

# Saranac Community School

## Board of Education Agenda

### Regular Meeting

July 12, 2012

7:00 PM

Media Room, Saranac Jr/Sr High School

1. Call to Order\_\_\_\_\_
2. Pledge of Allegiance
3. Approval of Minutes 3
4. Additions & Deletions
5. Comments from Guests
6. Action Items
  - a. Approve Resolution Extending Board Officer Terms 8
  - b. Depository of Funds 10
  - c. Board Member Compensation 11
  - d. Investment of Funds 12
  - e. Appoint School Attorney 13
  - f. Approve Jr/Sr High School Student Handbook 17
  - g. Hire JV Volleyball Coach 18
  - h. Approve Policy 8045 - Homeless Children 23
  - i. Approve Post-Issuance Tax Compliance Policy 30
  - j. Approve Support Staff Reduction Resolution 38
  - k. Approve Liability Waiver for Alumni Football Game 40
7. Reports/Presentations
  - a. 2012-2013 Budget Discussion 42
  - b. Use of District Facilities 45
  - c. Review Elementary Student Handbook Changes 57
  - d. Review Financial Management Services Agreement 61
8. Superintendent Report
9. Board Requests/Reports
10. Communications
11. Closed Session for Negotiations Planning
12. Approve Executive Session Minutes
13. Other
14. Adjournment\_\_\_\_\_



Saranac Community Schools  
Board of Education  
Meeting #21

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, June 21, 2012 in the Media Room, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

Board Vice President, Dan Lauer called the meeting to order at 7:01 p.m. and conducted the meeting until President, Steve LaWarre arrived at 7:30 p.m.

Present: Adgate, Coulson, Denny, Hardy, Lauer, LaWarre and Tutak-Hill.

Tom Hardy led in the Pledge of Allegiance.

Minutes from regular meeting dated June 7, and Special Workshop Meeting dated June 14, 2012 were approved as written.

**TREASURER'S REPORTS:** The Treasurer's Report for May was approved as presented.

**ADDITIONS & DELETIONS:** Superintendent Geiger would like to delete from Presentation Items 9.d., Present Technology Plan until the August 2 meeting.

**COMMENTS FROM GUESTS:** None

**BUDGET HEARING:** Superintendent Geiger and ISD Deputy Superintendent, Mike Keast conducted the budget hearing for the projected 2012-2013 fiscal year budget for General Fund, Debt Fund and School Service Fund. Mr. Geiger and the board decided they needed more time to look at next year's budget. Mr. Geiger takes full responsibility for this year's budget, and is more committed to review this on a weekly basis because we did not make good on a 7% fund balance that we were hoping to have.

Mr. Keast reported that we are so dependent on state funding. In FY13 the retirement rate is projected at 27%, and if there is a decline in enrollment it makes a challenge to work on the \$362,516 deficit that we currently are predicting with what the revenues and expenditures are going to be at.

It is noted that our local revenue for next year will be down by \$300,000.

If we take the continuation budget for FY 11-12 and roll those numbers over to FY 12-13 that is what we would start with, and then by August we could make our first amendment to the budget so it gives the board more time to look at these numbers.

Mr. Geiger went over the Food Service Budget noting that he anticipates they will need to increase lunch prices a little for FY 12-13.

There was much discussion from everyone present.

**APPROVE 2011-12 BUDGET REVISIONS:** Superintendent Geiger reported he is following up with the suggested changes in the budget as discussed and reviewed at the board workshop on Thursday, June 14<sup>th</sup>, 2012. Mr. Geiger stated, “This is a compilation of the ongoing budget reductions that have been reviewed with the board throughout the school year. The final adjustments are being recommended after a review of our budget with the administrative team, Mike Keast, Jammie Sprank and myself. While the budget has been adjusted to reflect actual costs as closely as possible, it indicates a savings in some areas, while adjusting the budget in other areas to reflect higher costs than anticipated.”

Motion by Tutak-Hill, supported by Coulson and unanimously approved that the Saranac Board of Education approve the 2011-12 budget revisions as presented.

**APPROVE BUDGET APPROPRIATION ACT:** Superintendent Geiger reported after much discussion from the board on the 2012-2013 budget it was decided the board would like more time to review this budget. Mr. Geiger said the board had an option to approve a continuation budget.

Motion by Lauer, supported by Adgate and unanimously approved that the Saranac Board of Education approve a continuing budget resolution containing the General Fund, Debt Fund, School Service Fund for the 2012-2013 school year to expend our current budget at the 2011-2012 level.

**BILLS PAID:** Motion by Hardy, supported by Denny and unanimously approved that the Saranac Board of Education authorize the payment of June bills from General Fund totaling \$642,678.20.

**SET ORGANIZATIONAL MEETING:** Motion by Coulson, supported by LaWarre and unanimously approved that the Saranac Board of Education set Thursday, July 12, 2012 as the Organizational Meeting Date and Regular Meeting Dates as listed below through January 10, 2013 as presented.

7/12/12	
8/2/12	8/22/12
9/6/12	9/20/12
10/4/12	10/18/12
11/1/12	11/15/12
12/6/12	12/20/12
1/10/13	

**APPROVE GENERAL FUND OPERATING LOAN:** Motion by Coulson, supported by Lauer and unanimously approved that the Saranac Board of Education adopt the attached resolution: *Resolution Authorizing Issuance of Notes In Anticipation of State School Aid (August Borrowing)*.

**APPROVE MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION**

**MEMBERSHIP RESOLUTION:** Motion by Tutak-Hill, supported by Hardy and unanimously approved that the Saranac Board of Education approve the attached Michigan High School Athletic Association Membership Resolution for 2012-2013.

**ACCEPT GIFTS:** Motion by Coulson, supported by Tutak-Hill and unanimously approved that the Saranac Board of Education accept the donations as listed below, totaling \$1,510.00.

Received From	Purpose	Amt Rec'd
Marilyn Hotchkiss	Memorial donation for Cliff Jackson Sr.	25.00
Kirk Jackson (GM Employees Group)	Memorial donation for Cliff Jackson Sr.	120.00
Mr. & Mrs. Donald Griffin	Memorial donation for Cliff Jackson Sr.	25.00
Mr. & Mrs. Dick Neumann	Memorial donation for Cliff Jackson Sr.	100.00
Mr. & Mrs. David Brown	Steven M. Brown Memorial Scholarship	500.00
Mr. & Mrs. Edward Wood	Casey & Maddie McGee Memorial Scholarship	100.00
Team Cuts	Donation to the Softball Program	50.00
Mr. & Mrs. Edward Wood	Casey & Maddie McGee Memorial Scholarship	50.00
Dawn Borup Photography	Thanks for having her be sports photographer	300.00
Dawn Borup Photography	Donation to the Saranac High School Prom	140.00
Mr. & Mrs. Edward Wood	Casey & Maddie McGee Memorial Scholarship	100.00
Total This Month		\$ 1,510.00
Total Gifts for 2011-2012 Including This Month		\$ 82,062.00

**REVIEW POLICY 8045-HOMELESS CHILDREN:** Superintendent Geiger reported this is the second reading of this policy regarding homeless children. This policy covers all the requirements for servicing our homeless children. This will be back for action at the July 12 meeting.

**REVIEW JR/SR HIGH SCHOOL HANDBOOK FOR 2012-2013:** Jr/Sr High Co-Principal, Beth Simpson went over proposed changes to the handbook. This will be brought back at the July 12, 2012 meeting for action.

**RESOLUTION EXTENDING BOARD OFFICER TERMS:** Superintendent Geiger reported the terms of board officers are due to expire June 30. There is a resolution the board can adopt to extend the terms until December 31, 2012. This will be brought back for action at the July 12, 2012 meeting.

**POLICY 4500 & 4510 TECHNOLOGY CHANGES:** Technology Director, John Milewski has updated Policy 4500 & 4510. Mr. Milewski went over the changes regarding Technology, Training and Education Programs, Limiting Access & Use of Computers in a School District Library. This is new language that the board needs to approve.

Motion by Lauer, supported by Tutak-Hill and unanimously approved that the Saranac Board of Education waive board policy regarding two readings and only have one

reading before adoption as required by law and accept the technology policy changes, (excluding the social media section), as presented.

**IONIA ISD AND SARANAC COLLABORATIVE AGREEMENTS:** Superintendent Geiger went over the collaborative partnership for technology and business services. Mr. Geiger reported that these services have been working very well and he would like to continue the partnership with the ISD for the next fiscal year.

The board would like Mr. Geiger to bring back a formal proposal for both services before being approved.

**POST-ISSUANCE TAX COMPLIANCE POLICY:** Superintendent Geiger reported the purpose of this Post-Issuance Tax Compliance Policy is to establish guidelines and procedures in connection with tax-exempt or tax-advantaged bonds and other debt obligations as described in the policy. Thrun Law Firm, our legal council recommends that districts have this policy. This will be brought back for action at the July 12 meeting.

**SUPPORT STAFF REDUCTION RESOLUTION:** Superintendent Geiger presented a resolution to layoff a Classroom Paraprofessional. This will be brought back for action at the July 12 meeting.

**RECALL OF CERTIFIED STAFF:** Superintendent Geiger reported that due to recent retirements of certified staff, we may need to recall some of the following staff based on teacher evaluation and certification. The possible staff recall list is: Sharon Umlor, Cassie McClain, Laurel O'Boyle, Sandra Kempermann, Susan Chipman, Amy Miles and Doris McPherson. Mr. Geiger is requesting that the board waive past practice and approve this recall of certified staff as needed. The approval would allow the administrative team to fill these positions in a timely manner.

Motion by LaWarre, supported by Coulson and unanimously approved that the Saranac Board of Education grant the Superintendent authority to recall staff as needed in the Jr/Sr High School through September 1, 2012 in accordance with new board policy.

**ADMINISTRATION EVALUATIONS:** Superintendent Geiger reported the administrative evaluations have been completed for the school year. The new evaluation was designed this year along with a new superintendent evaluation and a revised staff evaluation to increase accountability based on student growth. The performance of the administrative team, and each administrator has received an overall rating of effective for the school year.

