

Saranac Community School

Board of Education Agenda

Regular Meeting

August 4, 2016

7:00 PM

Library, Saranac Jr/Sr High School

1. Call to Order_____
2. Pledge of Allegiance
3. Approval of Minutes 2
4. Additions & Deletions to the Agenda
5. Comments from Guests - Agenda Items
6. Administrator's Update
7. Reports/Presentations
 - a. Consumers Energy Project 8
 - b. School Buses for Sale 16
8. Presentation/Action Item
 - a. Probationary Teacher Layoff 17
9. Comments from Guests - Non Agenda Items
10. Superintendent's Report
11. Board Requests/Reports
12. Communications
13. Approve Executive Session Minutes
14. Closed Session for Negotiations Purposes
15. Closed Session for Superintendent's Evaluation Follow-up
16. Other
17. Adjournment_____

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

Saranac Community Schools
 Board of Education
 Meeting #22

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, July 7, 2016 in the Cafeteria, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

The meeting was called to order by Brent Denny, President at 7:00 p.m.

Present: Coulson, Denny, Doll, Hawkins, LaWarre, Price, & VanKuiken.

Roy Hawkins led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated June 16, with one correction (Approve Final Food Service Budget for **2016-17**) & Finance Committee meeting dated July 5, 2016 were approved as written.

ADDITIONS & DELETIONS: Superintendent Geiger would like to add Administrator’s Update to the agenda.

COMMENTS FROM GUESTS – AGENDA ITEMS: The Board heard public comment.

ADMINISTRATIVE UPDATE: Jr/Sr High School Principal, Josh Leader, reported the date for Smart Start will be August 22. Fall sports begin on August 8. They had 51 students come in to get physicals hosted by Dr. Barker from Belding.

Technology Director, John Milewski, showed everyone what the new website will look like mentioned that it’s almost ready to go active.

DEPOSITORY OF FUNDS: Motion by LaWarre, supported by Doll and unanimously approved that the Saranac Board of Education waive board practice and approve the list of bank(s) or trust companies as listed for the FY: 2016-2017 as presented.

Board member, Chris Coulson did mention that he worked for Fifth Third Bank, but that bank wasn’t being used right now and did vote.

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%

AUTHORIZED SIGNATURES: Motion by Price, supported by Coulson and unanimously approved that the Saranac Board of Education waive board practice and approve the list of signatures on accounts for the FY: 2016-2017 as presented.

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

General Fund Checking Central Office Secretary
Assistant Bookkeeper, Superintendent & Finance Director

General Fund Payroll Checking Superintendent
Board Treasurer

General Fund Savings..... Superintendent
Assistant Bookkeeper

Food Service Checking..... Assistant Bookkeeper
Central Office Secretary

Trust & Agency Fund Checking..... Assistant Bookkeeper
Central Office Secretary

~~2005 Refunded Debt Fund Checking Account..... Board President~~

2006 Refunded Debt Fund Checking Account..... Board President

2013 Refunded Debt Fund Checking Account..... Board President

2015 A Refunded Debt Fund Checking Account..... Board President
Electronic Transfer Board Treasurer, Superintendent & Finance Director

2015 B Refunded Debt Fund Checking Account..... Board President
Electronic Transfer Board Treasurer, Superintendent & Finance Director

2016 Refunded Debt Fund Checking Account (NEW)..... Board President
Electronic Transfer Board Treasurer, Superintendent & Finance Director

General Fund Account A (Sweep) (2 sign)..... Assistant Bookkeeper
Superintendent & Finance Director

INVESTMENT OF FUNDS: Motion by LaWarre, supported by VanKuiken and unanimously approved that the Saranac Board of Education waive board practice and approve the superintendent to invest of surplus funds of the district for the FY: 2016-2017 as presented.

ACCEPT GIFTS: Motion by LaWarre, supported by Hawkins and unanimously approved that the Saranac Board of Education waive past practice and accept the gifts as listed below:

Saranac Baseball Program	Donation	\$ 5,000.00
Saranac Volleyball Program	Donation	\$ 500.00
Saranac Cheerleaders	Donation	\$ 100.00

