

# Saranac Community School

Board of Education Agenda  
Regular Meeting  
September 6, 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. Student Report
6. Administrator's Update
7. Comments from Guests
8. Action Items
  - a. Approve Revisions to Policy 7175 - Parent-Guardian Involvement 6
9. Reports/Presentations
  - a. Letter of Understanding #3 - Sick Leave Bank 12
  - b. Policy Revision - 8440 - Early Graduation 14
  - c. Request for Proposal 17
10. Superintendent Report
  - a. Enrollment Update
  - b. Operating Millage Renewal
11. Board Requests/Reports
12. Communications
13. Student Hearing 30
14. Board Action
15. Approve Executive Session Minutes
16. Closed Session for Negotiations Planning
17. Other
18. Adjournment\_\_\_\_\_

Saranac Community Schools  
Board of Education  
Meeting #3

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, August 22, 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 7:00 p.m.

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

Brent Denny led in the Pledge of Allegiance.

Minutes from regular meeting #2, dated August 2, and Workshop meeting dated August 15, 2012 were approved as written.

**ADDITIONS & DELETIONS:** Superintendent Maury Geiger would like to add Approve S.E.A. Letter of Understanding #2 to the agenda.

**COMMENTS FROM GUESTS:** None

**ADMINISTRATOR'S UPDATE:** Elementary Co-Principal, Connie Hamilton reported they are busy putting together schedules. They had K-12 teachers attend a workshop called "Hair on Fire" this summer.

Jr/Sr High Co-Principal, Beth Simpson reported that schedules have been sent out and they will have Smart Start for students next week. Teachers are getting ready for Skyward Training.

Jr/Sr High Co-Principal, Josh Leader reported the "S" up by the football field was vandalized. Some of the Cross Country moms came and have already repaired the damage. The softball field construction is in its final phase. They are hoping to have it all completed by October 1. Meijer donated the scoreboard for the softball field. Thanks to all who have worked on this project.

**FOCUS SCHOOL PRESENTATION:** Josh Leader and Beth Simpson presented information regarding Saranac Jr/Sr High as being a Focus School. Focus Schools are determined by gaps in student achievement. Ten percent of Michigan schools with the largest gap in achievement between the 30% highest achieving students and 30% lowest achieving students were identified as a focus school. Saranac Jr/Sr High School has those gaps.

Some of the State recommendations is to give deep, diagnostic attention to their lowest-achieving students and commit both school-level and district-level resources to the adult-learning task of adapting teaching and learning methods. Integrate the Career and College Ready Standards into the school's curriculum and instruction, since state assessments will be tied to these standards by the 2014-2015 school year.

Mr. Leader said they have plans to review Plan and Explore data and the MME/MEAP data. They will be focusing on some remediation during the day and after school, and will be hiring some consultants in an aide position to target math, science, reading and social studies. They will be reviewing college career readiness standards, and will need to identify these students and hold an informational parent meeting to explain the scores to parents.

**BILLS PAID:** Motion by Hardy, supported by Denny and unanimously approved that the Saranac Board of Education authorize the payment of June 29, July & August bills from General Fund totaling \$1,199,995.34.

**APPROVE ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION:** Motion by Coulson, supported by Hardy and unanimously approved that the Saranac Board of Education approve the attached Annual Loan/Repayment Activity Application.

**APPROVE SECONDARY SEAT TIME WAIVER:** Motion by Denny, supported by Adgate and unanimously approved that the Saranac Board of Education approve the seat time waiver option to meet the individual needs of our students at the secondary level for the 2012-2013 school year as presented.

**APPROVE TECHNOLOGY SUPPORT SERVICES AGREEMENT:** Motion by Coulson, supported by Denny and unanimously approved that the Saranac Board of Education approve the Technology Support Services Agreement between Saranac Community Schools and Ionia County ISD for the 2012-2013 school year as presented.