**SUPERINTENDENT'S REPORT:** Superintendent Geiger reported that the Elementary School handbook will be brought to the July meeting for presentation. Jr/Sr Co-Principal, Beth Simpson will be bringing information regarding Seat Time Waiver to the July meeting. Mr. Geiger attended the Retired Teachers Luncheon today. Mr. Geiger reported he will be attending the Ionia County Community Foundation Golf Outing tomorrow.

**BOARD REQUESTS/REPORTS:** Board President, Steve LaWarre reported that he meets with Mr. Geiger every Thursday morning at 7:30 if there are any board members who might want to attend as well.

**COMMUNICATIONS:** None

**CLOSED SESSION FOR NEGOTIATIONS PLANNING:** Motion by Coulson, supported by Lauer that the Saranac Board of Education go into closed session for negotiation planning at 10:25 p.m. returning to open session at 10:39 p.m. Roll Call Vote was taken: Yes Votes: Adgate, Coulson, Denny, Hardy, Lauer, & Tutak-Hill. Motion Carried.

**EXECUTIVE SESSION MINUTES:** Minutes from Executive Session dated June 7<sup>th</sup>, 2012 was approved as written.

**OTHER:** None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 10:39 p.m.

Respectfully submitted,

Andrea Adgate  
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Resolution Extending Officer Terms

At the last meeting we reviewed the attached Resolution to Extend Officer Terms to the end of December, 2012. New board members will be sworn in at the 1<sup>st</sup> meeting in January, 2013 and this resolution will extend the current officers until then.

Suggested Resolution

I move that the Saranac Board of Education adopt the attached Resolution – Extending Officer Terms to December 31, 2012 as presented.

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

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

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



## **Resolution Extending Officer Terms**

Whereas, Public Act 233 of 2011 (“PA 233”) amended Michigan Election Law to require school board elections to be held in November of even numbered years; and

Whereas, due to the change of the regular election date, newly elected board members will now take office on January 1.

Whereas, the Board’s Bylaws currently require the terms office for Board officers to expire on June 30.

Now, therefore, be it resolved as follows:

1. The Board of Education of Saranac Community Schools desires to suspend Bylaw 1000 and extend the terms of office for each Board officer to December 31, 2012.
2. All resolutions and parts of resolution insofar as they conflict with the provisions of this resolution are hereby rescinded.

Resolved this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Vote: Passed: \_\_\_\_\_ Failed: \_\_\_\_\_

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Depository of Funds

POLICY: 3400 Depository of Funds

Background

Policy 3400, Depository of Funds, states that: "At the annual organizational meeting, the board shall designate the bank(s) or trust companies in which the funds of the district shall be deposited and the proportion of funds to be deposited in each." The banking institutions that we would like approved for our deposits are as follows:

Fund/Bank	Note	Proratio n
<b>Building and Site Funds</b>		
<b>Currently not used</b>		
American Express Financial Advisors, Inc.		
Bank One		0%
Citizens Commercial Savings, Flint		
Commonwealth Financial Network	2006 Bldg & Site Fund	0%
Fifth Third, Grand Rapids		0%
Huntington Bank, Lowell		
Franklin Bank, Southfield		
Ionia County National Bank, Ionia		
J.P. Morgan Trust Co.		0%
Michigan National Bank		0%
Michigan School District Liquid Asset Fund Plus (MILAF)		0%
Multi-Bank, Southfield		
<b>Debt Fund</b>		
U.S. Bank	Payment Only (from Ind. Bank)	0%
The Bank of New York	Payment Only (from Ind. Bank)	0%
<b>General Fund</b>		
Independent Bank, Saranac		100%
<b>Scholarship Funds</b>		
Independent Bank, Saranac		5%
Grand Rapids Community Foundation		95%
<b>School Service Fund (Ath/FS/Trust)</b>		
Independent Bank, Saranac		100%

Suggested Resolution

"I move that the Saranac Board of Education approve the institutions listed above as depositories for school funds 2012-2013."

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

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

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

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Board Member Compensation

POLICY: 1167 Board Member Compensation

Board Policy 1167 states:

*The Board may authorize compensation for its members for attendance at any regular, special or subcommittee meeting of the board, or authorized duty if the duty is related directly to the member's responsibility and is authorized in advance by the board. This will include negotiating sessions. Meeting compensation shall be \$20 per meeting.*

In 2000, the rate was changed from \$20 to \$25. The rate of \$20 per meeting was changed for the 2009-10 school year. \$20 will remain in effect for regular and special meetings of the Board, including meetings of the Board's Teacher Negotiations and the Support Staff Negotiations Committees unless and until such time as the Board chooses to revise the above policy.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Investment of Funds

POLICY: 3300 Investment of Funds

Board Policy 3300 reads: "Annually, the board shall pass a resolution authorizing the superintendent to invest surplus funds of the district."

We typically invest the proceeds from the operating loan and surplus funds in the Trust, Scholarship, and Debt Funds.

Suggested Resolution

"I move that the Saranac Board of Education authorize the Superintendent to invest surplus funds of the district for 2012-2013."

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

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

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

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Appoint School Attorney

POLICY: 1191 Designation of School Attorney

Policy 1191 deals with legal counsel:

*The board shall retain a qualified attorney and/or legal firm to handle all legal matters referred by the board and to receive such compensation as the board may provide....*

*Compensation for duties and services shall be agreed to by the attorney and the board in the retention agreement which shall set forth the annual retainer and supplemental charges....Only the president and superintendent are authorized to contact the attorney on legal matters concerning the district.*

I recommend we use the firm of Thrun Law Firm, P.C., of Lansing, Michigan and approve the annual retainer and supplemental charges as detailed in their letter dated December 16, 2011.

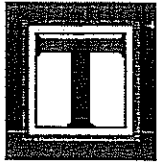
Suggested Resolution

"I move that the Saranac Board of Education appoint the law firm, Thrun Law Firm, P.C., as legal counsel for Saranac Community Schools from July 1 through December 31, 2012, and approve their annual retainer and fee structure as outlined in their letter dated December 1, 2011."

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

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

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



# THRUN

LAW FIRM, P.C.

U.S. MAIL ADDRESS  
P.O. BOX 2575  
EAST LANSING, MI 48826-2575  
PHONE: (517) 464-0000  
FAX: (517) 464-0041  
FAX: (517) 464-0051

ALL OTHER SHIPPING  
2000 WEST ROAD, SUITE 400  
EAST LANSING, MI 48823-1301

December 16, 2011

Dear Client:

Happy New Year! We look forward to continuing our attorney-client relationship with you. We appreciate your confidence in us and will strive throughout 2012 to provide your school district with cost-effective and high quality legal services.

### Retainer Fee

Enclosed is our retainer fee statement in the amount of \$1,500 for the 2012 calendar year. This fee establishes an attorney-client relationship which covers extensive legal resource availability. Thrun Law Firm has 26 attorneys, each of whom focuses on school law and works with public school officials on a daily basis. Our experience in this highly-specialized area of law ensures effective and efficient representation for our school clients.

### Benefits of Retainer Relationship

- Substantially lower hourly rates than those charged to non-retainer clients.
- An invitation to attend our annual spring seminars. A 24-year tradition, these half-day seminars are provided at no charge to our retainer clients at several locations around the state.
- No charge for occasional brief telephone calls.
- Access to model language, forms, and policies that are generally provided without charge or for a modest flat fee.
- *School Law Notes*, our monthly retainer client newsletter, which contains important information about current legal issues affecting school districts, boards of education and school officials.
- Periodic, prompt notices (E-Blasts) on important developments.

In addition, as in 2011, Thrun Law Firm anticipates providing valuable services at no charge to our retainer clients as the Legislature continues to adopt legislation that significantly impacts your school district's finance and operations, and labor relations. In 2011, such services included, but were not limited to, on-going and timely communications regarding (1) amendments to the Teacher Tenure Act and Public Employment Relations Act; (2) the new emergency manager statute; and (3) amendments to Michigan election law mandating board member elections in November of even numbered years.

We take great pride in preparing the *School Law Notes* newsletter in an accessible format and style that emphasize "plain English" and avoid "legalese." Our newsletter also focuses on providing our clients with practical legal information, including suggested forms, resolutions and other helpful documents. For example, the newsletter annually includes summer tax and truth-in-taxation resolution forms at no additional cost. The *School Law Notes* newsletter is also available in electronic format (January 2008 to present) on our website ([www.thrunlaw.com](http://www.thrunlaw.com)) exclusively for our retainer clients. A useful search tool for the newsletter permits easy access to topics of interest.

**Practice Areas**

In addition to our extensive trial and appellate practice before Michigan and federal courts, as well as administrative agencies, Thrun Law Firm offers a broad range of legal services for public school districts, which are described in Attachment A to this letter.

**Fees**

For 2012, our fees for legal services will be billed at the following alternate hourly rates for retainer and non-retainer clients:

<u>Shareholder</u>		<u>Senior Associate</u>		<u>Associate</u>	
Retainer	\$235	Retainer	\$210	Retainer	\$185
Non-Retainer	\$265	Non-Retainer	\$240	Non-Retainer	\$225

Election issues involving ballot questions and finance issues (*i.e.*, bonds, tax and state aid anticipation notes, installment purchase agreements, and lines of credit) are billed on a flat fee basis. Our fee for a school bond financing is determined by the nature and amount of the bond issue, while fees for other types of finance issues are determined primarily by the amount of the financing. Bond issue fees are all-inclusive; clients are not billed for additional expenses such as in-state travel, telecommunications, copies, shipping, and other related costs. Architect, construction manager, energy performance, and construction contract reviews and related construction matters are considered separate and are billed at an hourly rate.

Our 2012 school election fee remains the same as last year -- \$1,200 for retainer clients and \$1,500 for non-retainer clients. This fee covers our review of existing millages and potential needs, as well as preparation of the necessary calendar, resolutions, ballot language, and related documents. We retain a copy of the entire proceedings for school district elections. Consequently, if an issue arises about an election, either for a potential borrowing or any court action, we have a complete transcript of the election proceedings on site for use in addressing the matter. We also maintain a computer database for our use regarding each election client that has important information about millage expiration dates. This information allows our attorneys to provide our clients with the advice they need to help determine when a school district's millage should be renewed by voters. Board member election questions are billed on an hourly basis.