Saranac Cheerleaders	Donation	\$ 20.00
Saranac Cheerleaders	Donation	\$ 100.00
Saranac Promise	Donation	\$ 500.00
Saranac Promise	Donation	\$ 300.00
Saranac Promise	Donation	\$ 50,000.00
Saranac Cheerleaders	Donation	\$ 35.00
Saranac Cheerleaders	Donation	\$ 400.00
Saranac Cheerleaders	Donation	\$ 50.00
Saranac Cheerleaders	Donation	\$ 100.00
Saranac Cheerleaders	Donation	\$ 100.00
Saranac Promise	Donation	\$ 250.00
Saranac Promise	Donation	\$ 300.00
Saranac Promise	Donation	\$ 1,000.00
Saranac Promise	Donation	\$ 1,500.00
Saranac Promise	Donation	\$ 1,000.00
Saranac Cheerleaders	Donation	\$ 50.00
Total This Month		\$ 61,305.00
Total Gifts for 2016-2017 Including This Month		\$ 61,305.00

PAY TO PARTICIPATE: Superintendent Maury Geiger, reported as we have reviewed many budgetary items for consideration this past school year, an item that has been mentioned for consideration is to look at the “pay to participate” fee that is currently in place for our athletic programs. Financial assistance is available for those in need.

Motion by Doll, supported by Coulson and unanimously approved that the Saranac Board of Education waive past practice and approve Pay to Participate rates for the 2016-2017 year as follows: \$100 per student per year and \$300 cap per family per year.

APPROVE 2017-2017 CALENDAR: Motion by Coulson, supported by Price and unanimously approved that the Saranac Board of Education waive board practice and approve the 2016-2017 school year calendar as presented.

APPROVE LUNCH PRICE RECOMMENDATION: Motion by Price, supported by LaWarre and unanimously approved that the Saranac Board of Education set the lunch meal prices for Young 5’s through 6th grade as \$2.25 per meal; 7th through 12th grade as \$2.50 per meal; Adult lunch as \$3.25 per meal, and breakfast at \$1.25 per meal.

ELEMENTARY SCHOOL HANDBOOK: Motion by Coulson, supported by Hawkins and unanimously approved that the Saranac Board of Education waive board practice and approve the changes to the Elementary Student Handbook for FY: 2016-2017 as presented.

JR/SR HIGH SCHOOL HANDBOOK: Motion by Coulson, supported by Hawkins and unanimously approved that the Saranac Board of Education waive board practice and approve the changes to the Jr/Sr High Student Handbook for FY: 2016-2017 as presented.

JR/SR HIGH SCHOOL COURSE DESCRIPTION GUIDE: Motion by Price, supported by Doll and unanimously approved that the Saranac Board of Education approve the changes to the Jr/Sr High Course Description Guide for 2016-2017 as presented.

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION: Motion by LaWarre, supported by Doll and unanimously approved that the Saranac Board of Education waive board practice and approve the 2016-17 Annual Loan/Repayment Activity Application showing the amount needed to borrow is \$1,935,644.00 as presented.

ADMINISTRATIVE PARTIAL LEAVE OF ABSENCE: Superintendent Maury Geiger reported he has received a request for a partial leave of absence for the 2016-2017 school year from Connie Hamilton, who currently serves our district as a 75% curriculum director. Mr. Geiger supports her request to serve our district in the capacity of 59% curriculum director for the 2016-2017 school year.

Motion by Hawkins, supported by Coulson and unanimously approved that the Saranac Board of Education waive board practice and approve a partial leave of absence for Connie Hamilton for the 2016-2017 school year as presented.

BILLS PAID: Motion by LaWarre, supported by Price and unanimously approved that the Saranac Board of Education waive board practice and authorize the payment of June bills from General Fund totaling \$187,950.39.

CENTRAL OFFICE & MIDDLE SCHOOL EGRESS PLANS: Superintendent Maury Geiger reported on plans to be out of Central Office and plans for the Middle School.

2ND READING OF NEOLA POLICY 8000 (OPERATIONS) & POLICY 9000 (RELATIONS): The board reviewed a 2nd reading of these two sections of policy, and these will be brought back at a later date for a 3rd review and approval.

COMMENTS FROM GUESTS-NON AGENDA ITEMS: The Board heard public comment.

SUPERINTENDENT REPORT: Superintendent Geiger reported the Consumers Energy Contract has been approved and work will begin in August. They held a Promise meeting. Relay for Life will be held here at the track this weekend. We will have some coaching positions to post and will be posting for a part-time athletic director.

BOARD REQUESTS/REPORTS: The board committee working to have an upcoming public meeting to share district information will be outlined soon and a date set to go over school funding and how it works with the state.

A finance committee member reported they are working with the food service director about looking at other food service vendors and comparing pricing.

COMMUNICATIONS: None

APPROVE EXECUTIVE SESSION MINUTES: Executive Session minutes dated June 16, 2016 were approved as written.