**APPROVE BUSINESS MANAGER SERVICES AGREEMENT:** Motion by Hardy, supported by Adgate and unanimously approved that the Saranac Board of Education approve the Financial Management Services Agreement between Saranac Community Schools and Ionia County ISD for the 2012-2013 school year as presented.

**APPROVE MILK BIDS:** Motion by Adgate, supported by Hardy and unanimously approved that the Saranac Board of Education accept the bid from Prairie Farms/Bareman's Dairy for milk services for the 2012-2013 school year as presented.

**APPROVE THIRD PARTY PARTNERSHIP CONTRACT FOR CUSTODIAL SERVICES:** Motion by Adgate, supported by Denny and unanimously approved that the Saranac Board of Education accept the service quote from Hi-Tec Building Services for the purposes of providing part-time custodial services for the 2012-2013 school year.

**APPROVE OPERATING MILLAGE RENEWAL PROPOSAL RESOLUTION:** Motion by Coulson, supported by Adgate and unanimously approved that the Saranac Board of Education approve the regular school election resolution as prepared by Thrun Law Firm for the purposes of an operating millage renewal proposal exempting principal residence and other property exempted by law of 18.2497 mills for 10 years.

**APPROVE FIRST – 2012-2013 BUDGET AMENDMENTS:** Motion by Hardy, supported by Coulson and unanimously approved that the Saranac Board of Education accept the first budget amendment for the 2012-2013 school year as presented.

**REVIEW POLICY 7175 – PARENT-GUARDIAN INVOLVEMENT:** Superintendent Geiger reported this is the second reading of this policy. The changes are to meet State and Federal law and program requirements of Title 1. This will be brought back at the September 6 meeting for approval.

**SUPERINTENDENT'S REPORT:** Superintendent Geiger presented the enrollment numbers, and reported we are within what has been budgeted. This number will continue to change as it gets closer to the first day of school.

Mr. Geiger reminded everyone that board packets are available on line.

**BOARD REQUESTS/REPORTS:** Board member Dan Lauer asked for an update on the before/after daycare program. Mr. Geiger reported that the Lowell YMCA will be running the program. We have it posted on our website and they are also advertising in the Shoppers Guide. The YMCA will incur all costs.

GSRP is partnering with the ISD and the program is close to being full.

**COMMUNICATIONS:** None

**APPROVE EXECUTIVE SESSIONN MINUTES:** The Executive Session minutes dated August 2, 2012 were approved as written

**CLOSED SESSION FOR NEGOTIATIONS PLANNING:** Motion by Coulson, supported by Hardy and unanimously approved that the Saranac Board of Education go into closed session at 8:40 p.m. for the purpose of negotiation planning returning to open session at 9:17 p.m. Roll call vote was taken: Voting Yes: Adgate, Coulson, Denny, Hardy, and Lauer. Absent: LaWarre and Tutak-Hill. Motion Carried.

**APPROVE CBA BETWEEN BOARD OF EDUCATION AND S.E.A.:** Motion by Denny, supported by Hardy and unanimously approved that the Saranac Board of Education approve the collective bargaining agreement between the Saranac Board of Education and the Saranac Education Association for 2011-2013 as presented.

**APPROVE S.E.A. LETTER OF UNDERSTANDING #1:** Motion by Hardy, supported by Coulson and unanimously approved that the Saranac Board of Education approve the Letter of Understanding #1 between the Saranac Board of Education and the Saranac Education Association.

**APPROVE S.E.A. LETTER OF UNDERSTANDING #2:** Motion by Coulson, supported by Hardy and unanimously approved that the Saranac Board of Education approve the Letter of Understanding #2 between Saranac Board of Education and the Saranac Education Association.

**OTHER:** Superintendent Geiger reported the Annual Report is finished and on the schools website. Mr. Geiger is working with a staff member regarding their certification, and all other staff is certified.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 10:28 p.m.

Respectfully submitted,

Andrea Adgate  
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

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

At the last two meetings we reviewed the updated policy regarding parent-guardian involvement to meet State and Federal law and program requirements of Title 1. This will be approved at this meeting.

