

Saranac Community School

Board of Education Agenda

Regular Meeting

August 2, 2012

7:00 PM

Media Room, Saranac Jr/Sr High School

1. Call to Order_____
2. Pledge of Allegiance
3. Approval of Minutes 2
4. Additions & Deletions
5. Comments from Guests
6. Action Items
 - a. Approve Elementary School Student Handbook 6
 - b. Approve Revisions to Policy 9250 - Use of District Facilities 7
 - c. Accept Resignation 14
7. Reports/Presentations
 - a. Policy Revision - 7175 - Parent-Guardian Involvement 17
 - b. 2012-2013 Budget Discussion 28
 - c. Technology Update 30
 - d. Secondary Seat Time Waiver 39
 - e. Annual Loan/Repayment Activity Application 41
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 #1

The regular/organizational meeting of the Saranac Community Schools Board of Education was held on Thursday, July 12 2012 in the Media Room, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

Board President Steve LaWarre called the meeting to order at 7:00 p.m.

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

Teri Bergy led in the Pledge of Allegiance.

Minutes from regular meeting #21, dated June 21, 2012 were approved as written.

ADDITIONS & DELETIONS: Superintendent Geiger would like to add Action Item 6. l., Approve Resignation to the agenda, and delete Action Item 6.k., Approve Liability Waiver for Alumni Football Game from the agenda.

COMMENTS FROM GUESTS: None

APPROVE RESOLUTION EXTENDING BOARD OFFICER TERMS: Motion by Hardy, supported by Denny and unanimously approved that the Saranac Board of Education adopt the attached Resolution – Extending Officer Terms to December 31, 2012 as presented.

There was discussion to amend this policy to read Extending Officer Terms to January 10, 2013 as presented.

Motion was made by Hardy, supported by Denny to amend the previous motion to have it read as January 10, 2013 as presented. Voting Yes: Adgate, Coulson, Denny, Hardy, Lauer and LaWarre. Motion Carried.

DEPOSITORY OF FUNDS: Board member Chris Coulson reported he worked for Fifth Third Bank, but noted that this bank is not being used at this time. Board member Tom Hardy abstained from voting because his wife works for IBC.

Motion by Lauer, supported by Denny that the Saranac Board of Education approve the institutions listed below as depositories for school funds for 2012-2013. Voting yes: Adgate, Coulson, Denny, Lauer, and LaWarre. Abstained from voting: Hardy. Motion Carried.

Fund/Bank	Note	Proration
Building and Site Funds		
Currently not used		
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		
Debt Fund		
U.S. Bank	Payment Only (from Ind. Bank)	0%
The Bank of New York	Payment Only (from Ind. Bank)	0%
General Fund		
Independent Bank, Saranac		100%
Scholarship Funds		
Independent Bank, Saranac		5%
Grand Rapids Community Foundation		95%
School Service Fund (Ath/FS/Trust)		
Independent Bank, Saranac		100%

BOARD MEMBER COMPENSATION: The Saranac Board of Education recommended that Board Policy 1167 remain the same for the 2012-2013 school year, which 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.

INVESTMENT OF FUNDS: Motion by Coulson, supported by Adgate and unanimously approved that the Saranac Board of Education authorize the Superintendent to invest surplus funds of the district for 2012-2013.

APPOINT SCHOOL ATTORNEY: Motion by Lauer, supported by Hardy and unanimously approved that the Saranac Board of Education appoint the law firm, Thrun Law Firm, P.C., as legal counsel for Saranac Community Schools for 2012-2013, and approve their annual retainer and fee structure as outlined in their letter dated December 16, 2011.

APPROVE 2012-2013 JR/SR SCHOOL STUDENT HANDBOOK: Motion by Adgate, supported by Coulson and unanimously approved that the Saranac Board of Education approve the 2012-2013 Jr/Sr Student Handbook as presented.

HIRE JV VOLLEYBALL COACH: Motion by Coulson, supported by Hardy and unanimously approved that the Saranac Board of Education hire Amy Miles as the Girls JV Volleyball Coach for the 2012-2013 season.

APPROVE POLICY 8045 – HOMELESS CHILDREN: Motion by Lauer, supported by Coulson and unanimously approved that the Saranac Board of Education approve new board policy 8045 – Homeless Children as presented.

APPROVE POST-ISSUANCE TAX COMPLIANCE POLICY: Motion by Coulson, supported by Denny and unanimously approved that the Saranac Board of Education approve the Post-Issuance Tax Compliance Policy as presented.

