

# Saranac Community School

## Board of Education Agenda

### Regular Meeting

August 18, 2016

7:00 PM

Cafeteria, 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. Action Items
- a. Pay Bills 5
7. Presentation/Action Items
- a. Appoint Athletic Director 32
- b. Approve School Bus Bids 36
8. Comments from Guests - Non Agenda Items
9. Superintendent's Report
- a. Student Count Update
10. Board Requests/Reports
11. Communications
12. Approve Executive Session Minutes
13. Closed Session for Negotiations Purposes
14. Other
15. 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 #23

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, August 4, 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: Denny, Doll, Hawkins, LaWarre, & Price.

Absent: Coulson & VanKuiken.

Sarah Doll led in the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Minutes from regular meeting dated July 7; Finance Committee meetings dated July 19, & August 2, 2016 were approved as written.

**ADDITIONS & DELETIONS:** Superintendent Geiger would like to delete Administrator's Update and add Milk Prices to the agenda.

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

**CONSUMERS ENERGY PROJECT:** Mr. Marty Morgan, Project Manager from the Consumers Energy Team updated the board on the participation agreement of \$500,000. Mr. Morgan shared the timeline of the project. They plan on meeting with the District Energy Team and conducting an audit in the next few weeks.

**SCHOOL BUSES FOR SALE:** Superintendent, Maury Geiger reported that the district is accepting bids on five (5) used school buses with the deadline set for Monday, August 8 at noon. Earlier in the summer we were able to purchase three (3) used buses, (2) regular, and one (1) special education bus. The sale of these buses will be brought back for action at the August 18 meeting.

**TEACHER LAYOFF:** Superintendent Geiger reported that we continue to review projected revenues and expenditures for the 2016-2017 school year, anticipated program enrollments, curricular, facilities and operational needs, and on the basis of these factors has determined that a reduction in teaching personnel is necessary.

The attached resolution to lay off teachers is attached.

Motion by LaWarre, supported by Doll and unanimously approved that the Saranac Board of Education approve the layoff of teacher, Kathryn VanOpstall effective August 5, 2016 until further notice.

**MILK PRICES FOR BREAKFAST AND LUNCH:** Superintendent Geiger reported that it was suggested to review the individual milk prices that are currently being

charged. While the overall costs in the food service department have increased, we have maintained the same cost for purchasing individual milk at \$0.35 for a number of years. It has been reviewed by the Board Finance Committee and supported for an increase in milk prices from \$0.35 to \$0.50 for milk that is purchased separately.

Motion by Price, supported by Hawkins and unanimously approved that the Saranac Board of Education waive past practice and approve the recommended increase in individual milk prices from \$0.35 to \$0.50 for the 2016-2017 school year.

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

**SUPERINTENDENT REPORT:** Superintendent Geiger reported the Elementary School summer camp begins next week. The Jr/Sr High will be conducting interviews for a part-time Athletic Director tomorrow. We will have final corrections to the new NEOLA policy's at the September 1 meeting with final adoption at the September 15 meeting. The last two days Mr. Geiger has been at the ISD for School Advance training along with Jr/Sr High Principal, Josh Leader learning the new administrator's evaluation tool. Curriculum Director, Connie Hamilton has already been through the training and Elementary Principal, Jason Smith will be attending training in the next couple of weeks.

**BOARD REQUESTS/REPORTS:** There was discussion regarding fundraisers, the color printers, and heating & cooling in the buildings.

**COMMUNICATIONS:** None

**APPROVE EXECUTIVE SESSION MINUTES:** Executive Session minutes dated July 7, 2016 were approved as written.

**CLOSED SESSION FOR NEGOTIATION PURPOSES:** Motion by Hawkins, supported by Doll that the Saranac Board of Education go into closed session at 7:56 p.m. for the purpose of negotiations planning returning to open session at 8:18 p.m. Roll Call Vote was taken: Yes Votes: Denny, Doll, Hawkins, LaWarre, and Price. Motion Carried.

**CLOSED SESSION FOR SUPERINTENDENT'S MID-YEAR EVALUATION FOLLOW-UP:** Motion by Price, supported by Hawkins that the Saranac Board of Education go into closed session at 8:18 p.m. for the purpose of the superintendent's mid-year evaluation follow-up returning to open session at 8:48 p.m. Roll Call Vote was taken: Yes Votes: Denny, Doll, Hawkins, LaWarre, and Price. Motion Carried.

**OTHER:** A board member mentioned wind damage that was done to the press box, concession stand and pole barn. Mr. Geiger reported that this has been turned into the insurance company and repairs will begin soon on the buildings, it was also mentioned the vandalism done to the bathroom out by the back parking lot at the Jr/Sr High. Mr. Geiger reported that this has been turned into the insurance company as well.

A board member wondered where we were regarding the staff person on administrative

leave; Mr. Geiger said they are still working on bringing it to resolution.

The superintendent's contract was discussed.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 9:20 p.m.

Respectfully submitted,

Steve LaWarre  
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Bills to Pay

Background

The payment of July & August bills is available for your review. I would be happy to answer any questions you may have at this time.

Suggested Resolution

“I move that the Saranac Board of Education waive past practice and authorize the payment of June bills from General Fund totaling \$1,236,461.10.”