Suggested Resolution

I move that the Saranac Board of Education approve revised Policy 7175 – Parent-Guardian Involvement Policy as presented.

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

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

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

## 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 **superintendent or designee, to** ~~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;<sup>4</sup>
- ( ) Providing professional development for school staff that helps build partnerships between families and schools;<sup>2,3,4</sup>
- ( ) Providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;<sup>2,3</sup>
- ( ) Providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.<sup>3</sup>

**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; <sup>2,3,4</sup>
- ( ) Promoting regular and open communication between school personnel and students' family members; <sup>1,4</sup>
- ( ) Communicating with families in a format and language that is understandable, to the extent practicable; <sup>2,3</sup>
- ( ) Providing information and involving families in monitoring student progress; <sup>3</sup>
- ( ) Providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; <sup>2,3,4</sup>
- ( ) Preparing families to be involved in meaningful discussions and meetings with school staff. <sup>2,3,4</sup>

**C. Volunteer Opportunities**

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



**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; <sup>1</sup>
- ( ) Helping families to provide a school and home environment that encourages learning and extends learning at home. <sup>1,2,4</sup>

**E. Involving Families in Decision Making and Advocacy**

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

**F. Collaborating with the Community**

- ( ) Building constructive partnerships and connecting families with community-based programs and other community resources; <sup>2,3,4</sup>
- ( ) 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. <sup>2,3,4</sup>

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

<sup>1</sup>Indicates State Requirements

<sup>2</sup>Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

<sup>3</sup>Indicates Title I Section 1118 parent involvement requirements

<sup>4</sup>Indicates 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.]**

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Letter of Understanding #3 – Donation of Sick Days

We have a teacher that is requesting a sick leave bank. The attached Letter of Understanding #3 addresses this issue.

For staff consideration, it is my recommendation to waive past practice and consider taking action at this meeting.

Suggested board resolution would be to waive board practice and approve the Letter of Understanding #3 – Donation of Sick Days as presented.

# Letter of Understanding #3 (2012-13)

SARANAC EDUCATION ASSOCIATION, MEA, NEA

AND THE SARANAC COMMUNITY SCHOOLS BOARD OF EDUCATION

## RE: Donation of Days & Extend Use of Sick Time

The Saranac Community Schools Board of Education and the SEA, MEA-NEA, mutually agree that any teacher may contribute up to ten (10) of his/her sick days (whole days only) to a temporary sick day pool for Sarah Gallagher. Sick days donated during the 2012-2013 school year will be available to Ms. Gallagher for days missed during the 2012-2013 school year after all of her sick and personal days are expended.

Donated days will be recorded in the order in which the donation is received. As Ms. Gallagher needs to use days, one day per donor will be utilized in the order in which they were donated. If additional days are needed after going through the list of donors the first time, one additional day will be utilized from those remaining on the donor list. This process will continue until the needed number of sick days is met or no days remain in the sick day pool. Any unused days will be credited back to the donor.

Ms. Gallagher's own sick days and sick days donated under this agreement may be used for a personal illness. Ms. Gallagher's use of immediate family sick days will be in accordance with the five day contractual limit as per the Saranac Community Schools Board of Education and the SEA Collective Bargaining Agreement.

This letter of understanding binds neither the SEA nor the Board to any position in future situations or contracts.

\_\_\_\_\_  
Beth Kelly, President

\_\_\_\_\_  
Board of Education

\_\_\_\_\_  
Carrie Smith, Vice President

\_\_\_\_\_  
Maury Geiger, Superintendent

\_\_\_\_\_  
June Thomas Truswell, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jason Douma, Treasurer

\_\_\_\_\_  
Mike McGee, UBC

\_\_\_\_\_  
Sarah Gallagher  
Saranac Education Association

\_\_\_\_\_  
Date

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Revision to Policy 8440 – Early Graduation

I have attached Jr/Sr High School Co-Principal, Beth Simpson's memo explaining the rationale for suggested changes to this policy.