APPROVE SUPPORT STAFF REDUCTION RESOLUTION: Motion by Adgate, supported by LaWarre and unanimously approved 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.

APPROVE RESIGNATION: Motion by Hardy, supported by Coulson and unanimously approved that the Saranac Board of Education accept the Letter of Resignation for purposes of recall from teacher, Sharon Umlor as presented.

2012-2013 BUDGET DISCUSSION: Superintendent Geiger presented 2012-2013 budget information. Mr. Geiger and the Administrative Team have evaluated all classes district wide that have less than 20 students, and have decided they will need to recall a teacher from lay-off status for some physical education classes at the Jr/Sr High School.

The Administrative Team evaluated athletic transportation and the board at this time is not interested in cutting this from the budget.

There was discussion on some other items to consider for budget reduction. Mr. Geiger would like the board to reconsider the loss of 25 students. The board agreed to go down to a loss of 20 students.

Superintendent Geiger reported with the retirement of a regular route bus driver, we now have the option for this new driver to be hired through METS, and with the retirement of a custodian Mr. Geiger would like to explore the option of going through a 3rd party company to hire a person for this position, which will be a savings to the district.

There was much discussion regarding the roll the ISD is playing in our Business Office. More information will be brought back at the August 2 meeting.

There was much discussion from everyone present regarding the budget for 2012-2013. Mr. Geiger will be updating numbers and will bring back possibilities for the board to consider, and add/or amend.

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.” This policy was last revised in September, 2010. There was no desire to change the format of this policy or forms. There were a couple areas in the policy where figures didn’t get changed, so this will be brought back for another review by the board at the August 2, 2012 meeting.

REVIEW ELEMENTARY STUDENT HANDBOOK CHANGES: Co-Elementary School Principal, Jason Smith went over changes to their student handbook. Most changes related specifically to 5th & 6th graders, which are attached as part of the minutes. This will be brought back for approval at the August 2, 2012 meeting.

REVIEW FINANCIAL MANAGEMENT SERVICES AGREEMENT: Superintendent Geiger reported Mike Keast from the Ionia County ISD has put together Financial Management Services contract between Saranac Community Schools and Ionia County ISD for the 2012-2013 school year. There was much discussion from everyone present. This will be brought back at the August 2 meeting.

SUPERINTENDENT'S REPORT: Mr. Geiger reported the hiring of Tracy Guy as the new secretary at the Jr/Sr High School, and welcomed her to the district. Interviews have taken place for the Before/After School Program Director position, and they are ready to offer this position to one of the people interviewed. The Marketing Committee has been working on the Wishes/Dreams Project, and is hoping to make some of these come true for students. The organization that uses the auditorium on Sundays would like to volunteer their time to work on projects related to the grounds around the district. Adopt-A-Highway is scheduled for Saturday, July 14.

BOARD REQUESTS/REPORTS: Board member Brent Denny wondered what was happening at the softball field. Mr. Geiger reported there are some volunteers that wanted to refurbish the field. They are building new dugouts, replacing the grass with sod and other repairs.

COMMUNICATIONS: None

CLOSED SESSION FOR NEGOTIATIONS PLANNING: Motion by Lauer, supported by Coulson and unanimously approved that the Saranac Board of Education go into closed session at 9:56 p.m. for the purpose of negotiation planning returning to open session at 10:40 p.m. Roll call vote was taken: Voting Yes: Coulson, Denny, Hardy, Lauer, and LaWarre. Motion Carried.

APPROVE EXECUTIVE SESSION MINUTES: The Executive Minutes dated June 21, 2012 were approved as written.

OTHER: Mr. Geiger reported there are some parents who would like to discuss the possibility of getting some tennis courts built. This would be community based and are looking at school property to build them on.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 10:41 p.m.

Respectfully submitted,

Andrea Adgate
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approve Elementary School Handbook Changes for 2012-2013

At the last meeting Jason Smith provided changes to the Elementary School Student Handbook for the 2012-2013 school year. These changes will be implemented into their handbook for students and staff.

Suggested Resolution

I move that the Saranac Board of Education approve the 2012-2013 Elementary 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: Use of District Facilities

POLICY: 9250 Use of District Facilities

Board Policy 9250 – Use of District Facilities was reviewed at the last meeting with a few changes. When the forms were revised some of the figures were not updated in this policy. This is the 2nd reading of this revision and are ready for approval. The changes are highlighted in this policy.