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

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

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

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 06/30/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2016	57980 Accounts Payable	Advanced Pension Solution Inc.		180.00
	Invoice	Date	Description		Amount
		2017-00000002	07/01/2016	ROTH IRA - ROTH IRA	180.00
Check	07/01/2016	57981 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2017-00000003	07/01/2016	AFLAC Pre-Tax - AFLAC Pre-Tax *	80.67
Check	07/01/2016	57982 Accounts Payable	HealthEquity, Inc.		150.00
	Invoice	Date	Description		Amount
		2017-00000004	07/01/2016	HSA - Health Savings Account *	150.00
Check	07/01/2016	57983 Accounts Payable	HORACE MANN		1,464.93
	Invoice	Date	Description		Amount
		2017-00000005	07/01/2016	H MANN - Horace Mann Insurance	1,464.93
Check	07/01/2016	57984 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2017-00000006	07/01/2016	FOC - Child Support FOC	201.61
Check	07/01/2016	57985 Accounts Payable	STATE OF MICHIGAN		5,243.64
	Invoice	Date	Description		Amount
		2017-00000007	07/01/2016	MI TAX - Michigan Withholding Tax	5,243.64
GF CHECKING General Fund Checking Totals:					\$7,320.85
			Transactions: 6		
Checks:	6	\$7,320.85			

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 06/30/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/01/2016	57986 Accounts Payable	Cambridge Educational Services		4,946.82
	Invoice	Date	Description		Amount
	217114	07/01/2016	MS/HS Testing Supplies		4,946.82
Check	07/01/2016	57987 Accounts Payable	IONIA PUBLIC SCHOOLS		1,000.00
	Invoice	Date	Description		Amount
	51	07/01/2016	2003 Chevrolet Bus		1,000.00
Check	07/01/2016	57988 Accounts Payable	KENT I.S.D. , ACCOUNTS RECEIVABLE		1,470.00
	Invoice	Date	Description		Amount
	MG7116	07/01/2016	Discovery Ed Video Streaming Renewal		1,470.00
Check	07/01/2016	57989 Accounts Payable	M.A.P.T.		140.00
	Invoice	Date	Description		Amount
	455	07/01/2016	Membership renewal		140.00
Check	07/01/2016	57990 Accounts Payable	M.A.S.B.		2,000.00
	Invoice	Date	Description		Amount
	17994	07/01/2016	2016/2016 Board Book Contract		2,000.00
Check	07/01/2016	57991 Accounts Payable	M.A.S.S.P.		330.00
	Invoice	Date	Description		Amount
	MG61316	07/01/2016	Membership Renewal		330.00
Check	07/01/2016	57992 Accounts Payable	M.E.M.S.P.A.		555.00
	Invoice	Date	Description		Amount
	MG51716	07/01/2016	Membership Renewal		555.00
Check	07/01/2016	57993 Accounts Payable	M.E.S.S.A.		93,442.12
	Invoice	Date	Description		Amount
	2017-00000018	07/01/2016	Insurance Premium		93,442.12
Check	07/01/2016	57994 Accounts Payable	MASB-SEG Property/Casualty Pool, Inc.		43,108.00
	Invoice	Date	Description		Amount
	PC000346102	07/01/2016	Insurance Policy Renewal		43,108.00

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 06/30/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	07/01/2016	57995 Accounts Payable	MHSBCA		30.00
	Invoice	Date	Description		Amount
	MG6616	07/01/2016	Membership Renewal		30.00
Check	07/01/2016	57996 Accounts Payable	Montabella Community Schools		76,000.00
	Invoice	Date	Description		Amount
	7516	07/01/2016	School Buses		76,000.00
Check	07/01/2016	57997 Accounts Payable	OTTAWA AREA ISD		14,100.00
	Invoice	Date	Description		Amount
	11385	07/01/2016	E2020 Consortium Annual Renewal		14,100.00
Check	07/01/2016	57998 Accounts Payable	PATTERSON MEDICAL SUPPLY, INC		809.82
	Invoice	Date	Description		Amount
	42091020	07/01/2016	Athletic Medical Supplies		809.82
Check	07/01/2016	57999 Accounts Payable	RIEGLE PRESS, INC.		17.04
	Invoice	Date	Description		Amount
	J1881	07/01/2016	National School Calendar		17.04
Check	07/01/2016	58000 Accounts Payable	SCHOOL EQUITY CAUCUS		675.00
	Invoice	Date	Description		Amount
	MG62316	07/01/2016	Membership Renewal		675.00
Check	07/01/2016	58001 Accounts Payable	SEG WORKERS COMPENSATION FUND		3,480.00
	Invoice	Date	Description		Amount
	MG61316	07/01/2016	Workers Comp Installment		3,480.00
Check	07/01/2016	58002 Accounts Payable	TASC-CLIENT INVOICES		218.00
	Invoice	Date	Description		Amount
	IN810706	07/01/2016	Admin & Claim Card Fees		218.00
GF CHECKING General Fund Checking Totals:			Transactions: 17		\$242,321.80
Checks:	17	\$242,321.80			



Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/11/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/11/2016	58003 Accounts Payable	Hampton Inn & Suites Lansing West		430.08
	Invoice		Description		Amount
	82162306	07/07/2016	Lodging-Melissa Price 7/11-7/15 2016		430.08
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$430.08</u>
Checks:	1		\$430.08		