**Forms**

All governmental units and nonprofit organizations, including public school districts, are required to issue a Form 1099 to each law firm to which any payment for legal services was made during calendar year 2011. Please submit your school district's Form 1099 to us *by January 31, 2012*.

In anticipation of your request for our federal taxpayer identification number, we have enclosed a completed Substitute Form W-9 for your files.

**Conclusion**

We look forward to being of continuing service to your school district in 2012. If you would like additional information regarding our legal services, please do not hesitate to contact us.

Very truly yours,

THRUN LAW FIRM, P.C.

Enclosures: Retainer Fee Statement  
Attachment A  
Substitute Form W-9

ATTACHMENT A

*General School Law*

Policy and operational matters  
Student discipline and rights  
Expulsion/suspension hearings  
Freedom of Information Act  
Open Meetings Act  
Transportation  
Consolidation, annexation

*School Elections*

Ballot drafting  
Bond proposals  
Operating millage  
Sinking fund millage  
Enhancement millage  
Recreational millage  
ISD millage

*Michigan Administrative Law*

Department of Education  
Tax Tribunal  
Tenure Commission  
Employment Relations Commission  
Office of Administrative Hearings  
Civil Rights Commission

*U.S. Government Administrative Law*

Department of Education  
Office of Civil Rights  
Department of Labor  
Wage/Hour and Fair Labor Standards  
Environmental Protection Agency  
Occupational Safety and Health Administration  
Equal Employment Opportunity Commission

*Employment and Labor Law*

Management strategies  
Personnel policies and procedures  
Teacher tenure  
Contract review  
Collective bargaining negotiations  
Arbitration and mediation  
Unfair labor practices  
Wage and hour compliance  
Civil rights and discrimination  
Family and medical leave

*Bond and Finance Counsel*

Voted and non-voted bonds  
Energy bonds  
State aid notes  
Tax anticipation notes  
Lines of credit  
Installment purchase agreements  
Equipment leases  
QZABs, QSCBs, BABs and CREBs

*Construction and Real Property Law*

Architect/CM contracts  
Zoning and ordinance compliance  
Condemnation proceedings  
Real estate transactions  
Arbitration and mediation

*Special Education/Section 504 Law*

IEP team meetings  
Due process hearings and complaints  
Resolution sessions  
Mediation  
Eligibility  
Least restrictive environment  
Discipline  
Private placement



TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approve Jr/Sr High School Student Handbook for 2012-2013

POLICY: Numerous Policies in 5000, 7000, and 8000 Sections

At the last board meeting we reviewed changes to the Jr/Sr High School Student Handbook for 2012-2013 and are now ready to approve it.

Suggested Resolution

I move that the Saranac Board of Education approve the 2012-2013 Jr/Sr High School Student Handbook as presented.

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

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

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

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Hire Girls JV Volleyball Coach

We received one applicant for the JV Volleyball position. A team of Josh Leader, Karen Rohrer, Therese Bergy, and McKenzie Manion interviewed Amy Miles for this position. It is Athletic Director, Josh Leader's recommendation to hire her for this position.

Her resume is attached.

Suggested Resolution

I move that the Saranac Board of Education hire Amy Miles as the Girls JV Volleyball Coach for the 2012-2013 season.

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

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

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

Amy Miles  
2275 Fawnwood Drive SE  
Kentwood, Michigan 49508

June 14, 2012

Joshua Leader  
Athletic Director  
Saranac Community Schools  
88 Pleasant Street  
Saranac, Michigan 48881

Dear Mr. Leader,

I am writing to show my interest in the Junior Varsity Volleyball coaching position at Saranac Junior/Senior High School. This opportunity to coach at Saranac was discovered through your school district's website.

"Let's go out there and play with the fire in our heart" –Amy (Grace) Miles

Many of my teammates never let me live down that quote and my heat of the moment passionate sayings on the court. My greatest strength is my passion for team sports whether it is as an athlete, coach or spectator. As an athlete, I worked to ensure that everyone on the team had a healthy and positive attitude at practice, tournaments and during games. As an assistant coach for Mount Pleasant JV Volleyball team, my role was to motivate student-athletes to achieve their best both on and off the court. As a spectator, I enjoy watching various levels of play. As a teacher, I recognize teachable moments on the court.

Coaching and having a cohesive team starts with having a solid coaching staff. Each level builds and fine tunes skills to prepare the student-athletes for the varsity level. I am dedicated to working with Ms. Karen Rohrer in her vision for the Saranac Volleyball program.

I look forward to meeting with you to discuss my qualifications. If you would like to learn more about my coaching philosophy please visit, [www.amymilesportfolio.weebly.com](http://www.amymilesportfolio.weebly.com). Thank you for your time and consideration for the Junior Varsity Volleyball coaching position.

Best Regards,



Amy Miles

# Amy Miles

2275 Fawnwood Drive SE Kentwood, Michigan 49508

Home: (616) 551-3691 milesamy@saranaccommunityschools.org

## Coaching Philosophy

Patience, passion, and perseverance to learn, inspire, and overcome.

## Playing Experience

- Two years of Varsity Volleyball at Mount Pleasant High School
- One year AAU Volleyball for Valley Volleyball Club
- One season Intramural volleyball at Central Michigan University
- One season City League Volleyball

## Coaching/Volunteer Experience

Summer 2010, Event Coordinator, Journey to Faith

Coordinated a 125 mile relay run from Ann Arbor to Kentwood. Money was raised to benefit the Ronald McDonald House of Ann Arbor.

2003-2004, Assistant Junior Varsity Volleyball Coach, Mount Pleasant High School

Assisted in drills, practice, consulted during games, and worked to build a positive team image.

1998-2001, Volunteer for Oiler Volleyball Camp, Mount Pleasant High School

Mentored young athletes at a volleyball camp that focused on basic skills, game expectations, and sportsmanship.

## Education

GRAND VALLEY STATE UNIVERSITY, Allendale, MI

January 2004-April 2007

Bachelors of Science, Integrated Science (DI), Elementary Education (ZG)

GPA: 3.78

MID-MICHIGAN COMMUNITY COLLEGE, Mount Pleasant, MI

August 2003-December 2003

SAGINAW VALLEY STATE UNIVERSITY, University Center, MI

June 2002-July 2003

CENTRAL MICHIGAN UNIVERSITY, Mount Pleasant, MI

August 2000-May 2003

Austin J. Buchanan II  
2571 McIntosh Ct.  
Wolverine Lake, Michigan  
48390

To Athletic Director/Varsity Volleyball Coach  
Saranac High School/Middle School

I am writing to recommend Amy Grace/Miles for your open position of Junior Varsity Volleyball coach. I was an elementary teacher and a coach in the Mt. Pleasant Public School system for 34 years, retiring at the end of the 2010 school year. I coached girls' basketball for 27 years, (nine as the varsity coach), girls JV Softball for 30 years, and volleyball for seven years, and (five as the varsity coach).

I had the honor of first watching and then working with Amy as she moved through the basketball program in Mt. Pleasant, finally coaching her on the Varsity for her final two seasons. I also watched Amy as a volleyball player as I worked as the scorekeeper and announcer for home matches. Amy was not by best basketball player but she was my best team member and hardest worker for the two years at the Varsity level. As a senior she was undeniably one of the primary team leaders on that team, despite the fact that she never started. Her dedication to her teammates, work ethic, and winning personality commanded respect from her teammates and from me. These same traits were evident in everything she did in her high school years. She was a key member of every team she played for.

Amy displayed excellent skills as a volleyball player and was a team leader throughout her career. I feel her command of that game and her dedication make her an outstanding candidate for the position of Junior Varsity coach. I also know Amy to be a dedicated professional teacher, a wonderful Mom, and one of the bravest people I have ever known. Over my 34+ year coaching career Amy is one of three athletes that stand out in my mind as a natural leader, and an incredible hard worker who always put her team ahead of anything else.

I believe if you hire her as a coach that you will find her to be dedicated to coaching the game the right way! She will give you outstanding effort, teach sportsmanship as well as the sport of volleyball, and be an amazing part of your staff.

Sincerely,



Austin J. Buchanan II  
Mt. Pleasant Public Schools  
Teacher/Coach retired

Meghan Hathaway  
8117 Emberly Drive  
Jenison, MI 49428

June 12, 2012

Mr. Joshua Leader

Athletic Director

Saranac Junior/Senior High School

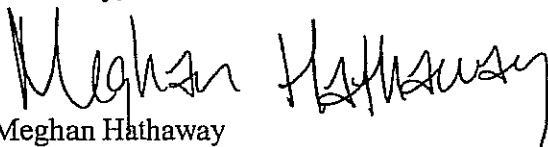
I am writing this letter to recommend Amy Miles for the Junior Varsity volleyball coaching position at Saranac Junior/Senior High School. I was the Junior Varsity volleyball coach at Mount Pleasant High School from 2002-2005. During this time, Amy was my assistant coach for the 2003-2004 season.

I have been a long-time friend with Amy, having known her since kindergarten. Growing up with her, I have seen many qualities that I believe will make her a great Junior Varsity volleyball coach. I played basketball, softball, and volleyball with her and have seen her ability to play these games at a high level. I played varsity volleyball with her for two years and also intramural volleyball at Central Michigan University. She brings a great work ethic to everything she does. She was always positive on the court, encouraging teammates to do their best, picking up girls when they were down, and striving to do her best.

Amy's knowledge of the game and her volleyball skills, in my opinion, make her highly qualified for the coaching position. More importantly, in my opinion, is the passion that Amy brings. Her ability to lead, to teach and to be a positive influence in the lives of others along with being an effective communicator and having great organizational skills elevates her above any other candidate. She also understands the importance of being a student-athlete, which is vital when it comes to high school sports.

It is my privilege to highly recommend Amy Miles for the Junior Varsity volleyball coaching position and I hope I have been able to give you enough insight to know you are making a great decision by adding Amy to your coaching staff.