Suggested Resolution

I move that the Saranac Board of Education approve the revisions to Policy 9250 – Use of District Facilities as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

9250 Use of District Facilities

9250

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

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Resignation

We received a letter of resignation from elementary teacher, Danielle Fitzgerald effective July 31, 2012. I would like the board to formally accept her resignation from Saranac Community Schools.

Suggested Resolution

I move that the Saranac Board of Education accept the Letter of Resignation from Elementary Teacher, Danielle Fitzgerald as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

July 26, 2012

Mr. Geiger,

Please accept this as my letter of resignation effective July 31, 2012.

I have greatly enjoyed the 16 years I have spent teaching at Saranac Community Schools. I am thankful for having had the opportunity to work with so many wonderful students, families and colleagues.

Sincerely,

Danielle Fitzgerald

Saranac Community Schools

88 Pleasant Street
Saranac, Michigan 48881

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

July 27, 2012

Mrs. Danielle Fitzgerald
8669 Lilly Ridge Dr., SE
Alto, MI 49302

Dear Danielle,

I received a copy of your letter dated July 26, 2012, in which you have notified us of your resignation from Saranac Community Schools effective July 31, 2012.

You will be missed here. We appreciate the impact you made on students while at Saranac Community Schools. We wish you the best in your educational endeavors.

Working Together In Achieving Educational Excellence,



Maury Geiger, Superintendent

Cc: Mrs. Connie Hamilton
Mr. Jason Smith
Ms. Beth Kelly, SEA Representative
Saranac Board of Education

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 Ed Director
Josh Leader, Co-Principal, Athletic Director
Phone 616.642.1100
Fax 616.642.1105

Preparing youth today for tomorrow...

Fitzgerald

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Policy Revision – 7175 – Parent-Guardian Involvement Policy

To meet State and Federal law and program requirements of Title 1 we need to update this policy. I have attached the old policy and the updated policy. This will be the 1st reading of this policy.

UPDATED POLICY

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. **Relationships with Families**

- () Cultivating school environments that are welcoming, supportive, and student-centered; ⁴
- () Providing professional development for school staff that helps build partnerships between families and schools; ^{2,3,4}
- () Providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{2,3}
- () Providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. ³

B. Effective Communication

- () Providing information to families to support the proper health, safety, and well-being of their children;
- () Providing information to families about school policies, procedures, programs, and activities; ^{2,3,4}
- () Promoting regular and open communication between school personnel and students' family members; ^{1,4}
- () Communicating with families in a format and language that is understandable, to the extent practicable; ^{2,3}
- () Providing information and involving families in monitoring student progress; ³
- () Providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; ^{2,3,4}
- () Preparing families to be involved in meaningful discussions and meetings with school staff. ^{2,3,4}

C. Volunteer Opportunities

- () Providing volunteer opportunities for families to support their children's school activities; ^{1,3}
- () Supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. ^{3,4}

D. Learning at Home

- () Offering training and resources to help families learn strategies and skills to support at-home learning and success in school; 1,2,3,4
- () Working with families to establish learning goals and help their children accomplish these goals; ¹
- () Helping families to provide a school and home environment that encourages learning and extends learning at home. ^{1,2,4}

E. Involving Families in Decision Making and Advocacy

- () Involving families as partners in the process of school review and continuous improvement planning; ^{3,4}
- () Involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families. ^{2,3,4}

F. Collaborating with the Community

- () Building constructive partnerships and connecting families with community-based programs and other community resources; ^{2,3,4}
- () Coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. ^{2,3,4}

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

Migrant Education Program (MEP) Parent(s)/Guardian(s) Involvement

Parent(s)/Guardian(s) of students in the MEP will be involved in, and regularly consulted, about the development, implementation, operation, and evaluation of the program.

Limited English Proficiency (LEP) Parent(s)/Guardian(s) Involvement

In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parent(s)/Guardian(s) will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an LEP program and to place the child in the regular program.

The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

Approved:

LEGAL REF: MCL 380.1294; Sec. 1112, 1118 ESEA

¹Indicates State Requirements

²Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

³Indicates Title I Section 1118 parent involvement requirements

⁴Indicates State Board Parent and Family Involvement Policy recommendations

[NOTE: Districts should select all () options included in this template in order to have a policy that meets the requirements of State and Federal law and program requirements of Title I.]