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/11/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/11/2016	58004 Accounts Payable	Hampton Inn & Suites Lansing West		215.04
	Invoice	Date	Description		Amount
	87407810	07/07/2016	Lodging Melissa Price 7/18-7/20 2016		215.04
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$215.04
Checks:	1		\$215.04		

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/12/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	07/11/2016	58005 Accounts Payable	Hampton Inn & Suites Lansing West		107.52
	Invoice	Date	Description		Amount
	84193553	07/07/2016	Lodging- Melissa Price 7/21-7/22 2016		107.52
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$107.52</u>
Checks:	1		\$107.52		

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/12/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/12/2016	58006 Accounts Payable	Hampton Inn & Suites Lansing West		215.04
	Invoice	Date	Description		Amount
	85863106	07/07/2016	Lodging-Melissa Price 7/25-7/27 2016		215.04
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$215.04</u>
Checks:	1		\$215.04		

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	07/14/2016	58007 Accounts Payable	BADER & SONS CO.		123.17
	Invoice		Date	Description	Amount
	239990		06/30/2016	Maintenance Supplies	123.17
Check	07/14/2016	58008 Accounts Payable	CONSUMERS ENERGY		13,361.64
	Invoice		Date	Description	Amount
	MG71116		06/30/2016	District Natural Gas & Electric Cost-June	13,361.64
Check	07/14/2016	58009 Accounts Payable	DeBoer , Todd		50.00
	Invoice		Date	Description	Amount
	MG62016		06/30/2016	Server Hard Drives	50.00
Check	07/14/2016	58010 Accounts Payable	FIRE PROS, INC.		2,820.00
	Invoice		Date	Description	Amount
	1609546		06/30/2016	Pump Repair-HS	660.00
	1609871		07/07/2016	5 Year Internal Inspection-ES	2,160.00
Check	07/14/2016	58011 Accounts Payable	HAMILTON, CONNIE		280.00
	Invoice		Date	Description	Amount
	MG7716		06/30/2016	Cell Phone Reimb. Jan-June	280.00
Check	07/14/2016	58012 Accounts Payable	Hi-Tech Building Services		5,146.12
	Invoice		Date	Description	Amount
	012169		06/30/2016	June Custodial Charges	5,146.12
Check	07/14/2016	58013 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		102.15
	Invoice		Date	Description	Amount
	2016-10		06/30/2016	Postage-2015/2016	102.15
Check	07/14/2016	58014 Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE		230.30
	Invoice		Date	Description	Amount
	13610		06/30/2016	Ads	230.30
Check	07/14/2016	58015 Accounts Payable	MEEKHOF TIRE SALES & SERVICE		1,126.68
	Invoice		Date	Description	Amount

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		407817-29	06/30/2016	Tires	1,126.68
Check	07/14/2016	58016 Accounts Payable	SARANAC HARDWARE		59.84
		Invoice	Date	Description	Amount
		84052	06/30/2016	Maint. Supplies	59.84
Check	07/14/2016	58017 Accounts Payable	SCHOOL SPECIALTY INC.		124.80
		Invoice	Date	Description	Amount
		208116333450	06/30/2016	ES Teaching Supplies	124.80
Check	07/14/2016	58018 Accounts Payable	SENTINEL STANDARD		204.00
		Invoice	Date	Description	Amount
		300490378	06/30/2016	Budget Ad	204.00
Check	07/14/2016	58019 Accounts Payable	SMITH, GREG		80.00
		Invoice	Date	Description	Amount
		MG7716	06/30/2016	Cell Phone Reimb. May-June	80.00
Check	07/14/2016	58020 Accounts Payable	SUNRISE SUPPLIES, INC.		72.95
		Invoice	Date	Description	Amount
		18360	06/30/2016	Maint. Supplies	72.95
Check	07/14/2016	58021 Accounts Payable	THRUN LAW FIRM, P.C.		1,228.82
		Invoice	Date	Description	Amount
		232668	06/30/2016	Legal Services	808.50
		232768	06/30/2016	Legal Services	224.32
		232669	06/30/2016	Legal Services	196.00
Check	07/14/2016	58022 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		823.76
		Invoice	Date	Description	Amount
		456228	06/30/2016	Inner Wheel Well Tub-Bus	823.76
Check	07/14/2016	58023 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,057.38
		Invoice	Date	Description	Amount
		769618623334	06/30/2016	ES Trash Removal	455.48
		769618523336	06/30/2016	Trash Removal-HS	489.26
		769618723332	06/30/2016	Trash Removal-BG	112.64

User: Chris Updyke

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	07/14/2016	58024	Accounts Payable	WINZER CORPORATION	252.75
	Invoice		Date	Description	Amount
	5627520		06/30/2016	Misc. Transportation Supplies	252.75
GF CHECKING General Fund Checking Totals:				Transactions: 18	\$27,144.36
	Checks:	18		\$27,144.36	

