan Department of Education (MDE) publication that is no longer provided as official guidance regarding reproductive health and family planning.

This revision is recommended for adoption.

Policy 3120 – Employment of Professional Staff (Revised)

Policy 3120.04 – Employment of Substitutes (Revised)

- The legislature amended M.C.L. 380.1233 to expand the criteria for persons eligible to substitute teach in the areas of industrial technology and career and technical education. A person is now eligible to substitute teach if: 1) s/he has a high school diploma or equivalency certificate; 2) if substitute teaching in an area in which a professional license or certification is required, s/he has a professional license or certification in that field, or held such a license or certification that expired within two years of initial employment and was in good standing when it expired; and 3) has at least two consecutive years of experience in the relevant subject areas within the preceding ten years.

Policy 5113.02 – School of Choice Options Provided by Federal Law (Revised)

- This policy has been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

This revision reflects current Federal law and should be adopted to maintain accurate policies.

Policy 5200 – Attendance (Revised)

- This revision modifies the mandatory attendance age provided by law.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

Policy 6321 – New School Construction, Renovation (Revised)

- This policy has been revised to include the requirement of the new school safety legislation for consultation with first responder agencies during the planning of new construction or major renovation of school buildings.

This revision reflects the current state of the law and should be adopted to maintain accurate policies.

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

- This policy is revised in response to audit questions regarding Small and Minority Businesses and Women’s Business Enterprises. The language added clearly references the entities in question which had originally been encompassed by the C.F.R. citation. A new administrative guideline is offered to provide more information regarding affirmative steps the District should take in encouraging competitive participation in the procurement process.

This revision is recommended for adoption.

Policy 6605 – Crowdfunding (Revised)

- Revisions to this policy and related administrative guideline are prompted to recent attention by the Auditor of State (AOS) regarding this evolving fundraising mechanism. Emphasis was added in policy to address the importance of privacy protection for students and to maintain appropriate fiscal safeguards.

This revision is recommended for adoption.

Policy 8400 – School safety Information (Revised)

- This policy has been revised to reflect the reauthorization of the Elementary and Secondary Education Act (ESEA) through the Every Student Succeeds Act (ESSA), thus eliminating references to the No Child Left Behind (NCLB) legislation.

This revision reflects current Federal and State law and should be adopted to maintain accurate policies.

Policy 8402 – Emergency Operations Plan (New)

- This new policy is provided to assist districts in complying with MCL 380.1308b. The new law calls for collaboration, review, and notification obligations to be met by the District.

This new policy is recommended for review and adoption.

Policy 8500 – Food Services (Revised)

- This policy has been revised in response to issues raised by United States Department of Agriculture (USDA) reviews of District policies and procedures. The USDA's position is that an appropriate "team" is required to approve any dietary modification to the school's USDA-reimbursable meal pattern for a student, whether or not that student has a disability or is eligible for a Section 504 plan.

These revisions reflect the current USDA requirements and should be considered for adoption.

Policy 8640 – Transportation for Field and Other District-Sponsored Trips (Revised)

- This policy and related administrative guidelines have been revised as part of a regular review of Neola templates to assure compliance with current regulations and practice.

These revisions are recommended for adoption.