CLOSED SESSION FOR NEGOTIATIONS PURPOSES: Motion by Hawkins, supported by VanKuiken that the Saranac Board of Education go into closed session at 10:49 p.m. for the purpose of negotiations returning to open session at 11:01 p.m. Roll Call Vote was taken: Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, Price and VanKuiken. Motion Carried.

CLOSED SESSION FOR SUPERINTENDENT'S MID-YEAR EVALUATION

FOLLOW-UP: Motion by Hawkins, supported by VanKuiken that the Saranac Board of Education go into closed session at 11:01 p.m. for the purpose of the superintendent's mid-year evaluation follow-up returning to open session at 11:04 p.m. Roll Call Vote was taken: Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, Price and VanKuiken. Motion Carried.

OTHER: A board member mentioned that the 1st graders did very well on the observation testing at the end of the year.

The superintendent's evaluation tool was discussed.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 11:22 p.m.

Respectfully submitted,

Steve LaWarre
Secretary

Saranac Community Schools

Finance Committee Meeting

July 19, 2016

The meeting began at 6:00 pm at Central Office, Saranac Community Schools, 88 Pleasant Street, Saranac, MI.

Present: Brent Denny, Steve LaWarre, Maury Geiger

Absent: Sarah Doll

The group toured the Technology/Central Office Building looking at the new office area and storage.

Items discussed:

- Reviewed Food Service budget
- Looked at updated General Fund projection of 6.2% fund balance
- Reviewed part-time Athletic Director posting
- Reviewed staffing projections
- Egress Plan – Administration building & Harker Middle School

Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Steve LaWarre

Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Consumers Energy Project

The Consumers Energy Team of Kate Ross, Senior Environmental Planner, Marty Morgan, EMP Project Manager, and Amy Glapinski, Commercial & Industrial Program Manager will be here to present the EMP project plan and projected timeline for development and completion of the energy project.

Consumers Energy & Saranac Community Schools

Environmental Mitigation Project

Saranac Schools Board Meeting

August 4, 2016

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Consumers Energy

Count on Us[®]

Introductions

- Consumers Energy Team
 - Kate Ross – Sr. Environmental Planner
 - Marty Morgan – EMP Project Manager
 - Amy Glapinski – Commercial & Industrial Program Manager

Consent Decree

Consumers entered into a Consent Decree (CD) with the U.S. Environmental Protection Agency (EPA) and U.S. Department of Justice on November 4, 2014

- Energy Efficiency category, spend up to \$500,000 in Project Dollars for low income residents and/or public schools
 - Section VI. Energy Efficiency Projects

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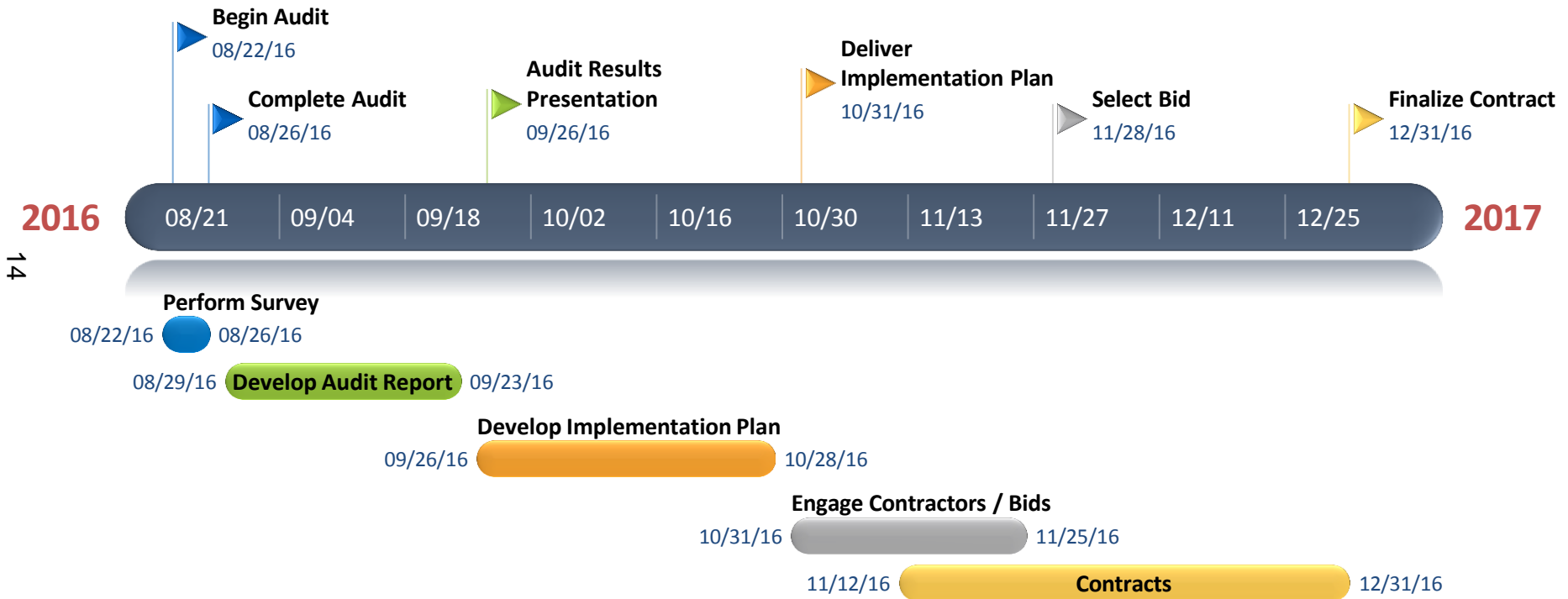
EMP Project Plan