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/14/2016	58025 Accounts Payable	ASCD		239.00
	Invoice	Date	Description		Amount
		MG51916	07/07/2016	Membership renewal	239.00
Check	07/14/2016	58026 Accounts Payable	AT&T		112.96
	Invoice	Date	Description		Amount
		MG71216	07/07/2016	Phone Cost	112.96
Check	07/14/2016	58027 Accounts Payable	CONSUMERS ENERGY		583.44
	Invoice	Date	Description		Amount
		9307730095	07/07/2016	Annual Rental Pole Attachments	583.44
Check	07/14/2016	58028 Accounts Payable	Eric's Lock & Key		15.00
	Invoice	Date	Description		Amount
		2482	07/07/2016	Cut Keys	15.00
Check	07/14/2016	58029 Accounts Payable	Gallagher Uniform		116.46
	Invoice	Date	Description		Amount
		10480419	07/07/2016	Towels & Uniforms	55.80
		10481186	07/07/2016	Towels & Uniforms	60.66
Check	07/14/2016	58030 Accounts Payable	KENT I.S.D. , ACCOUNTS RECEIVABLE		50.00
	Invoice	Date	Description		Amount
		MG7516	07/14/2016	Membership-Connie Hamilton	50.00
Check	07/14/2016	58031 Accounts Payable	M.A.A.S.E.		380.00
	Invoice	Date	Description		Amount
		PFNY3JT6M5J	07/14/2016	Conference/Mebership Dues-Maury Geiger	380.00
Check	07/14/2016	58032 Accounts Payable	M.A.P.T.		250.00
	Invoice	Date	Description		Amount
		MG7116	07/07/2016	Conference-Chuck Prinz	250.00
Check	07/14/2016	58033 Accounts Payable	M.A.S.B.		50.00
	Invoice	Date	Description		Amount



Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		MG7616	07/07/2016	Rural District Dues	50.00
Check	07/14/2016	58034 Accounts Payable	METS		2,163.08
		Invoice	Date	Description	Amount
		10831	07/07/2016	Salaries & Fees	2,163.08
Check	07/14/2016	58035 Accounts Payable	MPAAA		60.00
		Invoice	Date	Description	Amount
		MG7716	07/07/2016	Membership-Teri Bergy	60.00
Check	07/14/2016	58036 Accounts Payable	NAPA AUTO & TRUCK PARTS		388.79
		Invoice	Date	Description	Amount
		773675	07/07/2016	Parts	388.79
Check	07/14/2016	58037 Accounts Payable	Prinz , Chuck		333.95
		Invoice	Date	Description	Amount
		MG7616	07/07/2016	Tools	333.95
Check	07/14/2016	58038 Accounts Payable	SCHAEFFER MFG CO		2,593.10
		Invoice	Date	Description	Amount
		AHP2358	07/07/2016	Oil & Lube	2,593.10
Check	07/14/2016	58039 Accounts Payable	SMITH, GREG		30.00
		Invoice	Date	Description	Amount
		MG7816	07/07/2016	Title Transfer Cost-New Buses	30.00
Check	07/14/2016	58040 Accounts Payable	Sparrow Ionia Occupational Health Services		100.00
		Invoice	Date	Description	Amount
		183407	07/07/2016	Bus Driver Physical	100.00
Check	07/14/2016	58041 Accounts Payable	SUNRISE SUPPLIES, INC.		1,145.89
		Invoice	Date	Description	Amount
		18378	07/07/2016	Custodial Supplies	324.40
		18379	07/07/2016	Transportation Supplies	36.10
		18380	07/07/2016	Maintenance Supplies	173.68
		18399	07/07/2016	Maintenance Supplies	473.76

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	18400	07/07/2016	Custodial Supplies		107.95
	18408	07/07/2016	Maintenance Supplies		30.00
GF CHECKING General Fund Checking Totals:			Transactions: 17		\$8,611.67
Checks:	17		\$8,611.67		

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/15/2016	58042 Accounts Payable	Advanced Pension Solution Inc.		180.00
	Invoice		Date	Description	Amount
		2017-00000020	07/15/2016	ROTH IRA - ROTH IRA	180.00
Check	07/15/2016	58043 Accounts Payable	AFLAC		80.67
	Invoice		Date	Description	Amount
		2017-00000021	07/15/2016	AFLAC Pre-Tax - AFLAC Pre-Tax *	80.67
Check	07/15/2016	58044 Accounts Payable	HealthEquity, Inc.		150.00
	Invoice		Date	Description	Amount
		2017-00000022	07/15/2016	HSA - Health Savings Account *	150.00
Check	07/15/2016	58045 Accounts Payable	HORACE MANN		1,408.94
	Invoice		Date	Description	Amount
		2017-00000023	07/15/2016	H MANN - Horace Mann Insurance	1,408.94
Check	07/15/2016	58046 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice		Date	Description	Amount
		2017-00000024	07/15/2016	FOC - Child Support FOC	201.61
Check	07/15/2016	58047 Accounts Payable	STATE OF MICHIGAN		4,706.16
	Invoice		Date	Description	Amount
		2017-00000025	07/15/2016	MI TAX - Michigan Withholding Tax	4,706.16
Check	07/15/2016	58048 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		56.11
	Invoice		Date	Description	Amount
		2017-00000026	07/15/2016	TRANS SELECT - Trans Select Life Ins *	56.11
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$6,783.49
Checks:		7		\$6,783.49	

