

Saranac Community School

Board of Education Agenda

Regular Meeting

December 15, 2016

7:00 PM

Library, Saranac Jr/Sr High School

Board Reception for Chris Coulson & Steve LaWarre at 6:30 p.m.

1. Call to Order _____
2. Pledge of Allegiance
3. Approval of Minutes 2
4. Treasurer's Report - November 5
5. Additions & Deletions to the Agenda
6. Comments from Guests - Agenda Items
7. Present School Board Resolutions
8. Action Items (Consent Items) 12
 - a. Bills Paid - November/December 13
 - b. Accept Gifts 33
 - c. Set Board Organizational Meeting Date 34
9. Reports/Presentation Items
 - a. NEOLA Policy Updates - 2nd Reading 35
 - b. NEOLA Policy Technology Updates - 1st Reading 84
10. Comments from Guests - Non Agenda Items
11. Superintendent's Report
12. Board Requests/Reports
13. Communications
14. Approve Executive Session Minutes
15. Closed Session for Negotiations Purposes
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 #31

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, December 1, 2016 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

The meeting was called to order by Brent Denny, President at 5:31 p.m.

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

Absent: Price

Board member Steve LaWarre arrived after the first student re-admission request.

Chris Coulson led in the Pledge of Allegiance.

STUDENT RE-ADMISSION REQUEST: Motion by Hawkins, supported by VanKuiken that the Saranac Board of Education go into Closed Session for the purpose of a student re-admission request at 5:32 p.m. returning to open session at 5:52 p.m. Yes Votes: Coulson, Denny, Doll, Hawkins, & VanKuiken. Motion Carried.

Motion by VanKuiken, supported by Doll that the Saranac Board of Education approve the student request as presented. Yes Votes: Coulson, Denny, Doll, Hawkins, & VanKuiken

STUDENT HEARING: Motion by VanKuiken, supported by Hawkins that the Saranac Board of Education go into Closed Session for the purpose of a student hearing at 6:03 p.m. returning to open session at 6:17 p.m. Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, & VanKuiken. Motion Carried.

Motion by Doll, supported by LaWarre that the Saranac Board of Education not expel the student. Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, & VanKuiken. Motion Carried.

APPROVAL OF MINUTES: Minutes from regular meeting dated November 17, 2016; Finance Committee Minutes dated November 15 & November 29, 2016 were approved as presented.

ADDITIONS & DELETIONS TO THE AGENDA: None

FALL SPORTS PRESENTATION: Athletic Director, Kim Stevens introduced the Fall Sports Teams and their coaches who then introduced members of their teams who won individual and team awards. Congratulations to all for a job well done!

COMMENTS FROM GUESTS – AGENDA ITEMS: None

STUDENT REPORT: Kelsey Coulier from Student Council reported that the YAC team is collecting pop cans; money collected will be donated to the Ronald McDonald House. Mock Rock will be after Christmas Break this year on January 16. They will be holding another blood drive on January 18. The Purple Game is February 3 and the Snowcoming Dance will be after that. The student council will be helping with Special Olympics again this year on February 2. Student Council has donated \$350 to the Purple Game and \$350 to the Drama Club. Students are decorating their lockers and halls for Christmas.

ADMINISTRATOR'S UPDATE: Elementary School Principal, Jason Smith reported for Connie Hamilton, Curriculum Director that the District team for MTSS met this week and our new MTSS coordinator, Amy Frias did a wonderful job leading the team in effective innovation implementation process.

The Math Coherence team consisting of Connie Hamilton, Bridget Harder, Nancy Helminski, Sarah Milbratz, Tara Rasmus, Brien Simpson, Stephanie Smith, and Steve Tompkins will be meeting on December 2 to visit classrooms, looking at instruction and student engagement and analyze M-STEP data.

Tammy Howe, Amy Miles and Barb VanPolen will attend a train the trainer session on response to text. This focused training teaches teachers how to use Thinking Maps to assist students in analyzing complex texts and improve reading comprehension.

Mr. Smith reported that their next PTSO meeting will be December 19. They recently held a fundraiser where over \$6,000 was raised to help with assembly's and field trips. Their student council is holding a food drive and Toys for Tots drive. Cathy Cooper was staff member of the month for October and Beth Cook was staff member of the month for November.

The Detroit Tigers have donated quite a bit of baseball equipment to our district thanks to the efforts of Mr. Smith.