This will be the first reading of the policy, and we will have the second reading at our next regularly scheduled meeting on Thursday, September 20<sup>th</sup>, 2012.

# Saranac Community Schools

Maury Geiger, Superintendent  
88 Pleasant Street  
Saranac, Michigan 48881

[www.saranac.k12.mi.us](http://www.saranac.k12.mi.us)

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

To: Maury Geiger and Board of Education  
From: Beth Simpson  
Date: August 31, 2012  
Re: Early Graduation Policy 8440

Policy 8440 pertains to Early Graduation. A portion of this policy states:

“The student shall request in writing to the Board permission for early graduation with reasons supporting his/her plan and request.”

I propose that where it states “the Board” throughout the document, that it be changed to “Superintendent or designee.”

Reasons for this change:

Our e2020 program and GO program has opened opportunities for students to accelerate or recover courses. These students enroll at different times of the year and finish at different times of the year. I believe that this process would become very time consuming to the Board if they are required to grant permission for each student.

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

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Preparing youth today for tomorrow...

A student who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence may request permission for early graduation. The student and parents/guardians shall consult with high school administrative and/or guidance personnel in order to develop a graduation plan.

The student shall request in writing to the Board permission for early graduation with reasons supporting his/her plan and request. Examples of reasons to be given consideration are:

- Hardship circumstances,
- Vocational opportunities,
- Enlistment in the military occupations,
- Pursuit of a continuous specialized education objective, and
- College entrance.

The student, parent, or the legal guardian of the student must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The request letters to the Board are to be submitted to the Superintendent no later than three months before the anticipated completion of the required high school program.

The student will be expected to complete all state and local graduation requirements of subjects and credit units or their accepted equivalents satisfactorily in order for consideration to be given to any request.

Each request is to be determined by the Board on the merits of the individual circumstances; one case shall not set a precedent for others.

Approved: August 2, 2007



TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Request For Proposal (RFP) for transportation

As you are aware, the Michigan Department of Education has established a financial incentive of \$52.00 per student for meeting 7 out of the 8 best practices. One of the eight areas consists of submitting a Request for Proposal (RFP) for non-instructional services in the area of transportation, food service, and/or custodial services.

Upon further review of the services we are currently receiving in these areas, it is my recommendation to submit a RFP in the area of transportation for regular routes, special education routes, field trips, and transportation to and from athletic events.

This will meet the requirements of one of the eight best practices in seeking a bid for services in a non-instructional area, and will allow us to continue to evaluate our services in the area of transportation.

*SARANAC COMMUNITY SCHOOLS*

TRANSPORTATION EMPLOYMENT MANAGEMENT SERVICES  
REQUEST FOR PROPOSALS AND SPECIFICATIONS ("RFP")

September 24, 2012

SUMMARY

Saranac Community Schools invites proposals for the provision of employment and comprehensive personnel management services for licensed and trained school bus drivers.

The vendor would implement and provide all personnel management, payroll, training, benefits, and related services required under federal and state law and by the terms of this "request for proposal(s)" and any subsequent contractual agreement(s) necessary to sustain the staffing levels of pupil transportation operations. Saranac Community School District would continue to direct its pupil transportation operations in every respect except for the employment of drivers.

Proposals are due at the Saranac Community Schools Administration office, 88 Pleasant Street, Saranac, MI 48881 no later than **October 5<sup>th</sup>, 2012** at 12:00 p.m. Each proposal must be an original and hard copy, and signed by an authorized member of the proposer's firm. The proposer shall also submit with signed original of its proposal two (2) complete copies of the signed original proposal. No faxed or emailed proposals will be accepted. Proposals should be sealed, should bear the name and return address of the provider; should be clearly labeled "Transportation Employment Proposal"; and should be directed to Mr. Maury Geiger, Superintendent.

The Saranac Community School District operates according to an equal opportunity philosophy.