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/28/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	07/29/2016	58049 Accounts Payable	Advanced Pension Solution Inc.		180.00
	Invoice		Date	Description	Amount
		2017-00000039	07/29/2016	ROTH IRA - ROTH IRA	180.00
Check	07/29/2016	58050 Accounts Payable	AFLAC		80.67
	Invoice		Date	Description	Amount
		2017-00000040	07/29/2016	AFLAC Pre-Tax - AFLAC Pre-Tax *	80.67
Check	07/29/2016	58051 Accounts Payable	HealthEquity, Inc.		150.00
	Invoice		Date	Description	Amount
		2017-00000041	07/29/2016	HSA - Health Savings Account *	150.00
Check	07/29/2016	58052 Accounts Payable	HORACE MANN		1,553.94
	Invoice		Date	Description	Amount
		2017-00000042	07/29/2016	H MANN - Horace Mann Insurance	1,553.94
Check	07/29/2016	58053 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice		Date	Description	Amount
		2017-00000043	07/29/2016	FOC - Child Support FOC	201.61
Check	07/29/2016	58054 Accounts Payable	STATE OF MICHIGAN		5,027.19
	Invoice		Date	Description	Amount
		2017-00000044	07/29/2016	MI TAX - Michigan Withholding Tax	5,027.19
<b>GF CHECKING General Fund Checking Totals:</b>			<b>Transactions: 6</b>		<b>\$7,193.41</b>
Checks:		6		\$7,193.41	

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/28/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	07/28/2016	58055 Accounts Payable	Capital Equipment Ionia		270.48
	Invoice	Date	Description		Amount
	143350	07/25/2016	Lawn Mowers Blades		270.48
Check	07/28/2016	58056 Accounts Payable	FIRE PROS, INC.		3,312.50
	Invoice	Date	Description		Amount
	1610052	06/30/2016	Fire Protection Systems Inpection-HS		2,397.50
	1610191	06/30/2016	Repairs Due to Power Outage-HS		915.00
Check	07/28/2016	58057 Accounts Payable	Gallagher Uniform		116.12
	Invoice	Date	Description		Amount
	10482206	07/25/2016	Towels & Uniforms		55.46
	10483079	07/25/2016	Towel & Uniforms		60.66
Check	07/28/2016	58058 Accounts Payable	GREAT LAKES CLEANING SYSTEMS, , INC.		764.90
	Invoice	Date	Description		Amount
	47035	07/25/2016	Power Washer Repairs-Bus Garage		764.90
Check	07/28/2016	58059 Accounts Payable	KENOWA COMPANIES		488.65
	Invoice	Date	Description		Amount
	33090	06/30/2016	Replace Rotor Heads For Sprinkler System-Baseball Field		488.65
Check	07/28/2016	58060 Accounts Payable	KENT I.S.D. , ACCOUNTS RECEIVABLE		352.00
	Invoice	Date	Description		Amount
	90001681	07/25/2016	Curriculum Crafter-Renewal		352.00
Check	07/28/2016	58061 Accounts Payable	LANSING SANITARY SUPPLY, INC.		2,801.05
	Invoice	Date	Description		Amount
	891554	07/25/2016	Custodial Supplies		845.70
	893634	07/25/2016	Custodial Supplies		1,955.35
Check	07/28/2016	58062 Accounts Payable	M.A.S.A.		325.00
	Invoice	Date	Description		Amount
	MG72516	07/25/2016	Conference-Maury Geiger		325.00

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/28/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	07/28/2016	58063 Accounts Payable	M.A.S.B.		2,750.00
	Invoice	Date	Description		Amount
	MG72516	07/25/2016	Membership Renewal		2,750.00
Check	07/28/2016	58064 Accounts Payable	MENARDS-IONIA		40.52
	Invoice	Date	Description		Amount
	9595	07/25/2016	Maint. Supplies		40.52
Check	07/28/2016	58065 Accounts Payable	METS		2,440.60
	Invoice	Date	Description		Amount
	10859	07/25/2016	Salaries & Fees/Bus Driver Drug Test & Physicals/Driver Lookup		2,440.60
Check	07/28/2016	58066 Accounts Payable	Miller, Johnson, Snell, & Cummiskey, P.L.C.		212.50
	Invoice	Date	Description		Amount
	1597355	07/25/2016	Legal Services		212.50
Check	07/28/2016	58067 Accounts Payable	NAPA AUTO & TRUCK PARTS		597.33
	Invoice	Date	Description		Amount
	773702	07/25/2016	Parts		(222.87)
	773935	07/25/2016	Parts		38.77
	774167	07/25/2016	Parts		50.06
	774176	07/25/2016	Parts		25.49
	774256	07/25/2016	Parts		8.20
	774544	07/25/2016	Parts		205.29
	774726	07/25/2016	Parts		69.95
	774819	07/25/2016	Parts		422.44
Check	07/28/2016	58068 Accounts Payable	PIONEER MANUFACTURING COMPANY		477.00
	Invoice	Date	Description		Amount
	INV601926	07/25/2016	Field Paint		477.00
Check	07/28/2016	58069 Accounts Payable	Pump Products		621.30
	Invoice	Date	Description		Amount
	W016510	07/25/2016	Sump Pump-ES		621.30
Check	07/28/2016	58070 Accounts Payable	RENAISSANCE LEARNING, INC.		8,148.45