Jr/Sr High Principal, Josh Leader reported that Counselor, Spencer Terpstra and himself took the 8th graders to Heartlands to tour the different classes they offer. December 20 the Drama Class will hold another play. Mrs. Serne was very instrumental with the student body in collecting canned goods for the Saranac Food Pantry. Over 4,000 items were donated. Next week they will hold their first PTSO membership drive & meeting. Mr. Stauffer, Band Director will be holding his annual holiday concert on December 12 at 7 pm

BAND BOOSERS – BANNER PRESENTATION: Cindy Koerner, President and Adam Bushre, Vice-President of the Band Boosters gave an update on their fundraising efforts raising money selling banners to hang up at athletic events. The group wanted to raise money to purchase new uniforms in which they have had an overwhelming support from the community as well as outside the community. They want to see this continue long term to help the needs of the band program.

ACCEPT GIFTS: Superintendent Geiger presented the gifts received for October/November totaling \$13,675. This will be brought back for action at the December 15 meeting.

NEOLA POLICY UPDATES: The board reviewed updated NEOLA policies. They will be brought back at the December 15 meeting for a 2nd reading.

SET SCHOOL BOARD ORGANIZATIONAL MEETING DATE: The board reviewed a draft calendar of the 2017 calendar with the 1st & 3rd Thursday board meeting dates. The Board of Education shall organize annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the third Thursday in January at a meeting held for that purpose.

A motion shall be made to designate a day, place, and time for regular meetings which shall be held at least once every month. The first meeting in January is the 5th. Action to approve this date will be at the December 15 meeting.

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

SUPERINTENDENT'S REPORT: Mr. Geiger reported the most recent student count is 971 students. The Better Together 4 Saranac and Saranac Community Schools are partnering to host a Christmas dinner at the Saranac Housing Complex on December 14 at 6 pm.

On December 9, Mr. Geiger will be taking 6th grade student council students down to WZZM for their Toys for Tots presentation.

Wednesday, December 7 they will be holding training on MIBLSI for all staff.

Mr. Geiger thanked everyone involved in today's incident at the Jr/Sr High School.

BOARD REQUESTS/REPORTS: Board member, Roy Hawkins has received some drawing information from Tower Pinkster Titus on past work done here at the district. Consumers Power will be here on December 13.

COMMUNICATIONS: None

APPROVE EXECUTIVE SESSION MINUTES: The board approved the Executive Session Minutes dated November 3, 2016 as written.

CLOSED SESSION FOR NEGOTIATION PURPOSES: Motion by Hawkins, supported by VanKuiken that the Saranac Board of Education go into closed session at 8:17 p.m. returning to open session at 8:24 p.m. Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, & VanKuiken. Motion Carried.

OTHER: Board President, Brent Denny reported the Finance Committee has met with the ISD Superintendent, Jason Mellema and Technology Director, John Milewski regarding our Technology Service agreement. There was a consensus of the board to continue services with the ISD.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:36 p.m.

Respectfully submitted,

Steve LaWarre
Secretary

SARANAC COMMUNITY SCHOOLS
GENERAL FUND TRIAL BALANCE
NOVEMBER 30, 2016

Cash Checking	\$1,446,056.03
Cash Savings	\$252,599.57
Cash Payroll Checking	\$1,336.69
Petty Cash Petty Cash	\$400.00
Petty Cash Cash on Hand	\$800.00
Due From Other Funds Food Service	(\$216.58)
Inventory Supplies	\$73,851.79
TOTAL ASSETS	<u><u>\$1,774,827.50</u></u>

Accounts Payable	(\$7,827.36)
Accounts Payable Workers Comp	\$19,732.69
Accounts Payable Priority Health Employee Portion	\$671.14
Tax Anticipation Notes and Loans Payable	\$2,200,000.00
Due to Other Governmental Units Taxes Retirement	\$260.55
Due to Other Governmental Units Taxes Retirement - Stabilization 147c	(\$94,942.29)
Payroll Related Accrual Liabilities MESSA Employee Portion	\$4.25
Payroll Related Accrual Liabilities Flex - TASC	(\$762.25)
Payroll Related Accrual Liabilities MESSA Taxes/Fees Employee Portio	(\$65.38)
Payroll Related Accrual Liabilities UNUM Voluntary Employee	\$4.16
Payroll Related Accrual Liabilities PH SEA taxes/fees adj to bill	(\$2,453.69)
Payroll Related Accrual Liabilities PH SESA taxes/fees adj to bill	(\$75.89)
Payroll Related Accrual Liabilities UNUM Adj - quote to actual bill	(\$605.61)
Payroll Related Accrual Liabilities PH Admin taxes/fees adj to bill	\$159.84
Accrued Expenditures	\$96.04
Salaries Payable Terminal Leave Payable	\$1,255.38
Deferred Revenue	\$70,410.06
TOTAL LIABILITIES	<u><u>\$2,185,861.64</u></u>