PROPOSAL CONDITIONS

The following conditions are considered an integral part of this request for proposals. Potential providers are required to comply with the following conditions as part of submitting their proposal:

1. The proposal shall not be withdrawn and shall be irrevocable through June 28, 2013.
2. Questions regarding proposal procedures, rules, content, specifications, requirements, etc., may be directed to Maury Geiger at (616) 642-1400. Due to the complexity of the employment management services, a pre-bid meeting will be offered. The pre-bid meeting will be conducted on Friday, September 21, 2012 at 12:00 p.m. at the Saranac Community Schools Central Office, 88 Pleasant Street, Saranac, MI. All bidders shall familiarize themselves with the employment management services being requested. The failure to familiarize themselves with the requested services will not be a reason to withdraw or change a potential provider's bid.

3. Specifications and requirements provided here are intended to describe the desired service and its parameters. An alternative may be offered, if deviations from the specifications are minor and provided that deviations are clearly specified. Failure to outline such deviations may be grounds for rejection of the proposal.
4. Saranac Community Schools will retain sole authority for determining what constitutes an acceptable deviation from the specifications/requirements.
5. Proposals may be withdrawn at any time prior to the proposal opening date and time by placing a withdrawal request in writing and submitting it to Saranac Community Schools Attn: Maury Geiger.
6. Saranac Community Schools reserves the right to accept or reject any or all proposals; reserves the right to award the contract to a bidding entity other than the low bid entity; reserves all rights granted to it by law; and reserves the right to waive formalities and to take such action as it deems necessary in the best interest of Saranac Community Schools.
7. Saranac Community Schools shall evaluate the proposal(s) and award any contract in consideration of the proposal that is most advantageous to the recipient. Factors to be considered shall be based on, but not limited to, the following:
  - Cost
  - Experience, integrity, compliance with public policy, financial and technical resources, and other qualifications of the proposing entities.
  - Interview with potential providers by Saranac Community Schools.
  - Adherence to specifications and requirements.
8. Any errors, omissions, or discrepancies in the specifications discovered by a proposing entity must be brought to the attention of Saranac Community Schools immediately. Such errors shall be promptly corrected for proposing entities and no proposing entity shall be permitted to take advantage of or suffer harm from these errors.
9. All proposals must be sealed. The proposing entity's name and address must appear on the outside of the envelope. The words "Transportation Employment Proposal" must also appear on the envelope.
10. Proposals will be publicly opened and read aloud at the Saranac Community Schools Central Office Building on Friday, October 5<sup>th</sup>, 2011 at 12:00 P.M. Any interested parties may attend.
11. Each proposer is responsible for submission of its proposal. No proposals shall be accepted after the due date noted in the "Summary" section Saranac Community Schools

is not liable for any delivery or postal delays. No award will be made at the time of opening.

12. Submitters of proposals may call the Saranac Community Schools Central office (616) 642-1400 to obtain a bid tally on or after October 8th, 2012.
13. All proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner and/or any employee of the proposer or any member of the Board of Education or Superintendent of Saranac Community Schools, a copy of which Familial Disclosure Affidavit is attached this RFP as Exhibit "A". Bid proposals that do not include this sworn and notarized Familial Disclosure Affidavit will not be considered or accepted by the Board of Education.
14. All proposals received after the date and time specified in the "Summary" section will be returned to the proposer unopened.
15. Each proposer by its submission of its proposal releases Saranac Community Schools, its Board of Education, employees and agents from any claims arising out of, or in any way related to, the RFP process and the selection of the provider.
16. The proposer is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal or otherwise responding to the RFP, or any negotiations incidental to its proposal for the RFP.
17. Any decision made by Saranac Community Schools, including the selection of a provider, shall be final.
18. Saranac Community Schools reserves the right to request additional information from any or all proposers.
19. Saranac Community Schools reserves the right to negotiate with the proposer concerning their proposals.