OLD POLICY

7175 Parent(s)/Guardian(s) Involvement Policy

7175

State of Michigan Parent/Guardian Involvement Initiative

The Board strongly encourages and welcomes the involvement of parent(s)/guardian(s) in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District. Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage parent(s)/guardian(s) participation that may include, but not be limited to: The development and review of instructional materials; input on the ways that the District may better provide parent(s)/guardian(s) with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to instruct parent(s)/guardian(s) how to become more involved in their child's educational programs.

Pursuant to state law, the Superintendent shall provide a copy of the District's Parental Involvement plan to all parents.

Title I Programs

In accordance with the requirement of the No Child Left Behind Act, the Saranac Board of Education encourages parent(s)/guardian(s) participation in Title I programs. Parent(s)/Guardian(s) shall be offered substantial and meaningful opportunities to participate in the education of their children by this policy.

The Board directs that the following actions be implemented by the administration to insure compliance with federal law and to invite parents to become involved highly in the education of their children:

- The involvement of parent(s)/guardian(s) in the planning, implementation, evaluation, and improvement of Title I programs/services through participation on building School Improvement Teams;

- Invitations to parent(s)/guardian(s) to attend at least one annual meeting for Title I parents, with additional meeting opportunities being available as needed, designed to provide Title I information and program services, and to solicit parent(s)/guardian(s) suggestions on program development, planning, evaluation and operation;
- Assistance to parent(s)/guardian(s) in understanding Title I, including the providing of information in a language understandable to the parent(s)/ guardian(s) if practicable;
- Parent(s)/Guardian(s) notification of Title I student selection and criteria for selection;
- Information regarding child's achievement and progress;
- A provision for input by Title I staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the Title I staff or parent(s)/guardian(s);
- Opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning;
- Professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies;
- Ongoing communication between school and parent(s)/guardian(s); and
- Other appropriate activities (i.e. Family Math Nights, parent(s)/guardian(s) sessions, science, theatre, etc.)

Written Plans/Policies

The Saranac School District, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a District-wide plan for parent(s)/guardian(s) involvement in the development of a Title I plan, and directs the administration to:

- Involve parent(s)/guardian(s) in the development of the plan;

- Develop a plan that provides for the involvement of parent(s)/guardian(s) in the Title I activities of the school;
- Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parent(s)/guardian(s) involvement activities to improve student academic achievement and school performance;
- To integrate and coordinate the plans/policies for parent(s)/guardian(s) involvement in Title I programs with parent(s)/guardian(s) involvement in other programs, including but not limited to Head Start;
- To review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board;
- To assure that the policy/plan contains a compact that outlines how parent(s)/guardian(s), the school staff and students will share the responsibility of improved student achievement; and
- To distribute the District plan to parent(s)/guardian(s) of participating children and to the local community.

Migrant Education Program (MEP) Parent(s)/Guardian(s) Involvement

Parent(s)/Guardian(s) of students in the MEP will be involved in, and regularly consulted, about the development, implementation, operation, and evaluation of the program.

Limited English Proficiency (LEP) Parent(s)/Guardian(s) Involvement

In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parent(s)/Guardian(s) will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion

and graduation standards. The notice will also include an explanation of the right to remove the child from an LEP program and to place the child in the regular program. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

Approved: 12/16/04

LEGAL REF: 20 USCA 6318 (No Child Left Behind Act); MCL 380.1294
of (PA 107 2004)

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2012-2013 Budget Update

I've included the board update that was reviewed at our last meeting on July 12th with an update based on board discussion. I have been working with the business office and administrative team and will have additional budget 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 27th, 2012
RE: Budget Update
CC: Administrative Team

Here's an update to the board information presented on July 12th, 2012.