Beginning Fund Balance	\$432,945.25
Fund Revenues	\$1,505,314.99
Fund Expenses	(\$2,349,294.38)
TOTAL FUND BALANCE	<u><u>(\$411,034.14)</u></u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$1,774,827.50</u></u>
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SARANAC COMMUNITY SCHOOLS
 GENERAL FUND REVENUES SUMMARY
 AS OF NOVEMBER 30, 2016

	Budget	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources	\$857,823.00	\$86,883.10	\$770,939.90	10.13%
300 - Revenue from State Sources	\$7,536,926.00	\$1,410,373.80	\$6,126,552.20	18.71%
400 - Revenues from Federal Sources	\$207,246.00	\$3,825.00	\$203,421.00	1.85%
500 - Incoming Transfers and Other Transactions	\$191,261.00	\$4,233.09	\$187,027.91	2.21%
	<u>\$8,793,256.00</u>	<u>\$1,505,314.99</u>	<u>\$7,287,941.01</u>	<u>17.12%</u>

SARANAC COMMUNITY SCHOOLS
 GENERAL FUND EXPENDITURES
 AS OF NOVEMBER 30, 2016

Function*	Function* Code	Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function*	1111 - Elementary	\$2,617,008.00	\$0.00	\$608,509.98	\$2,008,498.02	23.25%
Function*	1112 - Middle/Junior High	\$587,145.00	\$0.00	\$163,724.87	\$423,420.13	27.88%
Function*	1113 - High School	\$1,409,236.00	\$0.00	\$321,830.79	\$1,087,405.21	22.84%
Function*	1119 - Summer School	\$25,712.00	\$0.00	\$9,216.86	\$16,495.14	35.85%
Function*	1122 - Special Education	\$748,945.00	\$0.00	\$172,929.01	\$576,015.99	23.09%
Function*	1125 - Compensatory Education	\$112,017.00	\$0.00	\$25,462.39	\$86,554.61	22.73%
Function*	1212 - Guidance Services	\$89,857.00	\$0.00	\$21,688.37	\$68,168.63	24.14%
Function*	1215 - Speech Pathology and Audiology Services	\$158,042.00	\$0.00	\$0.00	\$158,042.00	0.00%
Function*	1221 - Improvement of Instruction	\$211,737.00	\$66.96	\$55,630.78	\$156,099.26	26.27%
Function*	1222 - Educational Media Services	\$32,221.00	\$0.00	\$2,659.42	\$29,561.58	8.25%
Function*	1227 - Academic Student Assessment	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Function*	1231 - Board of Education	\$60,060.00	\$113.58	\$40,177.73	\$19,768.69	66.90%
Function*	1232 - Executive Administration	\$251,352.00	\$0.00	\$95,800.46	\$155,551.54	38.11%
Function*	1241 - Office of the Principal	\$269,667.00	\$0.00	\$97,220.95	\$172,446.05	36.05%
Function*	1242 - Junior High Sch Principal Admin	\$125,123.00	\$0.00	\$46,234.72	\$78,888.28	36.95%
Function*	1243 - Senior High Sch Principal Admin	\$129,998.00	\$0.00	\$49,146.59	\$80,851.41	37.81%
Function*	1249 - Other School Administration	\$2,300.00	\$0.00	\$42.23	\$2,257.77	1.84%
Function*	1252 - Fiscal Services	\$131,826.00	\$14.29	\$15,166.87	\$116,644.84	11.51%
Function*	1257 - Internal Services	\$693.00	\$0.00	\$160.62	\$532.38	23.18%
Function*	1259 - Other Business Services	\$39,480.00	\$0.00	\$11,019.48	\$28,460.52	27.91%
Function*	1261 - Operating Buildings Services	\$725,885.00	\$0.00	\$288,897.39	\$436,987.61	39.80%
Function*	1271 - Pupil Transportation Services	\$546,051.00	\$0.00	\$237,726.24	\$308,324.76	43.54%
Function*	1281 - Planning, Research, Development, and Evaluation	\$0.00	\$0.00	\$147.10	(\$147.10)	
Function*	1283 - Staff/Personnel Services	\$5,659.00	\$0.00	\$50.00	\$5,609.00	0.88%
Function*	1284 - Non-Instructional Technology Services	\$180,403.00	\$0.00	\$10,822.47	\$169,580.53	6.00%
Function*	1291 - Pupil Activities	\$33,733.00	\$0.00	\$10,356.65	\$23,376.35	30.70%
Function*	1293 - Athletic Activities	\$130,586.00	\$0.00	\$64,672.41	\$65,913.59	49.52%
Function*	1295 - Agency Activities	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Function*	1391 - Other Community Services	\$691.00	\$0.00	\$0.00	\$691.00	0.00%
Function*	1411 - Payments to Other Public Schools Within the State of Michigan	\$15,900.00	\$0.00	\$0.00	\$15,900.00	0.00%
Function*	1625 - Fund Modification - FS	\$34,337.00	\$0.00	\$0.00	\$34,337.00	0.00%
		\$8,680,164.00	\$194.83	\$2,349,294.38	\$6,330,674.79	27.07%