#### SCOPE AND SPECIFICATIONS

Local school districts have traditionally provided comprehensive transportation services to qualifying students. These operations have included the employment, training, and management of school bus drivers and other support staff; the acquisition and maintenance of vehicles; vehicle routing; customer service; compliance with operational laws and rules; and related activities.

School financial issues demand that local districts exercise all viable strategies for lowering non-classroom operating expenses to avoid reductions in academic programs and services.

This RFP seeks to accomplish a portion of that objective by contracting for the employment of school bus drivers with a qualified vendor of personnel management services.

Specifically, the vendor selected under this RFP would become responsible for the following:

1. Recruiting, pre-employment screening, hiring, qualifying, certifying, disciplining and terminating, if necessary, all drivers, and ensuring required training and licensing for drivers and substitute drivers necessary to fulfill the needs of participating school districts and applicable law. Specifically, the vendor shall ensure that all drivers are in compliance with all legal requirements, including without limitation, the Pupil Transportation Act, Public Act 27 of 1990, as amended, and the Revised School Code, MCL 380.1., *et seq.*, as amended. (See “School District Responsibilities” for Training Reference)
2. Obtaining and maintaining all legally required employment benefits and/or insurance coverage for this category of employee, including adequate liability insurance to ensure protection of participating school districts.
3. Operating a viable payroll system which meets all current federal, state, and local requirements. (See “School District Responsibilities” for Reporting Hours Reference)
4. Conducting all payroll and benefit reporting requirements in full compliance with all federal, state, and local law.
5. Establishing and maintaining any fringe benefit options for bus drivers (401-K plans, health insurance, paid leave time, etc) deemed necessary and/or desirable by the vendor.
6. Ensuring that drivers satisfactorily perform all pre-trip, between trip, and post-trip inspections and operations required by law and/or by each participating district.
7. Ensuring that drivers conduct their scheduled routes and runs in a safe, efficient and reliable manner and according to specific information provided by the district and according to the district’s current operational needs and requirements.
8. Ensuring the provision of all beginner and advanced bus driver training required by law is provided by the a qualified training agency consortium.
9. Ensuring that every participating bus driver undergoes the same level of fingerprinting records check required by law for public school employees.
10. Requiring that any arrest/arraignment of a participating driver is reported to the vendor immediately of the action and ensuring that Saranac Community Schools is notified immediately thereafter.
11. Ensuring that every employed bus driver is included in a mandated random drug and alcohol screening program and that the vendor shall observe all requirements of the Omnibus Transportation Employee Testing Act.

12. Ensuring that bus drivers are not permitted to operate a school bus if s/he:
  - a. Has six or more points on his/her driver's license
  - b. Has failed to pass all drug and alcohol testing requirements
  - c. Has failed to pass required training within established time frames
  - d. Has allowed her/his required license and endorsements(s) to lapse.
  - e. Has been involved in a personal injury accident in the school bus.
  - f. Has a lapsed Michigan Department of Education physical card.
13. Ensuring that every employed bus driver has passed a physical examination which meets the requirements of the Michigan Department of Education.
14. Providing Saranac Community Schools with a bi-weekly invoice in such detail as the district may reasonably require.
15. Ensuring that no portion of the contracted services are subcontracted without the prior written consent of Saranac Community Schools.
16. Providing Saranac Community, on a semi-annual basis, information required for the Registry of Educational Personnel (REP) in an electronic format approved by Saranac Community Schools.
17. Agreeing that the vendor may only terminate a signed contractual agreement for these services on July 1 of any year. Vendor must provide notice no later than March 1 of any year, delivered by registered mail to Saranac Community Schools, of the desire to terminate the agreement.
18. Ensuring that every driver has and maintains a valid commercial drivers license, appropriate to the vehicle that is being driven, with a passenger, Air Brake if applicable and school bus endorsement as issued by the State of Michigan, together with any applicable federal licensing requirements.
19. Ensuring that each driver shall have a certified safe driving record and no felony conviction for drugs or child abuse or any other felony related to the safe transportation of children, whether or not associated with the operation of a motor vehicle. Saranac Community Schools reserves the right to review all findings on a case by case basis to determine applicant qualification and eligibility.
20. Providing if requested by Saranac Community Schools, copies of all Secretary of State abstracts, conviction record transcripts and references on all drivers.