- Evaluate all classes district wide that have less than 20 students.
 - Young 5's classroom at the elementary has 18 students.
 - We have enrolled 1 Y5/K student and dropped 1 Y5/K student since making the Y5/K decision on May 3rd.
 - Our current projected Kindergarten class sizes are 26, 26, & 27.
 - Evaluate Junior Senior High classes with less than 20 students.
 - The junior senior high has eliminated 2 classes (French, History of Sports) due to small class sizes and have shifted staff to eliminate the two additional classes we needed. **Projected savings: \$17,890.00 - DONE**
 - Evaluate Phase II options
 - Reconsider athletic transportation **Projected savings: \$20,000.00**
 - Need board discussion **Consensus to leave in the budget**
 - Other items for consideration
 - Base supplies and materials costs on what was spent during 2011-2012, not necessarily what was budgeted. **DONE**
 - Evaluating funds for At-Risk Grant to make sure we are utilizing all grant revenues. **Projected savings: approximately \$60,000.00**
 - 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. **Information shared per board request**
 - 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 on June 21st, and is available for your review per Dan's request. **Board discussion with no changes made to the budget**
 - Reduction of 6.25 hours for special education aide for student that has moved. **Projected savings: approximately \$15,000.00**
 - Reconsider loss of 25 students in the projected 2012-2013 budget.
 - As of July 12th, our projected enrollment is 1164
 - ❖ Student count from June 2012: 1164 students
 - ❖ Student FTE count from February 2012: 1158 students
 - ❖ Student FTE count from October 2011: 1159 students
 - Our Seniors graduating and incoming Young 5's/Kindergarten are (-2) with 99 Seniors and 97 Young 5's/Kindergarten. **Projected increase in revenue: 15 students @ \$6,966.00 = \$104,490.00**
- Board discussion and consensus to base budget of projected loss of 20 students.**

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Technology Update

I will be presenting the updated technology partnership plan with Ionia ISD along with members of the technology staff. Please review the information regarding an historical perspective and proposed programming for staffing, budget, SCS & ISD technology support services agreement, and job descriptions for the Director of Technology, Network Coordinator, and Technical Support Specialist.

**Technology Partnership Information
Ionia Intermediate School District and Saranac Community Schools
2012-2013**

Historical:

2002-2003	3.50 FTE (peak staffing level)
2009-2010	2.06 FTE (last full year for TechDir)
2010-2011	1.25 FTE (1/3 time for TechDir)
2011-2012	2.50 FTE (Partnership Yr1)
2012-2013	2.50 FTE (Partnership Yr2)

Staffing: Technology Director John Milewski ,and Ionia ISD staff
Direction, Planning, Oversight
Additional targeted support from all four current ISD Technology Staff

1.0 Equivalent Support position (spread across the ISD Technology Staff at ICISD)

Approach is that instead of trying to find/hire a single person who might have a bit of knowledge in multiple areas, you can get access to four individuals with higher levels of knowledge in their own "specialized" areas, for the cost of one person.

1.5 Computer Technicians on SCS Campus

Flexible support for all
Trouble tickets
Staff assistance
PAC support
Work as directed

2012-2013 Staff Costs: \$118,755 (2.50 FTE)
2012-2013 Budget including staff: \$171,077

2011-2012 Staff Costs: \$123,843 (2.50 FTE)
2011-2012 Budget including staff: \$169,943

2010-2011 Staff Costs: \$99,151 (1.25 FTE)
2010-2011 Budget including staff: \$170,852

2009-2010 Staff Costs \$138,208 (2.06 FTE)
2009-2010 Budget including staff: \$156,241

**SARANAC COMMUNITY SCHOOLS
And
IONIA COUNTY INTERMEDIATE SCHOOL DISTRICT
TECHNOLOGY SUPPORT 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 Technology Support Services to SARANAC for the 2012-2013 school year.
2. Ionia County ISD agrees to charge SARANAC \$118,755 for this service.
3. 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.
4. 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 .
5. 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.
6. Any unforeseen expenditures that are directly attributable to this agreement shall be discussed and decided upon at that time.
7. Ionia County ISD shall invoice SARANAC for the charges outlined in number 2 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 5 above will be invoiced as needed.
8. 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

Job Description # 130	Title: Director of Technology
Reports To: Superintendent & Deputy Superintendent	Revised: 6/09/03

Supervises:

N/A

Position Summary:

This position provides continuous supervision of all aspects of technology for the Ionia County Intermediate School District.

Replacement Qualifications:

- 1) This position requires knowledge which is normally acquired through completion of an associates degree in such areas as computer science or computer information systems;
- 2) Knowledge of LAN systems including fiber and wireless networks;
- 3) Knowledge of AS/400 midrange computer;
- 4) Knowledge of CIMS payroll, finance and student service system;
- 5) Demonstrated ability to communicate both orally and in writing, and work effectively with groups and individuals with all levels of technology skills;
- 6) Demonstrated ability to plan, organize, and coordinate the LAN/WAN operations.