- Project Plans were prepared to specify project details, budget and schedule.
- EPA approved the Energy Efficiency EMP Project Plan on October 19, 2015.
- Goal: Secure as much environmental benefit as possible for the Project Dollars expended. Consent Decree mandated goal to achieve an overall 25% energy use reduction (district wide).

EMP Participation Agreement

- Agreement between Consumers Energy and Saranac Community Schools
 - The intent of this document is to ensure each party understands their respective responsibilities associated with this Energy Efficiency EMP.
 - Summarizes requirements from the Consent Decree and EPA-approved Project Plan
 - Provides Terms and Conditions

Timeline



Discussion



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Consumers Energy
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TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Sale of Used School Buses

POLICY: 3900 Surplus Books, Equipment, and Supplies

Following Policy 3900 we placed an ad as required in the Ionia Sentinel Standard, Shoppers Guide & Buyers Guide for the sale of five buses. The deadline to receive these bids is August 8. We have requested a minimum of \$1,200.00 a piece for these buses as that is the price we have projected if they are scraped out.

Greg Smith, Director of Operations, and Chuck Prins, Mechanic have evaluated our transportation fleet, and with the purchase of 3 used buses (2 regular, 1 special education) we will be able to sell 5 busses.

Saranac Community Schools is accepting bids on five (5) used school buses under the following terms and conditions:

- 1) The buses may be inspected between the hours of 8:00 a.m. and 3:00 p.m., Monday through Thursday, August 1-4, 2016.
- 2) Minimum bid must be least \$1,200.00.
- 3) A sealed bid must be submitted to the Superintendent of Schools by 12:00 Noon on Monday, August 8, 2016. The bid should be submitted on the form below.
- 4) The Saranac Board of Education will act on the bids received at their August 18, 2016 meeting.
- 5) The successful bidder(s) must pay in full at the time of pick up.
- 6) The bus will be available to be picked up on August 22, 2016 and must be picked up by August 22, 2016 unless other arrangements are approved by the District. Failure to abide by this date will result in the bus being offered to the next bidder.
- 7) The bus will be sold where are, as are. Saranac Community Schools reserves our right to reject any or all bids, to waive any irregularity in bidding, and accept bids as it deems most advantageous to the District.

BUS FOR SALE

<u>No.</u>	<u>Year</u>	<u>Chassis</u>	<u>Body</u>	<u>Current Mileage</u>	<u>Engine</u>
981	2001	International, 77 passenger	Thomas	143,662	T444E diesel engine
219	2001	International, 77 passenger	Thomas	159,356	T444E diesel engine
988	1998	International, 77 passenger	Thomas	93,121	DT466 diesel engine
202	1999	International, 77 passenger	Thomas	132,913	DT466 diesel engine
203	2000	International, 77 passenger	Thomas	140,369	DT466 diesel engine

I will ask for approval at the August 18 meeting to sell or scrap out to the highest bidder.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Teacher Layoff

POLICY: 5502 – Reduction and Recall of Teachers

The Board continues to review its projected revenues and expenditures for the 2016-2017 school year, anticipated program enrollments, curricular, facilities and operational needs, and on the basis of the above factors has determined that a reduction in teaching personnel is necessary.

The projected teacher layoff will be reviewed with the Board Finance Committee and a recommendation will be presented at the board meeting.

Suggested Resolution

I move that the Saranac Board of Education

Motion by _____ Supported by _____

Discussion Yes _____ No _____

Approved/Denied: Yes _____ No _____