21. Providing if requested by Saranac Community Schools, a plan and implementation strategy for a comprehensive safety program, which program shall include, but not be limited to, regularly scheduled safety meetings for drivers that shall, at a minimum, meet and/or comply with all applicable federal and state legal requirements.
22. Ensure that the transportation of students with special needs or when a vehicle or equipment requires any special expertise, all drivers transporting those students and operating those vehicles must demonstrate proficiency and/or complete special training relevant to those special requirements.
23. Ensure that there is retraining after a preventable accident or incident or after a driver's evaluation.
24. Ensuring that drivers shall not smoke, possess, consume or be under the influence of alcoholic beverages or controlled substances while providing services prior to undertaking such duty within the timeframe specified in applicable legal requirements, in particular the Pupil Transportation Act or otherwise in the exercise or reasonable judgment.
25. Ensuring that adequate and sufficient management/supervisory staff is provided to assure that the services are properly provided.

Saranac Community Schools would become responsible for:

1. Providing legally appropriate information and/or references requested by the vendor regarding bus drivers previously employed by the school district(s).
2. Furnishing the vendor with a verified record of hours worked within each pay period by drivers assigned by the vendor to the school district.
3. Providing the vendor with specific requests for driver assignment which include, at minimum, the days, hours, type of service required, and any other factors required by the vendor to ensure that the request(s) can be fulfilled. Such requests should be received by the vendor at least three (3) business days prior to the required service for routine needs. Emergency requests may be submitted at any time with the understanding that the vendor will make every effort to provide a qualified driver.
4. Facilitating the fingerprinting process, at the vendor's cost, necessary to execute required criminal history reports.
5. Facilitating the scheduling of required training via Kent ISD training agency.
6. Facilitating the necessary affiliation with a certified drug and alcohol screening agency.
7. Conducting all local district transportation operations with the exception of those driver employment segments described herein.

8. Providing all on-board equipment required to ensure student safety and training drivers employed by the vendor to properly use that equipment.
9. Maintaining a mutually satisfactory communications link with the vendor.
10. Ensuring that assigned drivers are provided with up-to-date information necessary to deliver safe and dependable transportation.
11. Promptly providing payment to the vendor for appropriate, accurate invoices.

#### MUTUAL AGREEMENTS AND TERMS

Both parties agree that:

1. The contract shall require that the vendor indemnify, defend and hold harmless Saranac Community Schools, its Board of Education, employees and agents from and against all claims, causes of action, loss, and damage, including without limitation Saranac Community Schools actual attorneys' fees and costs, arising out of or in any way related to the vendor's services.
2. The contract document(s) shall be written for three years with an option to renew for additional years. The initial contract is expected to commence during the 2012/13 school year and would expire on June 30, 2015, unless renewed or terminated by accepted means.
3. The contract will contain specific procedures for complying with all terms and specifications noted herein.
4. The contract will contain specific procedures for maintaining the confidentiality of any information obtained or required to ensure safe services to students in the consortium.

#### RFP SUBMISSION REQUIREMENTS

Vendors submitting a proposal should include the following information:

1. A brief description of the agency/company, including a history of service delivery of this type, a list of current customers we may contact (with phone number(s) and addresses), and any available brochures about your business.
2. A description of any deviations from the stated specifications or clarifications which are germane to the proposed services and/or costs.
3. Evidence that the vendor is an equal opportunity employer.
4. A complete description and costs of any proposed "elective" benefits to be provided to the drivers employed.