School Days available	180
Complete to Date	63
% complete	35.00%

SARANAC COMMUNITY SCHOOLS
 FOOD SERVICE TRIAL BALANCE
 AS OF NOVEMBER 30, 2016

Cash Checking	\$9,108.31
Petty Cash Petty Cash	\$40.00
Cash Change Funds Default	\$0.00
Due From Other Governmental Units Default	\$20,644.12
Inventory Supplies Default	\$5,295.60
TOTAL ASSETS	<u>\$35,088.03</u>
Due to Other Funds Default	(\$318.96)
Deferred Revenue Default	\$8,584.13
TOTAL LIABILITIES	<u>\$8,265.17</u>
Beginning Fund Balance	\$17,113.61
Fund Revenues	\$108,092.32
Fund Expenses	(\$98,383.07)
TOTAL FUND BALANCE	<u>\$26,822.86</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$35,088.03</u>

SARANAC COMMUNITY SCHOOLS
 FOOD SERVICE REVENUES AND EXPENDITURES
 AS OF NOVEMBER 30, 2016

Function* Code	Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources	\$101,549.00	\$0.00	\$37,818.53	\$63,730.47	37.24%
300 - Revenue from State Sources	\$18,800.00	\$0.00	\$3,351.83	\$15,448.17	17.83%
400 - Revenues from Federal Sources	\$179,743.00	\$0.00	\$66,921.96	\$112,821.04	37.23%
600 - Fund Modifications	\$34,337.00	\$0.00	\$0.00	\$34,337.00	0.00%
	\$334,429.00	\$0.00	\$108,092.32	\$226,336.68	32.32%
Expenditures all in Function 1297 Food Service	\$334,429.00	\$0.00	\$98,383.07	\$236,045.93	29.42%

TRUST FUND ACCOUNTS

November 30, 2016

Athletic Activities	38,830.36
Athletics-"Catching A Dream"	1,538.66
Auditorium	5.43
Band Boosters	6,091.14
Band	4,098.01
DI	260.92
Compagner Memorial Fund	14,785.93
Elementary School Activities	22,947.03
E.S. Summer Enrichment Program	1,838.33
High School Activities	24,977.75
High School Spirit Store	434.27
Interest Earned	(740.16)
ICCF Grant	2,772.16
Jenkins Educational Fund	247.56
Middle School Activities	13,969.55
Red & White	2,683.71
Relay	201.00
Revolving	3,545.20
Robotics	138.72
Saranac Education Foundation	54,470.97
Saranac One	1,965.30
Simons Memorial	8,256.10
Saranac Promise	23,212.26
Teachers Pop - Elementary School	1,663.60
Teachers Pop - High School	1,175.53
Teachers Pop-Middle School	820.71
Allen Scholarship	50.00
Brown Scholarship	582.79
Crowley Scholarship	250.00
Darby	0.00
Draper Scholarship	0.00
Eddy Scholarship	264.44
Hammer Scholarship	45.01
Kramer Scholarship	0.00
Lake	0.00
McGee Scholarship	13.01
Morris Scholarship	1,000.00
Raimer Scholarship	59.16
Sachen Scholarship	556.95
Sharritts Scholarship	(975.82)
Simpson Scholarship	1,200.00
Spens Scholarship	59.16
Total	233,294.74

TRUST FUND ACCOUNTS

Cash In Checking	204,731.34
Certificates of Deposit	28,563.40
Total	233,294.74

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approval of Action Items – Consent Agenda

- Bills Paid: \$707,903.95 from General Fund for November/December
- Accept Gifts Totaling \$13,675.00
- Set Board Organizational Meeting Date – Thursday, January 5, 2017

Background:

Suggested Resolution

I move that the Saranac Board of Education approve the Consent Agenda Items as presented.