Performance Responsibilities:

- 1) Supervise the technology department staff;
- 2) Provide support and guidance for configuring WAN based communication through TCP/IP for terminal and printer sessions, and communication through leased lines for modems, terminal and printer sessions;
- 3) Act as consultant to users concerning CIMS software for the AS/400 as well as provides on-going training for new and existing LAN/WAN users;
- 4) Oversee the generation of various reports for LEA's;
- 5) Assume responsibility for the design and maintenance of the ISD web site;
- 6) Assist with strategic and long range planning for the acquisition and installation of technical hardware and software;
- 7) Participate with district and state wide committees for continuing expansion of potential services;
- 8) Represent the District's interest pertaining to technology and technology as it relates to curriculum through participation in organizations;
- 9) Participate with General Education Director and local curriculum directors on planning curriculum integration with technology;
- 10) Performs other related duties and assumes related responsibilities as assigned;

Job Description #
130

Title:
Director of Technology

Terms of Employment:

Twelve months per year, exempt from union membership; district-provided medical, hospitalization, vision, and dental insurance as provided administration; salary, sick necessary, and vacation as determined by Board Policy.

Evaluation:

This position reports to and is evaluated by both the ICISD Superintendent and the ICISD Deputy Superintendent.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Approved By: _____ Date: _____

Received and Agreed By:

Date: _____

Employee

Job Description #: 132	Title: Network Coordinator
Reports To: Technology Director	Revised:

Supervises:

Technology Support Specialist

Position Summary:

This position supports and advances our WAN based technologies including network and server related installations, configuration, maintenance and support.

Principal Duties and Responsibilities:

1. This position requires Microsoft Certified Professional (MCP), Microsoft Certified Systems Administrator (MCSA), A+ certification, and Net+ certifications
2. Must have excellent troubleshooting skills and a demonstrated proficiency in basic problem solving.
3. Requires knowledge of networking protocols
4. In depth knowledge of Microsoft server operating systems. Experience installing and maintaining network servers, network equipment, and software.
5. Demonstrated ability to communicate, both orally and in writing, and work effectively with groups and individuals with all levels of technology skills
6. Ability to organize, prioritize, and work independently
7. Willingness and ability to learn about emerging technologies and participate in planning and implementing new systems.
8. Flexibility to allow for unexpected or unscheduled technology issues

Knowledge, skills, and abilities:

1. Install, configure, maintain and support network equipment. These include but are not limited to:
 - a. Network Servers
 - b. Routers, switches and hubs
 - c. Special function network devices (Firewall, VPN, RAS, etc.)
2. Document all network equipment installations.
 - a. Maintain a Network Diagram of the entire data network infrastructure.
 - b. Maintain operational documentation of ISD LAN/WAS systems
3. Work with third party vendors to resolve problems with equipment.
4. Monitor LAN/WAN systems for utilization and efficiency including
 - a. Firewall and router maintenance and logs
 - b. Bandwidth usage
5. Continuously investigate new technologies and how they may be applied to WAN to provide improved or added services including but not limited to wireless technologies
6. Recommend selections and upgrade decisions for all computing equipment, peripherals and software
7. Provide AS/400 operating system backup and support
8. Manage ICISD e-mail services
 - a. Monitor e-mail account quotas
 - b. Monitors logs daily

Job Description #:
132

Title:
Network Coordinator

9. Manage telephone system
 - a. Order line installation
 - b. Order telephone installation
10. Assist with website management
11. Serve as a catalyst to expand and implement uses of the system.
12. Support and enhance a collaborative team environment
13. Represent the ICISD with appropriate groups related to technology

TERMS OF EMPLOYMENT:

Twelve months per year, exempt from union membership; district-provided medical, hospitalization, vision, and dental insurance as provided administration; salary, sick necessary, and vacation as determined by Board Policy.

EVALUATION:

Performance rated annually by the Superintendent and Director of Technology.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Approved By: _____ Date: _____

Received and Agreed By:

Employee. Date: _____

Job Description #: 131	Title: Technical Support Specialist
Reports To: Technology Director	Revised:

Supervises:

N/A

Position Summary:

Coordinates the installation, maintenance, training, and technical support in the use of various office technologies of the LAN. This position is the source of direct expert assistance to the users of office systems technology.

Minimal Qualifications:

1. This position requires A+ certification with excellent troubleshooting skills and a demonstrated proficiency in basic problem solving;
2. Basic repair skills of desktop and laptop computers, strong repair skills of company supported products, and basic repair skills for laser printers are also required;
3. This position requires working knowledge of DOS and recent Microsoft operating systems, and familiarization with internal microcomputer components;
4. Demonstrated ability to communicate, both orally and in writing, and work effectively with groups and individuals with all levels of technology skills;
5. Ability to organize, prioritize, and work independently;
6. Ability to lift heavy equipment is necessary;
7. Willingness and ability to learn about emerging technologies and participate in planning and implementing new systems;
8. Flexibility to allow for unexpected or unscheduled technology issues.