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/28/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	INV4258542		07/25/2016	HS Software Renewal	1,994.20
	INV4258543		07/25/2016	ES Software Renewal	6,154.25
Check	07/28/2016	58071 Accounts Payable		SCHAEFFER MFG CO	2,593.10
	Invoice		Date	Description	Amount
	AHP2358-INV1		07/25/2016	Oil & Lube	2,593.10
Check	07/28/2016	58072 Accounts Payable		SCOTTY'S REAL PRO AUTO	7.98
	Invoice		Date	Description	Amount
	0030351		07/25/2016	Part	7.98
Check	07/28/2016	58073 Accounts Payable		SNAP-ON TOOLS , RUSSELL ROSEMA	320.00
	Invoice		Date	Description	Amount
	07191624971		07/25/2016	Tools	320.00
Check	07/28/2016	58074 Accounts Payable		SPEEDWAY LLC	193.66
	Invoice		Date	Description	Amount
	MG72516		06/30/2016	Gas-District Vehicles	193.66
Check	07/28/2016	58075 Accounts Payable		SUNRISE SUPPLIES, INC.	5.12
	Invoice		Date	Description	Amount
	18416		07/25/2016	Maint. Supplies	29.60
	18417		07/25/2016	Maint. Supplies	25.92
	18442		07/25/2016	Maint. Supplies	(50.40)
Check	07/28/2016	58076 Accounts Payable		SYNCB/Amazon	1,059.59
	Invoice		Date	Description	Amount
	119266090071		07/25/2016	HS Teaching Supplies	112.20
	018227153361		07/25/2016	ES Teaching Supplies	214.04
	018221210152		07/25/2016	ES Teaching Supplies	214.04
	01822334800		07/25/2016	ES Teaching Supplies	214.04
	018223542370		07/25/2016	ES Teaching Supplies	214.04
	273800144598		07/25/2016	Admin Office Supplies	18.73
	101950603644		07/25/2016	Admin Office Supplies	18.53
	156658210657		07/25/2016	Admin Office Supplies	35.45

User: Chris Updyke

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 07/28/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		074260758487	07/25/2016	Admin Office Supplies	18.52
Check	07/28/2016	58077 Accounts Payable	TASC-CLIENT INVOICES		218.00
		Invoice	Date	Description	Amount
		IN828980	07/25/2016	Admin & Claim Card Fees	218.00
Check	07/28/2016	58078 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		81.69
		Invoice	Date	Description	Amount
		13586	07/25/2016	Parts	(160.50)
		456153-1	07/25/2016	Parts	188.65
		457021	07/25/2016	Lettering-Buses	53.54
Check	07/28/2016	58079 Accounts Payable	U. S. POSTMASTER		585.00
		Invoice	Date	Description	Amount
		TB72516	07/25/2016	Postage Stamps	397.00
		CU72616	07/25/2016	Stamps	188.00
GF CHECKING General Fund Checking Totals:				Transactions: 25	\$28,782.54
Checks:		25		\$28,782.54	



Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 08/03/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	08/03/2016	58080 Accounts Payable	State of Michigan		440.00
	Invoice	Date	Description		Amount
	MG8316	08/03/2016	State Aid Note Fe		440.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$440.00
Checks:	1	\$440.00			

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 08/04/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/04/2016	58081 Accounts Payable	WESTERN TEL-COM, INC.		400.00
	Invoice		Date	Description	Amount
	028361		06/30/2016	Cable Protection 2nd Quarter	400.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$400.00
Checks:	1		\$400.00		

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 08/04/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	08/04/2016	58082 Accounts Payable	A PARTS WAREHOUSE		35.00
	Invoice		Date	Description	Amount
		128906	08/03/2016	Transportation Supplies	35.00
Check	08/04/2016	58083 Accounts Payable	BADER & SONS CO.		106.91
	Invoice		Date	Description	Amount
		247471	08/03/2016	Maint. Supplies	(95.45)
		248559	08/03/2016	Maint. Supplies	16.65
		261594	08/03/2016	Maint. Supplies	185.71
Check	08/04/2016	58084 Accounts Payable	Encore Technology Group, LLC		2,558.62
	Invoice		Date	Description	Amount
		125630	08/03/2016	Phone Bill	2,558.62
Check	08/04/2016	58085 Accounts Payable	GTW		28.74
	Invoice		Date	Description	Amount
		105146	08/03/2016	Carbon Dioxide	28.74
Check	08/04/2016	58086 Accounts Payable	Hi-Tech Building Services		4,488.51
	Invoice		Date	Description	Amount
		012397	08/03/2016	July Custodial Hours	4,488.51
Check	08/04/2016	58087 Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE		1,674.10
	Invoice		Date	Description	Amount
		13780	08/03/2016	Ads	124.10
		13730	08/03/2016	Focal Point-July	1,550.00
Check	08/04/2016	58088 Accounts Payable	MASB-SEG Property/Casualty Pool, Inc.		489.00
	Invoice		Date	Description	Amount
		PC0000346202	08/03/2016	New Bus Insurance	489.00
Check	08/04/2016	58089 Accounts Payable	NAPA AUTO & TRUCK PARTS		24.28
	Invoice		Date	Description	Amount
		775186	08/03/2016	Part Return	(49.93)
		775231	08/03/2016	Parts	74.21