Sincerely,

  
Meghan Hathaway

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Policy 8045 – Homeless Children

We have reviewed this new policy at the last 2 board meetings regarding Homeless Children and are ready to approve this. This policy will make us compliant with the No Child Left Behind Act and the McKinney Act.

Suggested Resolution

I move that the Saranac Board of Education approve new board policy 8045 – Homeless Children as presented.

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

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

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

The Board is committed to identifying homeless children and youth.<sup>1</sup> The Superintendent shall develop guidelines and procedures for identifying homeless children within the District and will produce written guidelines for distribution to each school that explains the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers.

Such children shall be provided with educational services to meet their needs as determined and directed by the Superintendent. Regulations/Guidelines will be developed that implement the requirements of the No Child Left Behind Act.

The child may attend the school, which is in the best educational, social, and emotional interest of the child.

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<sup>1</sup> Under the McKinney Act, the terms homeless children and youths mean “individuals who lack a fixed, regular, and adequate nighttime residence ... and includes:

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...;
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children ... who qualify as homeless for the purposes of this part because the children are living in circumstances described [above].”



The Superintendent shall waive fees and charges that may act as barriers and prevent homeless children from enrolling in school and/or acquiring an appropriate education.<sup>2</sup>

If a parent/guardian is dissatisfied with a placement decision under this statute, the state recommended dispute resolution procedures shall be followed.

Approved: MASB Rec.

LEGAL REF: 42 USCA §11433 (McKinney Homeless Assistance Act); 20 USCA § 6311 (No Child Left Behind Act)

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<sup>2</sup> To be eligible for federal funds for programs assisting the education of homeless children, a District must provide written notice to the parents/guardians of each child enrolled in a separate school for homeless children of the choice of schools that homeless children are eligible to attend, that no homeless child is required to attend a separate school, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. The notice must also include contact information for the local liaison for homeless children and the state coordinator for education of homeless children. If the District sends a homeless child to a school other than the school of origin or the school requested by the parent/guardian, the District must provide the parents/guardians a written explanation for, including notice of the right to appeal, the decision. This information must also be provided whenever a dispute arises over school selection. 42 U.S.C. § 11432 (e) (3) , (E); 11432 (g) (2) (B), (E)

The District will emphasize the rights of homeless students to:

- Equal access to all educational programs and services including transportation,
- Continue to attend school in their school of origin for the duration of homelessness,
- Attend regular public school with non-homeless students, and
- Continue to receive all services for which they are eligible, such as special education, gifted and talented, or Local Education Agency (LEA).

#### Dispute Resolution Procedure

The McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school District and homeless students and their parent(s)/guardian(s) when the student is placed in a school other than the one requested. Guidance for school selection is provided in the law. The law includes dispute resolution among the required duties of the LEA Liaison.

The following procedures are specified in the Act:

- Enrollment: Immediately enroll the homeless student in the school preferred by the parent(s)/guardian(s) until the dispute is settled.
- Written explanation: Provide a written explanation of the school placement decision to the parent(s)/guardian(s) or unaccompanied youth.
- Liaison: The designated LEA liaison is assigned to carry out the dispute resolution in an expeditious manner.
- It is the responsibility of the school District to inform the parent(s)/guardian(s) of homeless students of the Complaint Resolution Procedures.

The Michigan Department of Education, Homeless Education Office, has adopted a complaint resolution process. In a case where a dispute occurs regarding the education of a homeless child or youth, the following process may be used:

- Local Level: Every effort must be made to resolve the complaint or dispute at the local level before it is brought to the Michigan Department of Education (MDE).
  - If a question concerning the education of the homeless child arises, the first person to contact in the school District is the homeless liaison. Each school District is required to have a designated homeless liaison, with someone in every school or in the central office for the school District able to identify said homeless liaison. If there is a complaint about services for the homeless student(s), the complainant is to be provided a copy of the local complaint procedure. If the District or public school academy does not have a complaint procedure in place, the following steps are suggested:
    - The homeless liaison should discuss the complaint with the complainant and the complainant is to be provided copies of the policies that the local Board of Education has adopted concerning the education of homeless children and youth.
    - A determination is to be made as to whether the requested services for the homeless student are consistent with local school Board policy.
    - If the complaint is not resolved, the complainant will be advised to present it in writing to the homeless liaison.
    - A written proposed resolution of the complaint or plan of action is to be provided to the complainant within five (5) days of the date of receipt of the written complaint.
  - If the complaint is not resolved at this level within five (5) days, it may be taken to the Superintendent of the District the student is attending or wishes to attend.

In addition to presenting the written complaint, an appointment will be made for the complainant to meet with the Superintendent to discuss the complaint. At the end of the discussion with the Superintendent, a written resolution will be provided within five (5) days of the date of the discussion.

- If the complaint is still not resolved, it may be possible to appeal to the local Board of Education.
- State Level: If the complaint is not resolved in a satisfactory manner at the local level, the complaint may be directed to MDE. Complaints made under this process must be made in writing and signed by the complainant. The following steps are to be taken:
  - Address the complaint to the Michigan Department of Education, State Homeless Coordinator, P.O. Box 30008, Lansing, MI 48909.
  - Include in the complaint:
    - A description of the situation that prompted the complaint.
    - The name(s) and age(s) of the child or children involved.
    - The name(s) of the involved school District personnel and the school District or Districts involved.
    - A description of the attempts that were made to solve the issue at the local level including copies of any documentation used up to that point.
  - The State Homeless Coordinator will gather needed information from statements of the parties involved and will forward the information to the Director of the Office of School Improvement along with a recommendation for resolution or for further investigation.
  - Within thirty (30) days after receiving the complaint, the Director of the Office of School Improvement will recommend a resolution and will inform interested parties in writing of the decision.

- If a complainant or one of the parties involved in the complaint disagrees with the decision, that party may, within ten (10) working days, appeal to the Deputy Superintendent. This appeal must be in writing and state why the party disagrees with the decision of the Director of the Office of School Improvement.
- Within thirty (30) days after receiving an appeal, the Deputy Superintendent will render a final administrative decision and notify the complainant and the school District(s) involved in writing.

If the party disagrees with the decision of the Deputy Superintendent in a matter concerning homeless children or youth, the party may request a review of the decision by the United States Secretary of Education in accordance with 34 CFR Part 299.11.

While the dispute is being resolved, the child or children in question must be enrolled in school. If the dispute is concerning the school of “best interest”, the child or children must be enrolled in the school preferred by the parent(s)/guardian(s) or unaccompanied youth unless previous arrangements have been implemented.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Post-Issuance Tax Compliance Policy

At the last meeting we reviewed the attached Post-Issuance Tax Compliance Policy that was provided by our legal council, Thrun Law Firm.

The purpose of this Post-Issuance Tax Compliance Policy is to establish guidelines and procedures in connection with tax-exempt or tax-advantaged bonds and other debt obligations as described in the policy.

Suggested Resolution

I move that the Saranac Board of Education approve the Post-Issuance Tax Compliance Policy as presented.

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

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

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

Saranac Community Schools (the "District").

A regular meeting of the board of education of the District was held in the in the District, on the \_\_\_\_ day of \_\_\_\_\_, 2012, at \_\_\_\_\_ o'clock in the \_\_\_\_\_.

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

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

**WHEREAS:**

1. The District is authorized and empowered by certain provisions of Michigan law, including but not limited to Act 451, Public Acts of Michigan, 1976, as amended, Act 34, Public acts of Michigan, 2001, as amended, and Act 99, Public Acts of Michigan, 1933, as amended, to issue bonds and other debt obligations for public purposes; and

2. Federal income tax law requires that issuers of tax-advantaged debt obligations, including but not limited to tax-exempt bonds ("Obligations") comply with certain post-issuance requirements set forth in the Internal Revenue Code; and

3. For the purpose of maximizing the likelihood that certain applicable post-issuance requirements of federal income tax law needed to preserve the tax-advantaged status of the Obligations are met, the District desires to adopt the Post-Issuance Tax Compliance Policy, attached hereto as Exhibit A.

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

1. The District's Post-Issuance Tax Compliance Policy for tax-advantaged debt obligations attached hereto as Exhibit A is hereby approved.

2. This resolution shall take effect immediately from and after its adoption.

3. The provisions of the resolutions of the District authorizing the issuance of the Obligations shall apply to the documents and actions approved in this resolution, and the provisions of such resolutions are incorporated herein by reference

4. The District hereby delegates to the Superintendent in consultation with bond counsel, the power to adopt and implement procedures related to compliance with the attached Post-Issuance Tax Compliance Policy on a case by case basis, as deemed necessary.

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

Ayes: Members

Nays: Members

Motion declared adopted.

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

The undersigned, duly qualified and acting Secretary of the Board of Education of Saranac Community Schools, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on \_\_\_\_\_, 2012, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

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



## **POST-ISSUANCE TAX COMPLIANCE POLICY FOR TAX-EXEMPT OBLIGATIONS AND TAX CREDIT BONDS**

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### **Background**

The purpose of this Post-Issuance Tax Compliance Policy is to establish guidelines and procedures in connection with tax-exempt or tax-advantaged bonds and other debt obligations as described herein (the "Compliance Policy"). This Compliance Policy is issued on behalf of Saranac Community Schools (the "District").

It is the intent of the District to ensure that all tax-exempt obligations issued by the District satisfy and will continue to satisfy all requirements of the Internal Revenue Code of 1986, as amended (the "Code") and regulations thereunder (the "Regulations"). Tax-exempt borrowings and other borrowings of the District, including but not limited to tax-exempt bonds, refunding bonds, tax credit bonds, installment and lease purchase agreements, lines of credit, state aid notes and tax anticipation notes, shall generally be referred to as "Obligations."

The District reserves the right to use its discretion as necessary and appropriate to make exceptions or request additional provisions as circumstances warrant. The District also reserves the right to amend this policy and all related procedures from time to time as deemed necessary in the District's sole discretion. In addition, this policy is subordinate to the Code and any regulations thereto and is subject to amendment or deletion depending on the content of any new regulations or Code amendments promulgated by the United States Treasury.

### **Debt Compliance Officer**

The Superintendent shall serve as the Debt Compliance Officer for the District.