Essential Responsibilities:

1. Prepare, maintain and monitor computer technology labs for staff and student use;
2. Maintain and monitor network virus protection;
3. Maintain and monitor network internet filtering;
4. Manage help desk, including logging of assistance provided;
5. Act as a resource in answering questions and trouble shooting of technical issues;
6. Maintain computer hardware/software systems and peripherals;
7. Install and configure computers and peripherals including network connections;
8. Document all software and hardware installations and changes;
9. Maintain technology inventory;
10. Provide AS/400 operating system backup and CIMS support;
11. Assist with e-mail services:
 - a. Assign new accounts, password changes;
 - b. Act as a resource in configuring home computers for dial-in Smile internet access;
12. Assist with telephone system as needed:
 - a. Assign voicemail;
 - b. Maintain voice mail staff list;
13. Assists with monitoring and upgrading computer systems as required;
14. Maintain offsite/onsite tape library rotation;
15. Support and enhance a collaborative team environment.

Job Description #:
131

Title:
Technical Support Specialist

TERMS OF EMPLOYMENT:

Twelve months per year, exempt from union membership; district-provided medical, hospitalization, vision, and dental insurance as provided administration; salary, sick necessary, and vacation as determined by Board Policy.

EVALUATION:

Performance rated annually by the Superintendent and Director of Technology.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Approved By: _____ Date: _____

Received and Agreed By:

Employee Date: _____

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Secondary Seat Time Waiver

I am attaching a memo from Beth Simpson regarding a seat time waiver option for us to continue to meet the individual needs of our students at the secondary level. I support Beth's proposal, and it will require board approval for us to submit the required application and documentation with the State of Michigan. Beth will also be available to present the information at our meeting.

Saranac Jr/Sr High School



150 S. Pleasant Street
Saranac, Michigan 48881

www.saranac.k12.mi.us

To: Maury Geiger
From: Beth Simpson
Re: Seat Time Waiver
Date: June 20, 2012

The State of Michigan is allowing districts to offer students a seat time waiver. Currently the State funds a full FTE if a student is enrolled in four courses on campus and is enrolled in no more than two online courses. Students are not required to attend for the two online courses.

Saranac High School has several students who are unable to attend school for the 4 courses for a variety of reasons. Some reasons may include:

- Needs full time employment to support a child or family
- Does not have transportation to attend GO program (a vehicle or money for gas)
- Is pregnant or has other health issues
- Must care for siblings or other family members

The State of Michigan is allowing a seat time waiver that will allow districts to receive full funding for students that cannot attend the minimum requirement of four courses on campus. I am requesting the waiver for eight students. We currently have three students who would take advantage of this opportunity. If this is not an option for these students, they will not be able to pursue their high school diploma.

Following is the 5-O-B Seat Time Waiver that needs to be approved:

- In accordance with 5-O-B Seat Time Waiver Guidance, Section A.5.C (Evaluation), the applicant district agrees to collect and release all relevant data, including state collected data, for research and evaluation purposes.
- The applicant district agrees to provide all teachers and on-site mentors assigned to the program with proper training and professional development on effective online instruction and mentoring.
- An on-site mentor must be assigned to the pupil and serve as the Teacher of Record. The on-site mentor shall be available for assistance and to monitor the pupil's progress. The on-site mentor shall be a certified Michigan teacher employed by the district. The mentor shall meet with or have weekly two-way interaction with the pupil
- The online program used for a district's seat time waiver offering shall be approved by the intermediate school district's board of education, by the local school district's board of education, or by the public school academy's board of directors for the purpose of awarding credit that meets the requirements of Michigan Grade Level Content Expectations or the Michigan Merit Curriculum. Based upon satisfactory completion of courses or other credit-earning activities, the credits earned through the seat time waiver online courses and activities shall be comparable to credits earned for a high school diploma or grade progression in the district's traditional program setting. The board approval shall allow the program director to comply with this guidance.
- The applicant district superintendent and program contact have read the 5-O-B Seat Time Waiver Guidance and agree to operate the program within the guidance provided, and they understand that failure to comply with 5-O-B guidance may result in termination of the applicant district's Seat Time Waiver and/or loss of Full-Time Equivalency (FTE).

When this is approved by the Board, I will be able to submit my application to the State for their approval.