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 08/04/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	08/04/2016	58090 Accounts Payable	Plummers Waste Group		750.00
	Invoice	Date	Description		Amount
	S10397	08/03/2016	Tlevised Main Line For Inspection		750.00
Check	08/04/2016	58091 Accounts Payable	REYNOLDS & SONS, INC		1,659.75
	Invoice	Date	Description		Amount
	096858	08/03/2016	Football Helmets		1,659.75
Check	08/04/2016	58092 Accounts Payable	Rochester 100 Inc.		537.50
	Invoice	Date	Description		Amount
	P10862	08/03/2016	Student Agendas		537.50
Check	08/04/2016	58093 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,054.11
	Invoice	Date	Description		Amount
	770358223335	08/03/2016	ES Trash Removal		454.07
	770358123337	08/03/2016	Trash Removal-HS		487.74
	770358323333	08/03/2016	Trash Removal-BG		112.30
Check	08/04/2016	58094 Accounts Payable	WESTERN MICHIGAN INTERNATIONAL		123.05
	Invoice	Date	Description		Amount
	X101040814:01	08/03/2016	Part Return		(61.51)
	X1010408814:01	08/03/2016	Part Return		(30.00)
	X101043063:01	08/03/2016	Parts		214.56
GF CHECKING General Fund Checking Totals:			Transactions: 13		\$13,529.57
Checks:	13	\$13,529.57			

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 08/11/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/11/2016	58095 Accounts Payable	CONSUMERS ENERGY		9,659.27
	Invoice		Date	Description	Amount
	MG81116		08/11/2016	Electric & Natural Gas-July Billing	9,659.27
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$9,659.27</u>
Checks:		1	\$9,659.27		

Saranac Community Schools  
**Payment Register**

From Payment Date: 6/13/2016 - To Payment Date: 7/8/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
GF CHECKING - General Fund Checking										
EFT										
218	06/17/2016	Reconciled		06/30/2016	Accounts Payable	TASC-CLIENT INVOICES	\$1,884.89	\$1,884.89	\$0.00	
219	06/17/2016	Reconciled		06/30/2016	Accounts Payable	INDEPENDENT BANK	\$155,120.85	\$155,120.85	\$0.00	
220	06/23/2016	Reconciled		06/30/2016	Accounts Payable	M.P.S.E.R.S.	\$45,598.47	\$45,598.47	\$0.00	
221	06/23/2016	Reconciled		06/30/2016	Accounts Payable	M.P.S.E.R.S.	\$57,879.15	\$57,879.15	\$0.00	
222	07/01/2016	Open			Accounts Payable	Priority Health	\$9,078.77			
223	07/07/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$52,855.07			
224	07/01/2016	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,884.89			
225	07/01/2016	Open			Accounts Payable	INDEPENDENT BANK	\$142,734.52			
Type EFT Totals:										
GF CHECKING - General Fund Checking Totals										
							8 Transactions	\$467,036.61	\$260,483.36	\$0.00

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	4	\$206,553.25	\$0.00
	Reconciled	4	\$260,483.36	\$260,483.36
	Voided	0	\$0.00	\$0.00
	Total	8	\$467,036.61	\$260,483.36

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	4	\$206,553.25	\$0.00
	Reconciled	4	\$260,483.36	\$260,483.36
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$467,036.61	\$260,483.36

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	4	\$206,553.25	\$0.00
	Reconciled	4	\$260,483.36	\$260,483.36
	Voided	0	\$0.00	\$0.00
	Total	8	\$467,036.61	\$260,483.36

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	4	\$206,553.25	\$0.00
	Reconciled	4	\$260,483.36	\$260,483.36
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$467,036.61	\$260,483.36

Saranac Community Schools

# Payment Register

From Payment Date: 7/11/2016 - To Payment Date: 8/12/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
GF CHECKING - General Fund Checking										
<u>EFT</u>										
226	07/15/2016	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,884.89			
227	07/15/2016	Open			Accounts Payable	INDEPENDENT BANK	\$128,722.79			
228	07/25/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$48,866.79			
229	07/29/2016	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,884.89			
230	07/29/2016	Open			Accounts Payable	INDEPENDENT BANK	\$135,317.43			
231	07/27/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$45,598.46			
232	08/01/2016	Open			Accounts Payable	Priority Health	\$9,078.77			
233	08/04/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$44,915.83			
Type EFT Totals:							8 Transactions	\$416,269.85		
GF CHECKING - General Fund Checking Totals										

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$416,269.85	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$416,269.85	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$416,269.85	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$416,269.85	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$416,269.85	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$416,269.85	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$416,269.85	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$416,269.85	\$0.00

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Athletic Director

I met with the administrative team to discuss options with the reduction of our part time curriculum director from approximately 75% to 60%, and the decision was to reallocate the funds for a part-time athletic director.

The athletic director posting was from July 11<sup>th</sup> thru July 25<sup>th</sup>, and interviews were conducted on Friday, August 5<sup>th</sup>, 2016.

Josh Leader, Junior Senior High School Principal and Interim Athletic Director put together an interview team of Mandy Mutschler, Secretary, Becky Bowen, Volunteer Coach and Parent, Diana Smith, Coach, Amy Hardy, Parent, Lisa Jackson, Parent and Volunteer Coach, and himself to interview four candidates for the athletic director position.