The Debt Compliance Officer shall implement procedures for the purpose of monitoring compliance with regard to all tax-exempt or tax-advantaged obligations. The procedures established and implemented by the Debt Compliance Officer shall encourage the timely identification of noncompliance. The Debt Compliance Officer shall ensure that the District maintains a record of such compliance. Further, the Debt Compliance Officer will ensure that this Post-Issuance Debt Compliance Policy and procedures, if any, are updated on a regular and as needed basis, as well as establish procedures designed to detect non-compliance and to address the necessary steps in the event non-compliant actions or inactions are detected.

This Post-Issuance Tax Compliance Policy shall apply to all debt obligations designated as having tax-exempt or tax-credit status issued on behalf of the District. The duties of the Debt Compliance Officer shall include, but not be limited to, the following:

- 1) oversee and manage compliance with the Code and Regulations, as defined above, as well as other general requirements;

- 2) monitor the use of proceeds from debt obligations and ensure that such use is proper and timely;
- 3) supervise timely filings of reports or forms required by state and federal agencies as applicable;
- 4) monitor arbitrage yield restriction and rebate requirements under the Code;
- 5) develop training programs, as necessary, for the purpose of training individuals responsible for the proceeds of the tax-exempt or tax-advantaged debt;
- 6) monitor compliance with six-month, 18-month or 2-year spending exceptions, if applicable; and
- 7) establish procedures to address non-compliance with state or federal law immediately upon the discovery of such non-compliance.

#### **External Advisors/Documentation**

The District shall consult with bond counsel and other legal counsel and advisors, as needed, throughout the issuance of an Obligation to identify requirements and to establish procedures necessary or appropriate so that the Obligation will continue to qualify for tax-exempt status or tax credit status, as applicable.

The District also shall consult with advisors, bond counsel or other legal counsel, as needed, following issuance of an Obligation to ensure that all applicable post-issuance requirements in fact are met. This shall include, without limitation, consultation in connection with any potential changes in use of assets financed (or refinanced) with the Obligations issued. This requirement shall be documented in the tax certificate and/or other documents finalized at or before issuance of the Obligations.

The District shall be responsible to determine (or obtain expert advice to determine) whether arbitrage rebate calculations have to be made for the Obligations. If it is determined that such calculations are or are likely to be required, the District shall engage an advisor (hereinafter "Rebate Service Provider") to assist in the calculation of arbitrage rebate payable in respect of the investment of proceeds from the issuance, or shall otherwise ensure that it has adequate financial, accounting and legal resources of its own to make such calculations.

In lieu of engaging an outside Rebate Service Provider, the District may make a determination that it has sufficient capabilities using its own personnel, supported by its regular accounting and legal advisers, to be able to make the required rebate calculations. Such determination shall be evidenced in writing with specific reference to the personnel and advisers to carry out the calculations, and such written determination shall be maintained in the records of the bond transaction.

The District shall file or cause to be filed all required IRS forms and make any rebate payments required on a timely basis. Unless otherwise provided by the indenture relating to an Obligation, unexpended proceeds shall be held by a trustee or other financial institution, and the investment of bond proceeds shall be managed by the District. The District shall prepare (or cause the trustee or other financial institution to prepare) regular, periodic statements regarding the investments and transactions involving proceeds of the Obligations.

### **Arbitrage Rebate and Yield**

The following requirements shall apply to any Obligation issued by the District for which compliance with arbitrage rebate requirements under the Code and Regulations is required. The Debt Compliance Officer or his/her designee shall be responsible for overseeing compliance with arbitrage rebate requirements under federal tax regulations:

- 1) If at the time of issuance of any Obligation, based on reasonable expectations set forth in the Tax Certificate or other applicable document(s), it appears likely that the Obligation will qualify for an exemption from the rebate requirement, the District may defer taking any of the actions set forth in the subsection (2). Not later than the time of completion of construction or acquisition of the project, and depletion of all funds from the project fund, the District in consultation with the appropriate professionals shall make a determination if expenditure of the bond proceeds qualified for exemption from the rebate requirements based on spending within 6 month or 18 month period after issuance. If rebate exemption is determined to be applicable, the District shall prepare and maintain a record to support such conclusion. If the transaction does not qualify for rebate exemption, the District shall initiate the steps set forth in (2) below.
- 2) If at the time of issuance of any Obligations it appears likely that arbitrage rebate calculations will be required, or upon determination that calculations are required pursuant to (1) above, the District shall:
  - a) engage the services of a Rebate Service Provider or assign District personnel capable of preparing a rebate analysis for the Obligation and, prior to each rebate calculation date, cause the trustee or other financial institution investing bond proceeds to deliver periodic statements concerning the investment of proceeds to the Rebate Service Provider or relevant District personnel handling the rebate calculation;
  - b) provide to the Rebate Service Provider, or relevant District personnel conducting any rebate calculation, additional documents and information reasonably requested by the Rebate Service Provider or District personnel;
  - c) monitor efforts of the Rebate Service Provider or District personnel;
  - d) in the case of obligations issued by the District, assure payment of required rebate amounts, if any, no later than the applicable rebate payment due date for such Obligation for which rebate is due;
  - e) during the construction period of each capital project financed in whole or in part by an Obligation, monitor the investment and expenditure of bond proceeds and consult with the Rebate Service Provider or relevant District personnel handling rebate calculation to determine compliance with any applicable exceptions from

the arbitrage rebate requirements during each 6-month spending period up to 6 months or 18 months, as applicable, following the issue date of the Obligations; and

- f) retain copies of all arbitrage reports and trustee statements as described below under “Record Keeping Requirements.”

### **Use of Bond Proceeds and Bond-Financed or Refinanced Assets**

The Debt Compliance Officer, or his/her designee, shall be responsible for:

- 1) monitoring the use of Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of the debt obligation financed or refinanced assets (*e.g.*, facilities, furnishings or equipment) throughout the term of the Obligations to ensure compliance with covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
- 2) monitoring the use of Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of Bond-financed or refinanced assets (*e.g.*, facilities, furnishings or equipment) throughout the term of the Obligations to ensure compliance with covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
- 3) maintaining records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of Obligations (including investment earnings and including reimbursement of expenditures made before bond issuance), including a final allocation of Bond proceeds as described below under “Record Keeping Requirements”;
- 4) consulting with bond counsel or other professional advisers in the review of any change in use of Bond-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
- 5) conferring at least annually with personnel responsible for Bond-financed or refinanced assets to identify and discussing any existing or planned use of debt obligations financed or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
- 6) to the extent that the District discovers that any applicable tax restrictions regarding use of proceeds will or may be violated, consulting promptly with bond counsel or other professional advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary;
- 7) to the extent that tax-exempt proceeds from the debt obligation were used to acquire an existing building, confirming that qualified rehabilitation expenditures in an amount equal to at least 15% of the amount of such proceeds were made no later than 24 months

after the later of (1) the date of issuance of the Obligations, or (2) the date of acquisition of the building;

- 8) the District shall review the debt obligations at least annually in order to determine if this Policy and state and federal law are being adhered to; and
- 9) undertaking the following:
  - a) retain copies of all arbitrage reports and trustee statements as described below under “Record Keeping Requirements” and, upon request, providing such copies to the bond issuer;
  - b) with respect to Qualified Zone Academy Bonds (QZABs) and any other tax credit bonds, confirming that 100% of available project proceeds are spent within three years of issue date of bonds;
  - c) with respect to facilities financed by QZABs or other tax credit bonds, confirming that such facilities continue to be used for a qualified purpose for the life of the Obligations; and
  - d) with respect to other types of exempt facilities, adopting any such procedures that bond counsel or other professional advisors deem appropriate to periodically assess whether such facility continues to qualify as an exempt facility.

All relevant records and contracts shall be maintained as described below.

### **Record Keeping Requirement**

The Debt Compliance Officer, or his/her designee, shall be responsible for maintaining the following documents for the term of each Obligation (including refunding bonds, if any) plus at least three years:

- 1) a copy of the closing transcript(s) and other relevant documentation delivered to the District at or in connection with closing of the issue of Obligation;
- 2) a copy of all material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds, including a final allocation of Bond; and
- 3) a copy of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements, in connection with any investment agreements as well as copies of all bidding documents, if any.

Adopted on \_\_\_\_\_ to be effective on \_\_\_\_\_.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Support Staff Reduction Resolution

At the last meeting we reviewed the need to layoff a classroom paraprofessional for the 2012-2013 school year. The resolution to do this is attached.

Suggested Resolution

I move that the Saranac Board of Education approve the attached Support Staff Reduction Resolution naming Vicki Wagner as the Classroom Paraprofessional to be laid off for the 2012-2013 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 district was held in the Media Room, Saranac Jr/Sr High School, on the \_\_\_\_\_ of \_\_\_\_\_, 2012, at 7 o'clock p.m.

The meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

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

**WHEREAS:**

The Board of Education, due to financial constraints and to maintain fiscal responsibility, has determined that a reduction in staff effective \_\_\_\_\_, 2012 for the 2012-2013 school year is necessary;

**NOW THEREFORE, BE IT RESOLVED:**

1. That the following employee must be laid off, commencing in the 2011-2012 school year from their Classroom Paraprofessional position:
  - a. Vicki Wagner
2. That the Superintendent is hereby authorized and directed to notify the foregoing employee of the layoff, as provided in the relevant labor agreement.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Motion declared adopted.

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 is a true and complete copy of a resolution adopted by the Board at a regular meeting held on \_\_\_\_\_, 2012 the original of which resolution is a part of the board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

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

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approve Liability Waiver for Alumni Football Game

Our insurance carrier, Crosby & Henry has suggested we have all participants sign a release liability waiver for the upcoming Alumni Football Game against Lakewood. The attached liability waiver is attached.

Suggested Resolution

I move that the Saranac Board of Education approve the attached liability waiver for Saranac Alumni vs. Lakewood Alumni Football Game Participants as presented.