Saranac Elementary School
Phone 616.642.1200
Fax 616.642.1205

Saranac Jr/Sr High School
Phone 616.642.1100
Fax 616.642.1105

Small school.....BIG Results!!!

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Annual Loan/Repayment Activity Application

POLICY: 3200 Borrowing

Jammie Sprank has been working with our Bond Authority for the amount we will need to borrow for the 2012-13 school year regarding our Debt Funds. Those approximate figures are attached. The amount they anticipate we will need to borrow is \$164,662. A resolution and application are attached and we will need to take action at the August 22 board meeting.

School Bond Qualification and Loan Program
 School Loan Revolving Fund
 Bureau of Bond Finance
 Michigan Department of Treasury
 430 W. Allegan
 Lansing, MI 48922

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION
 For Participation in the School Bond Qualification and Loan Program

Legal Name of School District Saranac Community Schools	District Code No. 34-120	County Ionia County
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CERTIFICATE

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the _____ day of _____, _____, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____.

Andrea Adgate

 (Type or Print Name of Secretary)

 (Signature of Secretary)

Judy Tutak-Hill

 (Type or Print Name of Treasurer, Board of Education)

 (Signature of Superintendent of Schools)

RESOLUTION

A 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. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.
2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2012)	9.00	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2012		\$ 11,049,814.94
Estimated amount to borrow from or repay to the SBLF and/or SLRF		164,662.00
Estimated accrued interest		552,490.75
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2013		\$11,766,967.69

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Superintendent is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

Nayes: Members

WINTER ONLY TAX LEVY

UNLIMITED TAX QUALIFIED BONDS

SCHOOL DISTRICT CODE: 34120

SCHOOL DISTRICT NAME: SARANAC COMMUNITY SCHOOLS

TOTAL DEBT MILLAGE TO BE LEVIED: 7.72

2012 Taxable Valuation = 190,998,533

PLUS: 1/2 of 2012 Equivalent IFT/CFT Taxable Value = 18,651,650

Total Equivalent Value = 209,650,183

Less: 2012 TIFA, DDA, & LDFA Captured Value =

TOTAL 2012 Taxable Value Subject to Debt Service = 209,650,183

Instructions for Internet Use:

1. Please enter data in the shaded areas only.
2. Complete this spreadsheet. Obtain Board of Education approval.
3. Submit this spreadsheet with the required documents prior to August 1, 2012.

2012 Winter Annual Loan Worksheet

Bond Issue Date M/D/YR (if variable rate issue, indicate attach current P&I schedule)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)
Debt Service Payment (Interest) Due Nov 1, 2012	Fees	Total Nov 2012 Debt Service Payment, (Interest & Fees) Total	RECONCILED Debt Fund Balance, June 30, 2012 Including Cash, Investments, Accrued Interest, Transfers, etc.	Amount to Borrow from SLRF for Nov 1, 2012 Debt Service (the greater of d - e, or \$0)	Debt Fund Balance after Nov 1, 2012 Debt Service Payment (the + e + f)	Debt Service Payment Due May 1, 2013 (Principal & Interest)	Funds Needed for May 2013 Debt Service Payments (h - g)	Prorated Millage Allocation (i / total) * total millage	Actual Millage Allocation (if 0; enter 0)	Revenues to be Collected from 2012 Tax Levy (i * Taxable Value/100)	Estimated Amount to Borrow from SLRF for May 2013 Debt Service Payments (j - m)	Estimated TOTAL Amount to Borrow from SLRF for Fiscal Year ending 6/30/2013 (j + n)			
11/10/03	34,688	250	34,938	2,624		359,689	359,689	271,739	1,782	1,780	373,177	2,624			
04/18/06	41,739	250	41,989	3,031		271,739	271,739	271,739	1,346	1,350	283,028	3,031			
05/11/07	151,875	250	152,125	6,037		526,875	526,875	526,875	2,610	2,610	547,187	6,037			
07/06/06	174,897	250	175,147	152,971		399,897	399,897	399,897	1,981	1,980	415,107	152,971			
Total	403,199	1,000	404,199	239,537		1,558,199	1,558,199	1,558,199	7.720	7.720	1,618,499	1,618,499			

*IF SIGNIFICANT ADJUSTMENTS ARE MADE TO THE ACTUAL MILLAGE ALLOCATION AS COMPARED TO THE PRORATED MILLAGE ALLOCATION, PLEASE PROVIDE A BRIEF EXPLANATION OF YOUR BASIS.