I met with Kim Stevens, a former boys basketball coach for Saranac Community Schools, and support the interview committee's choice as our new athletic director. He has recently retired from Grand Rapids Public Schools, and is very excited to join our staff and community.

I would ask that you waive past practice and approve the recommendation at the meeting.

Suggested Resolution

I move that the Saranac Board of Education waive past practice and approve Kim Stevens as our new part-time athletic director upon a clear criminal history check.

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

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

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



# Saranac Community Schools

88 Pleasant Street  
Saranac, Michigan 48881

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

## **Part-Time Athletic Director**

Salary: \$18,000 - \$20,000

Dates and Hours: 44 weeks – Early August to Early June

20-25 hrs. per week

Requires availability during both school day and evening hours

**Date Posted:** July 11, 2016

**Closing Date:** July 25, 2016

**Application Procedure:** Submit resume and letter of interest to:

Josh Leader, Principal  
Saranac Jr/Sr High School  
150 Pleasant Street  
Saranac, MI 48881

### **Mission**

The mission of Saranac Community Schools through its strong community support, dedicated professional staff, and safe environment, provides an education for all students, empowering them to become contributing and productive members of society.

### **Qualifications:**

Broad knowledge of athletics  
Leadership experience in a supervisory role  
Experience in coaching, refereeing, or other athletic area  
Bachelor's Degree in Education preferred

### **Duties Include:**

Oversees Middle and High School Athletic Programs  
Schedules athletic contests  
Works with Assignor  
Hire, Supervise, and evaluate coaches  
Maintain and inventory equipment and uniforms  
Attend required league meetings  
Attend MHSAA Conference meetings  
Uphold SHS athletic code  
Enforce MHSAA and Saranac Community Schools academic and transfer eligibility rules  
Secures contest staffing  
Oversees Events Coordinator  
Communicate with parents and community  
Oversee Athletic Budget and Purchases  
Works with Athletics Secretary to coordinate awards & banquets  
Performs special assignments as directed by the Building Principal  
Reports to High School Principal

## **Kim Joseph Stevens**

11750 36<sup>th</sup> Street  
Lowell, Michigan 49331  
bandkstevens@gmail.com  
(616) 240-6440

### **PROFESSIONAL OBJECTIVE**

Establish a professional career in athletic administration. To provide leadership to create an atmosphere in which each child is given the opportunity to obtain, develop, and perform the skills necessary to succeed. To generate an enthusiasm and positive outlook towards education and athletics.

### **PROFESSIONAL PREPARATION**

Masters of Arts Degree  
WESTERN MICHIGAN UNIVERSITY  
Masters in Teaching

Bachelor of Science Degree  
CENTRAL MICHIGAN UNIVERSITY  
Major: Physical Education Minor: Biology  
Michigan Elementary Continuing Certificate

### **PROFESSIONAL EXPERIENCE**

Sixth, Seventh, and Eighth Grade Math Teacher  
Grand Rapids Public Schools  
(September 1987 to Present)

- Building Administrative Representative
- School Improvement Chair
- Student Activities Coordinator
- Health Coordinator
- Testing Committee
- Math Coordinator
- Positive Behavior Intervention & Supports (PBIS) Team Leader
- Professional Learning Community (PLC) member
- National Honor Society Committee
- Budget Coordinator

## COACHING EXPERIENCE

2010 to Present  
VARSITY GIRLS GOLF COACH  
Lowell High School, Lowell Michigan

2009- Present  
JUNIOR VARSITY BOYS GOLF COACH  
Lowell High School, Lowell Michigan 2011-2015

2011-2015  
8<sup>th</sup> GRADE BOYS BASKETBALL COACH  
Lowell Middle School, Lowell Michigan

2006 to 2008  
FRESHMAN BOYS BASKETBALL COACH  
Lowell High School, Lowell, Michigan

2004 to 2006  
FRESHMAN GIRLS BASKETBALL COACH  
Lowell High School, Lowell, Michigan

1995 to 1998  
VARSITY BOYS BASKETBALL COACH  
Saranac High School, Saranac Michigan

1988 to 1993  
VARSITY BOYS BASKETBALL COACH  
Central High School, Grand Rapids, Michigan

1987 to 1988  
FRESHMAN BOYS BASKETBALL COACH  
Rockford High School, Rockford, Michigan

1985 to 1986  
ASSISTANT BOYS VARSITY BASKETBALL COACH  
Ottawa Hills High School, Grand Rapids, Michigan

1985  
JUNIOR VARSITY FOOTBALL COACH  
Forest Hills Northern High School, Grand Rapids, MI

1978 to 1984  
BASKETBALL AND BASEBALL COACH  
Beal City High School, Mt. Pleasant, MI  
Combined total of six year as varsity basketball coach, girl's junior varsity basketball Coach, and junior high basketball and baseball coach.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Sale of Buses

We posted for five (5) used school buses and received three (3) bids with a minimum bid of at least \$1,200.00.

I would like to accept the bid of Ovid Iron & Metal and have received a bid amount of \$1,289.00 for each of the five (5) buses.

**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

**Suggested Resolution**

I move that the Saranac Board of Education waive past practice and accept the bid from Ovid Iron & Metal in the bid amount of \$1,289.00 each for the five (5) buses as presented.

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

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

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