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

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

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



# Saranac Community Schools

Maury Geiger, Superintendent  
88 Pleasant Street  
Saranac, Michigan 48881

www.saranac.k12.mi.us

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

## Liability Waiver

### Saranac vs. Lakewood Alumni Football Game

**Prior to participation in the Saranac vs. Lakewood Alumni Football Game, ALL participants must complete and turn in this release of liability. No player will be allowed to participate without a signed waiver.**

I, \_\_\_\_\_, have elected to participate in the Saranac vs. Lakewood Alumni Football Game on Saturday, July 14, 2012 at 8:00 PM. I understand that participating in any sporting event, particularly full-contact football, involves inherent risk. Participating in full-contact football may result in injury (including, but not limited to, sprains, broken bones, head injuries, neck or spinal injuries, or paralysis) or even death. Players are responsible for consulting their physician and/or medical insurance provider prior to participation in this event.

**Saranac Community Schools will not be held liable for any injury, death, or damages resulting from participation in this event.**

**I understand and agree with the preceding statements, and will not hold Saranac Community Schools liable for any damages resulting from my participation in this event.**

**Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

Saranac Elementary School  
Connie Hamilton, Co-Principal, Curriculum Director  
Jason Smith, Co-Principal, Transportation Director  
Phone 616.642.1200  
Fax 616.642.1205

Saranac Junior Senior High School  
Beth Simpson, Co-Principal, Special Educ. Director  
Josh Leader, Co-Principal, Athletic Director  
Phone 616.642.1100  
Fax 616.642.1105

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Preparing youth today for tomorrow...

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2012-2013 Budget Update

I've included the Board Update from June 26<sup>th</sup>. I have been working with the administrative team and will have updated information to share at the board meeting.

# Saranac Community Schools

Maury Geiger, Superintendent  
88 Pleasant Street  
Saranac, Michigan 48881

www.saranac.k12.mi.us

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

TO: Saranac Community Schools Board of Education  
FROM: Maury  
DATE: July 12<sup>th</sup>, 2012  
RE: Budget Update  
CC: Administrative Team

- Evaluate all classes district wide that have less than 20 students.
  - Young 5's classroom at the elementary has 16 confirmed students.
    - We have enrolled 1 Y5/K student and dropped 1 K student since making the Y5/K decision on May 3<sup>rd</sup>.
    - Projected Kindergarten class sizes are as follows:
  - Junior Senior High classes with less than 20 students.
    -
- Evaluate Phase II options
  - Reconsider athletic transportation
    - Need board discussion
- Other items for consideration
  - Base supplies and materials costs on what was spent during 2011-2012, not necessarily what was budgeted.
    - We have not spent supply funds as much as in the past, however, we want to make sure that it has not been charged to another account that is over budget.
    - I will have an update at the next board meeting on July 12<sup>th</sup>.
  - Evaluating funds for At-Risk Grant to make sure we are utilizing all grant revenues.
    - We are exploring the expanded use of our at-risk revenues to include programs not previously covered.
    - I will have an update at the next board meeting on July 12<sup>th</sup>.

- Reconsider loss of 25 students in the projected 2012-2013 budget.
  - With July just around the corner, we currently are about even with drops and adds
  - Our Seniors graduating and incoming Young 5's/Kindergarten are even with 99 Seniors and 99 Young 5's/Kindergarten.
- The additional cost of approximately \$15,000.00 for the SEA tentative agreement is for 6 staff members that had degree changes in addition to the step increases (ex. change from BA 18 to BA+30/MA, MA+18 to MA+30/SP, etc.) and 1 staff person that had an individual contract for 2010-2011 and now is a member of the SEA.
- The Board of Education budget is section 1231 and is located on page 15 of the proposed 2012-2013 budget packet that was handed out at the board meeting last week is available for your review per Dan's request.
  - I will have updated expenditures in this area for your review.

As promised, I will be reviewing the budget on a weekly basis.

Thank you for your thoughts and ideas as we put together a budget with the limited resources that are available.

Also, a reminder that the administrative team will be in Traverse City for the rest of this week at a conference sponsored by Ionia & Montcalm ISD.

Please contact me if you have any questions, comments, or suggestions.

Saranac Elementary School  
 Connie Hamilton, Co-Principal, Curriculum Director  
 Jason Smith, Co-Principal, Transportation Director  
 Phone 616.642.1200  
 Fax 616.642.1205

Saranac Junior Senior High School  
 Beth Simpson, Co-Principal, Special Educ. Director  
 Josh Leader, Co-Principal, Athletic Director  
 Phone 616.642.1100  
 Fax 616.642.1105

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Preparing youth today for tomorrow...

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Use of District Facilities

POLICY: 9250 Use of District Facilities

Board Policy 9250 states that, "The fee and/or rental charges shall be adopted by the Board and shall be reviewed at least once each year."

I have attached the policy as it was last revised in September, 2010. If there are no further revisions that you desire to make, I intend to publish the fee structure as is, in an upcoming Focal Point.

The board shall encourage the utilization of district buildings and district grounds by properly organized and responsible groups. Such use of any district facility or district grounds, however, shall not interfere with the daily school student routine or any school-sponsored student activity. District facilities and equipment shall not be used or made available for political campaigns.

Recognized bargaining units may use district facilities and equipment as outlined in the current negotiated master contract.

#### Fees and Rental Charges

The board shall establish reasonable fees and/or rental charges for the use of any district facility or district grounds; such fees and/or rental charges shall cover costs of wages for any school personnel involved and utilities consumed. The fee and/or rental charges shall be adopted by the board and shall be reviewed at least once each year. The schedule of fees and/or charges for the use of any district facility shall be published by the board in the district newspaper each year before the beginning of the school year.

#### Liability Insurance

Organizations using district facilities shall provide evidence of General Liability Insurance.

#### Lease Arrangements

Any lease arrangement entered into by the board shall conform to state law. Any such lease, however, shall not exceed one year, but the board may extend any such lease if good cause is shown by the board.

#### Use of District Facilities for Prayer or Religious Purposes During the School Day

The use of any district facility during the normal school day will not be allowed for prayer or religious purposes. This prohibition against religious use includes the use of district facilities by district personnel, patrons, churches or any other individual or groups of individuals.

Religious Accommodation in the Use of District Facilities

The use of district facilities or district grounds by community churches may be allowed by the board on a temporary basis as is afforded community groups elsewhere in this policy.

Buildings and Grounds

The district's facilities and grounds may be used by community groups only if approved in advance by the superintendent or his/her designee. Individuals and outside groups may rent the facilities at rates established by the Board

Equipment

Equipment may be loaned or rented to responsible community groups for reasonable purposes. In such cases, the group borrowing the equipment must agree to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession and to assure the provision of a competent operator for any equipment requiring technical or operational knowledge.

Permission to use school equipment must be authorized by the superintendent who shall establish proper controls to ensure the borrower's responsibility for and return of all such equipment.

Services

A school custodian shall be on duty and shall have instructions to see that the building and equipment are properly cared for and used whenever any school facility is used by non-school groups or individuals.

Use of District Facilities

A school custodian may not be required when, in the opinion of the building principal, it is not necessary. In this case, the sponsors and the principal accept full responsibility for the building's use.

Approved: July 1, 1997

Revised: September 7, 2000, February 5, 2004, September 9, 2010

LEGAL REF: MCL 333.12601 *et seq.*; AG Opinion #6460; *Lamb's Chapel v Center Moriches Union Free School District*

1. All use of the district’s facilities will be cleared through and coordinated through the superintendent or his/her designee. Scheduling of school events will have a higher priority than the scheduling of non-school events. However, a scheduled non-school event will not normally be bumped during the three-month period of time preceding that activity. In the event that a non-school event needs to be rescheduled the superintendent or his/her designee will notify the non-school client as soon as the conflict is realized.
2. All school facilities, except for the High School Auditorium, are available without rental fee for use by the following groups.
  - a. school sponsored groups
  - b. organized nonpartisan community groups, the majority of whose membership resides in the district and organized non-profit groups whose activity is to benefit the community and its citizens. (If school staff are required, a fee may be charged at their contractual rate. This decision will be made by the superintendent or his/her designee.)
3. Private citizens or for profit groups of the district may request to use school facilities for activities such as receptions, reunions, business training sessions, etc. The following rental fee structure will be applied to that use:
  - a. any gymnasium-----\$50 per day
  - b. football field-----\$35 per day
  - c. lights on football field-----\$20 plus \$5 per hour electrical fee
  - d. kitchen-----\$25 flat rate plus \$20 per hour staffing fee
  - e. cafeteria, multi-purpose room, or auditorium
    - High School-----\$100 per day
    - High School Auditorium-----\$200 per day
    - Elementary or Middle School----- \$75 per day



- f. any other room-----\$25 **\$50** per day
- g. a \$50 deposit will be required. The unused portion will be returned to the client after all fees have been paid.

Non-resident private citizens or for-profit groups may request to use school facilities for activities such as receptions, reunions, business training sessions, etc. The following fee structure will be applied to that use:

- a. any gymnasium-----\$100 per day
- b. football field-----\$100 per day
- c. lights on football field-----\$40 per day plus \$5 per hour electrical fee
- d. cafeteria, multi-purpose room, or auditorium
  - High School-----\$200 per day
  - High School Auditorium-----\$400 per day
  - Elementary or Middle School----- \$150 per day
- e. kitchen-----\$50 per day, plus \$20 per hour staff fee
- f. any other room-----~~\$50~~ **\$75** per day
- g. a \$100 deposit will be required. The unused portion will be returned to the client after all fees have been paid

4. A custodial fee will be added if the facility is rented during non-regularly scheduled custodial hours or if the group requires custodial assistance. The custodial fee is \$25 per hour, with the exception of on Sundays and district holidays when it will be \$30 per hour. The minimum custodial fee will be ~~\$50~~ **\$60**. This custodial fee may not be required when, in the opinion of the superintendent, a custodian is not necessary. In this case, the client accepts full responsibility for the building's use.