5. A completed cost proposal as found in Exhibits B and C.
6. A proposed wage scale, including benefits, for both regular, special education and substitute school bus drivers.
7. A proposed fee for service (including the vendor's profit) expressed as a coefficient to be multiplied by the total of the actual wages.
  - a. Includes tiered fee schedule to account for an increase of required drivers during the term of the contract
8. Any proposed/anticipated cost increases for the second and third years of an agreement. Please express any such increases in the form of a revised coefficient and drivers cost for each of those years.
9. Contact information, including the name, address, phone number, e-mail address, and mailing address of the vendor's primary contact person.
10. The proposer certifies that their proposal is made without any previous undertaking, agreement or connection with any person, firm or corporation making a proposal to provide the same services and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. Each proposal shall, to the extent possible, include in their proposal the following:
  - A. Information which will serve as an introduction of your company on business letterhead.
  - B. The proposer's background and qualifications of the person who will be involved with Saranac Community Schools.
  - C. Describe the chain of command and reporting relationships. Include an enclosed organizational chart. This organizational chart must reference where a Saranac Community Schools liaison would be placed.
  - D. Describe any other similar public K-12 school districts in which your company has contracted to provide same or similar services requested in the RFP.
  - E. Describe any computer systems and software programs you propose to utilize in providing the requested services.
  - F. Describe the scope of the proposer's formalized in-service training and educational programs.
  - G. Evidence of the proposer's ability to provide adequate insurance coverage to protect the interest of themselves and Saranac Community Schools.
  - H. Describe any other resources to be provided by the proposer, which would result in a safe and efficient delivery of the requested services.

- I. Provide references, including contact name, address, phone number, fleet size and scope of services for other services currently being provided or provided in the past of a similar nature to the requested services.
- J. Include a letter setting forth proposer's agreement to be bound by the terms and conditions of the RFP.
- K. Any other information that the proposer believes is relevant to evaluate the proposer's ability to provide the requested services.

DRAFT

**EXHIBIT "A"**

**Familial Disclosure Form**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Saranac Community Schools Employment Management Services Request for Proposals and Specifications, hereby represent and warrant, except as provided below, that no familial relationships exist between bidder(s) or any employee of Saranac Community Schools, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

State of Michigan )  
County of \_\_\_\_\_ ) ss:

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Notary Public, \_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of \_\_\_\_\_

**Exhibit "B"**

**Need 2012/2013 School Year Transportation information**

<b>Number</b>	<b>Rate</b>	<b>Daily Total Hours</b>
1	17.91	2.75
2	17.91	5
3	17.91	2.75
4	17.91	6.58
5	17.91	2.75
6	17.91	2.75
7	17.91	2.75
8	17.91	2.75
9	17.91	2.75
10	17.91	2.75
11	17.91	4.33
12	17.91	2.75
13	17.91	2.75
14	17.91	2.75
		46.16

Based on 170 days of school, 46.16 hours per day of driving time and the hourly rates provided above, complete the proposed costs:

Wages	\$
FICA	\$
Other Fringe Benefits	\$
Training, Fingerprinting	\$
Other Expenses	\$
Fees	\$
 Total Contract Cost	 \$

**Exhibit "C"**  
Need  
2012-2013  
information

Based on 170 days of school and 46.16 hours per day of driving time, provide a wage table and complete the proposed costs:

Wages	\$
FICA	\$
Other Fringe Benefits	\$
Training, Fingerprinting	\$
Other Expenses	\$
Fees	\$
Total Contract Cost	\$

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Student Hearing

A student that was expelled in May, 2011 has requested reinstatement so that the student may enroll in their resident district. This is the motion expelling this student from May, 2011:

*“that the Saranac Board of Education expel the student and that the student not be allowed on school property without the permission of the superintendent or his designee. The student may come in after school to finish school work.”*

Please note: For future reference, all students expelled must have a beginning and ending date not to exceed 180 school days.

Suggested Resolution

I move that the Saranac Board of Education approve/deny the student’s request for reinstatement so that the student may enroll in their resident district.

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

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

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