5. Fees for equipment use are as follows:
- a. Table-----\$5 per day
  - b. Chair-----\$0.50 per day
  - c. Projector & screen-----\$10 per day
  - d. Large screen TV/VCR-----\$50 per day
  - e. Coffee pot and coffee-----\$20 per 40 cup pot

6. All non-school groups and private citizens using school facilities shall assume full responsibility for damage to school property while in their use.
7. Required student related school sponsored activities shall not be scheduled on Wednesday evenings and Sundays whenever possible. These times shall be reserved for church and family activities within the communities. The administration shall register district complaint on league and non-school sponsored activities that require Wednesday evening and Sunday participation and shall work with other officials to minimize such occurrences.
8. No reservation will be made until a building use application form has been filled out and approved by the coordinator of community education and confirmed by the building principal.
9. The use of building facilities are granted on a specific area basis such as a classroom, gym, etc. This would include lavatory facilities and drinking fountains closest to the assigned room. Since indiscriminate touring of the building interferes with the maintenance program, individuals are restricted to the immediate area as reserved by the using group. If individuals or members of the group do not stay in the restricted area, the community school coordinator, building principal, or in their absence the custodial night leader, has the authority to request action by the adult supervisor or, in the event the request fails to achieve the desired objective, to order that either the individual or group or both vacate the premises. The same authority applies to the area of gross misconduct on the part of the group or its individual members.
10. All non-school groups and private citizens using district facilities shall assume full responsibility for damage to school property while in use.

11. Smoking and the use of tobacco products is not permitted in school buildings or on school grounds.
12. No alcoholic beverages shall be brought into or consumed in the building or on the grounds.
13. Putting up decorations or scenery or moving furniture is prohibited unless permission is granted by the community education coordinator or building principal.
14. Under no circumstances shall scenery or other property be stored in a school unless approved by the building principal or community education coordinator.
15. Nothing shall be sold, given, exhibited, or displayed without permission. No public sales by individuals or organizations shall be permitted on school property without the authorization of the superintendent.
16. All electrical equipment and the arrangements for use of same shall be in control of the board or its representatives—thus to avoid damage and/or injury.
17. The board as a body or on committee must have the free access to all rooms at all times.
18. Rooms and facilities used by the applicant will be examined carefully after use and the applicant agrees to make good, promptly, any loss or damage occurring during the applicant's use of said room or rooms. The building principal and/or his delegated agent (custodial staff) are to be responsible in this area.
19. No activity shall be permitted in which open flames are used unless approved by the fire department and the building principal or the supervisor of operations and maintenance.
20. The right to revoke a permit at any time is reserved by the superintendent.
21. An Auditorium Supervisor or building administrator will be required for events scheduled in the High School Auditorium at an hourly rate of \$15.00 per hour.

Revised: February 5, 2004, September 9, 2010

# Saranac Community Schools

88 Pleasant Street  
Saranac, Michigan 4881

**Facility Use Information**

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

## Scheduling District Facilities

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

## Fee Schedule

### Category 1

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

### Category 2

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

### Category 3

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

Room/Building	Category 1	Category 2	Category 3
Any Gymnasium	0	\$50	\$100
Cafeteria, multi-purpose room			
High School	0	\$100	\$200
Elementary or Middle	0	\$75	\$150
Kitchen	0	\$25 and \$20/hr staffing fee	\$50 and \$20/hr staffing fee
HS Auditorium	B and C \$15/hr staffing fee	\$200 and \$20/hr. staffing fee	\$400/day and \$20/hr staffing fee
Any other room	0	\$50	\$75/day
Football Field	0	\$35	\$100
Lights on football field	B and C \$20=\$5/hr electrical fee	\$20+\$5/hr electrical fee	\$40+\$5/hr electrical fee

## Additional information and charges

- \$50 Category 2, \$100 Category 3 deposit is required with the unused portion returned after all fees have been paid
- Custodial fees will be added if prior set up is requested even if during regular work hrs.
- Custodial fees will be added when the facility is rented during non-regularly scheduled custodial hours or if the group requires custodial assistance
  - Custodial fee: \$25/hr with a \$50 minimum, weekdays and Saturday
  - Custodial fee: \$30/hr with a \$60 minimum on Sunday and district holidays
  - Custodial fees may be waived by the superintendent when waived client accepts full responsibility for the building's use

## Equipment Rental Fees

Table	\$5/day	Large Screen TV/VCR	\$50/day
Chair	\$0.50/day	in building only	
Coffee Pot and Coffee	\$20/pot	Projector and Screen	\$10/day

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

# Saranac Community Schools

88 Pleasant Street  
Saranac, Michigan 4881

## FACILITIES USE REQUEST (except Auditorium)

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

Check one:  One time Use  Multiple Uses  Repeated regular use

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

Organization \_\_\_\_\_

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

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

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

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

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

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

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

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

### Facility Use Expectations

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

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

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

Estimated fees Category 1 2 3

Charge for room/area requested \_\_\_\_\_

Custodial, Kitchen, or Auditorium fees \_\_\_\_\_ hrs X \_\_\_\_\_ rate \_\_\_\_\_

Equipment use fees \_\_\_\_\_

ESTIMATED TOTAL \_\_\_\_\_

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

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

# Saranac Community Schools

88 Pleasant Street  
Saranac, Michigan 4881

## HIGH SCHOOL AUDITORIUM USE REQUEST

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

Check one:  One time Use       Multiple Uses       Repeated regular use

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

Organization \_\_\_\_\_

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

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

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

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

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

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

Will house lighting be enough for your event?  yes  no

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

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

### Facility Use Expectations

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

**You MUST contact the auditorium supervisor at 616 642-1450 ten (10) working days before the event to set up support staff requirements.**

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

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

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

### ESTIMATED TOTAL

Access card issues  yes  no

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



*Saranac Community  
Schools Facility Use  
Contract*

**Please read this entire form before filling out the information at the end. Thank You.**

All use of the district's facilities will be cleared coordinated through the superintendent or his/her designee. Scheduling of school events will have a higher priority than the scheduling of non-school events. However, a scheduled non-school event will not normally be bumped during the three-month period of time preceding that activity. In the event that a non-school event needs to be rescheduled, the superintendent or his/her designee will notify the non-school client as soon as the conflict is realized.

All school facilities are available without rental fee for use by **school-sponsored groups**.

All school facilities, except for the High School Auditorium, are available without rental fee for use by organized nonpartisan community groups, the majority of whose membership resides in the district and organized non-profit groups whose activity is to benefit the community and its citizens. (If school staff is required, a fee may be charged at their contractual rate. The superintendent or his/her designee will make this decision.)

**The only exception to this will be for renting the auditorium when a \$100 per event fee will be charged.**

**Private citizens or for profit groups of the district** may request to use school facilities for activities such as receptions, reunions, business training sessions, etc. The following rental fee structure will be applied to that use:

Any gymnasium-----\$50 per day	Football field-----\$35 per day
Lights on ft.ball field---\$20 plus \$5 per hr electrical fee	Kitchen-----\$25 flat rate plus \$15 \$20 per hour staffing fee
Cafeteria, multi-purpose room, or auditorium	
High School-----\$100 per day	High Sch. Auditorium-\$200 a day plus \$15 per hr staffing fee
Elementary or Middle School----- \$75 per day	Any other room-----\$25 per day

**Non-resident private citizens or for-profit groups** may request to use school facilities for activities such as receptions, reunions, business training sessions, etc. The following fee structure will be applied to that use:

Any gymnasium-----\$100 per day	Football field-----\$100 per day
Lights on football field--\$40 plus \$5 per hour electrical fee	
Cafeteria, multi-purpose room, or auditorium	
High School-----\$200 per day	High School Auditorium----\$400 a day plus \$15 hr. staffing fee
Elementary or Middle School-----\$150 per day	Kitchen-----\$50 per day, plus \$15 \$20 per hour staff fee
Any other room-----\$50 per day	

**A \$100 deposit will be required.** The unused portion will be returned to the client after all fees have been paid

**A custodial fee will be added if the facility is rented during non-regularly scheduled custodial hours** or if the group requires custodial assistance. The custodial fee is \$25 per hour, with the exception of Sundays and district holidays when it will be \$30 per hour. The minimum custodial fee will be \$50. This custodial fee may not be required when, in the opinion of the superintendent, a custodian is not necessary. In this case, the client accepts full responsibility for the building's use.

**Fees for equipment use are as follows:**

Table-----\$5 per day	Large screen TV/VCR-----\$50 per day
Chair-----\$0.50 per day	Coffee pot and coffee-----\$20 per pot
Projector & screen-----\$10 per day	

**\*An Auditorium Supervisor or building administrator will be required for events scheduled in the High School Auditorium at an hourly rate of \$15.00 per hour.**

**\*All non-school groups and private citizens using school facilities shall assume full responsibility for damage to school property while in their use.**

**\*The use of building facilities are granted on a specific area basis such as a classroom, gym, etc.** This would include lavatory facilities and drinking fountains closest to the assigned room. Since indiscriminate touring of the building interferes with the maintenance program, individuals are restricted to the immediate area as reserved by the using group.

If individuals or members of the group do not stay in the restricted area, the community school coordinator, building principal, or in their absence the custodial night leader, has the authority to request action by the adult supervisor or, in the event the request fails to achieve the desired objective, to order that either the individual or group or both vacate the premises. The same authority applies to the area of gross misconduct on the part of the group or its individual members.

**\*Smoking and the use of tobacco products are not permitted** in school buildings or on school grounds.

**\*No alcoholic beverages** shall be brought into or consumed in the building or on the grounds.

\*Putting up decorations or scenery or moving furniture is prohibited unless permission is granted by the community education coordinator or building principal.

\*Under no circumstances shall scenery or other property be stored in a school unless approved by the building principal or community education coordinator.

\*Nothing shall be sold, given, exhibited, or displayed without permission. No public sales by individuals or organizations shall be permitted on school property without the authorization of the superintendent.

\*All electrical equipment and the arrangements for use of same shall be in control of the board or its representatives—thus to avoid damage and/or injury.

\*The board as a body or on committee must have the free access to all rooms at all times.

\*Rooms and facilities used by the applicant will be examined carefully after use and the applicant agrees to make good, promptly, any loss or damage occurring during the applicant's use of said room or rooms. The building principal and/or his delegated agent (custodial staff) are to be responsible in this area.

\*No activity shall be permitted in which open flames are used unless approved by the fire department and the building principal or the supervisor of operations and maintenance.

\*The right to revoke a permit at any time is reserved by the superintendent.

**Auditorium Events**

**If you are reserving the auditorium you must contact auditorium supervisor 10 working days before the event to set up support staff requirements 616-642-1450.**

**Please check the items below that you will need for your event in the auditorium to be successful.**

Seating Will house lighting be enough for your event?  Yes  No  
 150 seats Will you need more than ( 1 ) corded microphone on a stand for sound?  Yes  No  
 450 seats (schedule aux. gym) Will you be using our projection equipment?  
 DVD  VCR  Computer/Internet

**Other areas needed**

Staging Area **\*See auditorium supervisor to coordinate additional sound, lighting, or equipment needed.**  
 Scene Shop  
 Band Room

**Equipment Fees:**

Table \$5 per day  Chair \$.50 per day  Projector and Screen \$10 per day  
 Lg. Screen TV/VCR \$50 per day  Coffee Pot and Coffee \$20 per 40 cup pot

\$  **Total Equipment**  
 \$  **Charges for the facility**  
 \$  Charges for Lights  
 \$  Charges for Kitchen  
 \$  Charges for Kitchen Staff  
 \$  Dep. for Non-resident events  
 \$  Custodial Fee  
 (  hrs. x \$25  hrs. x \$50)  
 \$  Fee for auditorium supervision  
 \$  Equipment Fee  
 \$  **Total Charges**  
 \$  **Amt. Deposit Paid**  
 \$  **Amt. Due**

Today's Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Client's Ph. No. \_\_\_\_\_  
 Event Name: \_\_\_\_\_  
 Event Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Authorizing Signature: \_\_\_\_\_

Questions? Call Information Systems at 616-642-1450



TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Elementary School Handbook Changes for 2012-2013

Jason Smith has provided changes to the Elementary School Student Handbook for the 2012-2013 school year. He will provide more detail at the meeting.

Possible Handbook Changes  
Saranac Elementary 2012-2013 school years

The following are for 5<sup>th</sup> and 6<sup>th</sup> grade students and will be new additions to the handbook.

**UNSAFE BEHAVIOR**

Unsafe behavior is any behavior, playful or intentional, that might lead to harming oneself or others.

**Consequence:** A lunch detention up to suspension.

**FIGHTING (ASSAULT)**

A student shall not engage in unauthorized physical contact (fight with, assault, or physically accost) with another student. A student shall not verbally abuse, or verbally threaten to commit assault or battery to another student.

**Consequence:** Students who physically assault another student will be suspended for up to 10 days, with possible recommendation made to the Board for expulsion of a longer duration. Students who verbally abuse or threaten another student will be suspended for a period of time between 1 and 10 days. (Typically 1 day, then to follow 3, 5, 7, 10)

In accordance with the Revised School Code, any student in grade six or above whom physically assaults a district employee or a person engaged as a volunteer or contractor of the district may be permanently expelled.

Furthermore, any student in grade six or above whom commits a verbal assault against an employee, volunteer, or contractor of the district may be expelled for 180 school days.

**TARDY POLICY**

Students should make every effort to arrive to class on time. Students (6<sup>th</sup> grade) arriving late to a class period will be counted tardy. If a student receives a tardy, the following consequences will occur per marking period.

1-2 tardies – warning

3-4 tardies – after school detention

5-6 tardies – Office referral and after school

**GENERAL HARASSMENT**

Harassment may consist of any unwelcome derogatory, sarcastic, threatening and/or hurtful remark(s) or action(s) directed at another individual.

**Consequence:** Reprimand up to an expulsion, including possible police contact.

**DISRUPTIVE BEHAVIOR/CLASS REMOVAL**

A student may be removed from any "class, subject, or activity" and referred to the principal by a teacher for disrespectful actions, attitudes, disobedience, or creating a disturbance in the class which in the teacher's judgment is detrimental to the management and educational process of the classroom (otherwise referred to as a "snap suspension"). As soon as possible after the snap suspension the teacher shall contact the student's parent/guardian and inform them of the situation warranting the suspension.

**Consequence:** First Offense – Referred to office for remainder of class period, work to be completed before returning; teacher contacts parents/guardian

Second Offense- same as above, office contact to parent/guardian

Third Offense – After school detention

Fourth Offense – Possible in school or out of school suspension

**STUDENT DRESS:**

A school, in carrying out its responsibility in creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity of the age of the student. In general, it shall be the responsibility of the individual student and his/her parents to set the guidelines for appropriate dress within socially acceptable standards. Factors of health, safety, and orderly function of the school are the determinants of appropriate dress.

Within this framework, clothing or grooming shall be considered unacceptable if it:

- 1) creates or potentially creates a disruptive influence on the educational process such as wearing of head wear (hats, bandannas, kerchiefs), coats or jackets, halters or tube tops, tank tops or any sleeveless top with a shoulder strap of less than two inches in width (**3 fingers wide**), mutilated clothing, clothing with profane, vulgar or obscene suggestions, clothing which is sexually suggestive, clothing that advertises alcoholic beverages or drugs, or clothing that uses improper language
- 2) an article of clothing must not expose the midriff area, cleavage, or undergarments.
- 3) Shorts/dresses/skirts must be longer than fingertips with arms extended flat at their sides. Holes in jeans and shorts may not extend above the fingertips.
- 4) Administration shall have final determination of the appropriateness of the student's dress, subject to appeal to the superintendent and the Board of Education. If conditions warrant it, the student will be asked to rectify the situation, and it may result in further discipline.

#### **CELL PHONES, IPOD'S, MP3 PLAYERS (Electronic Devices)**

Problems arise because students have articles that are hazardous to the safety of others or interfere with school procedures. Such items include, but are not limited to: lighters, water pistols, laser pointers, and water balloons. These items will be confiscated and not returned. Cellular telephones, pagers/beepers, IPOD's, MP3 players, etc. shall be turned off. They are not to be used in the classroom, (unless approved by the classroom teacher) restrooms or the locker rooms. Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information in the classroom shall be subject to discipline.

#### **Consequence:**

- First offense – device confiscated and returned at the end of the day
- Second offense – device confiscated, lunch detention, parental notification
- Third offense – device confiscated, after school detention, parental notification
- Fourth offense – device confiscated, parental notification and pick-up
- Fifth and subsequent offense – considered persistent disobedience, possible suspension

#### **FOOD AND BEVERAGES**

Food, gum, and drinks are to be consumed only in the cafeteria. Only water is allowed in the hallways and classrooms but not in computer labs. Classroom parties need staff approval.

**Consequence:** First Offense – Warning

Second Offense – Warning, office referral

Third Offense – after school detention

Students may not consume energy drinks, including (but not limited to) Monster, RockStar, Red Bull, Five Hour Energy, coffee, during school hours. Possession will result in confiscation and disposal of said drink. Repeated offenses may result in discipline action.

#### **VANDALISM**

Malicious destruction of school or private property

**Consequence:** Student may be referred to office and need to compensate or make amends to repair damages.

Repeated offenses may result in suspension.

#### **STUDENT COOPERATION WITH STAFF/INSUBORDINATION/GROSS DISRESPECT**

A student may not swear at, show disrespect for, or refuse to obey a reasonable request or direct order from a teacher, administrator, or other person given the responsibility of supervision. If a student has witnessed or has

direct knowledge about violations of school rules, the student is responsible for reporting information truthfully, accurately, and completely to school authorities.

**Consequence:** The minimum will be after school detention up to a five-day suspension from school. Any additional offenses will result in five to ten days' suspension and possible expulsion.

### **SKIPPING**

Truancy is a student's willful choice to miss a class period(s).

**Consequence:**

First offense- Warning

Second offense- lunch detention

Third offense- after school detention

## **The following are for all grades**

### **Attendance**

Students will be absent from school if they arrive later than 9:00 am. (Currently it is 9:30)

### **Bullying**

New handbook policy in regards to bullying will be the same as the Jr./Senior high policy previously presented.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Financial Management Services Agreement

Attached is an agreement for our 2012-2013 school year regarding the Financial Management Services between Saranac Community Schools and Ionia County ISD.

I will be explaining this agreement at the meeting on Thursday.

**SARANAC COMMUNITY SCHOOLS  
and  
IONIA COUNTY INTERMEDIATE SCHOOL DISTRICT  
FINANCIAL MANAGEMENT SERVICES AGREEMENT**

**2012-2013 School Year**

This agreement is between Saranac Community Schools, hereinafter called SARANAC and Ionia County Intermediate School District, hereinafter called Ionia County ISD.

SARANAC and Ionia County ISD acknowledge that the following items to the agreement may be altered with mutual consent of the parties when and where applicable. The elements of the agreement are as follows:

1. Ionia County ISD agrees to provide financial management services to SARANAC for the 2012-2013 school year.
2. In order for this service to be provided in the most cost effective and efficient manner, SARANAC agrees to use the same financial and human resources software system as Ionia County ISD.
3. Ionia County ISD agrees to charge SARANAC \$70,000 for this service.
4. The person or person(s) hired to perform the services shall be hired, employed, supervised and evaluated by Ionia County ISD. Input from SARANAC will be valued when making staffing decisions. Ionia County ISD may contract with another school district to provide the direct services.
5. All personnel costs, including salary and benefits shall be the responsibility of Ionia County ISD, conference expenses, continuing education expenses and certification costs shall be the responsibility of Ionia County ISD .
6. All costs that are directly attributable to the services provided on behalf of SARANAC, such as supplies and materials, travel, equipment, etc shall be the responsibility of SARANAC. Ionia County ISD shall invoice SARANAC as needed for such costs.
7. Any unforeseen expenditures that are directly attributable to this agreement shall be discussed and decided upon at that time.
8. Ionia County ISD shall invoice SARANAC for the charges outlined in number 3 above twice per year. The first invoice will be sent in December and the second will be sent in June. Any expenditures outlined in number 6 above will be invoiced as needed.
9. Termination of this agreement by either district requires a one hundred and twenty (120) day written notification. It is understood that this agreement shall automatically roll over each fiscal year if no notification by either party is received by March 1.

\_\_\_\_\_  
Maury Geiger  
Superintendent  
Saranac Community Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael Keast  
Deputy Superintendent  
Ionia County ISD

\_\_\_\_\_  
Date