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: 11/17/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	11/17/2016	58480	Accounts Payable	AT&T	115.13
	Invoice		Date	Description	Amount
		MG111516	11/07/2016	District Phone Bill	115.13
Check	11/17/2016	58481	Accounts Payable	BERGY, THERESE	198.50
	Invoice		Date	Description	Amount
		MG11716	11/07/2016	Reimb-Meals/Mileage & Postage	198.50
Check	11/17/2016	58482	Accounts Payable	CRAWFORD, MICHAEL	225.72
	Invoice		Date	Description	Amount
		MG11816	11/07/2016	Mileage Reimbursement	225.72
Check	11/17/2016	58483	Accounts Payable	CRYSTAL FLASH ENERGY	1,154.31
	Invoice		Date	Description	Amount
		158991072	11/07/2016	Diesel Fuel	1,154.31
Check	11/17/2016	58484	Accounts Payable	ENGINEERED PROTECTION SYSTEMS	187.74
	Invoice		Date	Description	Amount
		A1017144	11/07/2016	Quarterly Monitoring-ES	187.74
Check	11/17/2016	58485	Accounts Payable	ENVIROSAFE, INC.	3,050.00
	Invoice		Date	Description	Amount
		4793	11/07/2016	Intergrated Pest Management	3,050.00
Check	11/17/2016	58486	Accounts Payable	GALAXY SIGNS & AWARDS	455.00
	Invoice		Date	Description	Amount
		2467	11/07/2016	Awards & Plaques	455.00
Check	11/17/2016	58487	Accounts Payable	Gallagher Uniform	60.66
	Invoice		Date	Description	Amount
		10497841	11/07/2016	Custodial Towels/Bus Garage Uniforms & Towels	60.66
Check	11/17/2016	58488	Accounts Payable	General Rental of Ionia	360.00
	Invoice		Date	Description	Amount
		MG111516	11/07/2016	Wood Chips Placement-ES Playground	360.00

User: Chris Updyke

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 11/17/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	11/17/2016	58489 Accounts Payable	GORDON FOOD SERVICE		26.68
	Invoice	Date	Description		Amount
		173635230-2	11/07/2016	Graham Crackers	26.68
Check	11/17/2016	58490 Accounts Payable	GRAND RAPIDS COMMUNITY COLLEGE		632.17
	Invoice	Date	Description		Amount
		0014808/2016	11/07/2016	Dual Enrollment-Brittnee Piggott	632.17
Check	11/17/2016	58491 Accounts Payable	HAMILTON, CONNIE		177.49
	Invoice	Date	Description		Amount
		MG11216	11/07/2016	Cell Phone & Office Supplies	177.49
Check	11/17/2016	58492 Accounts Payable	HARDER, BRIDGET		49.52
	Invoice	Date	Description		Amount
		MG111416	11/07/2016	ES Teaching Supplies	49.52
Check	11/17/2016	58493 Accounts Payable	Hi-Tech Building Services		4,614.87
	Invoice	Date	Description		Amount
		013054	11/07/2016	October Custodial Hours	4,614.87
Check	11/17/2016	58494 Accounts Payable	KENT I.S.D. , ACCOUNTS RECEIVABLE		890.00
	Invoice	Date	Description		Amount
		18397	11/07/2016	Conference	750.00
		18555	11/07/2016	Conference	140.00
Check	11/17/2016	58495 Accounts Payable	LINDEN LIGHTING SUPPLY		1,989.55
	Invoice	Date	Description		Amount
		125344	11/07/2016	HS/ES BG Lot Light Repairs/Reprogram Electronic Time Clock In Dug	888.85
		125386	11/07/2016	Repair Student Parking Lot Poles/Relamp 1 Pole-ES	394.95
		125389	11/07/2016	Fix 4 Light Poles At HS	705.75
Check	11/17/2016	58496 Accounts Payable	MENARDS-IONIA		11.98
	Invoice	Date	Description		Amount
		20152	11/07/2016	Broom	11.98
Check	11/17/2016	58497 Accounts Payable	METS		6,697.19
	Invoice	Date	Description		Amount

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 11/17/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		11232	11/07/2016	Transportation Salaries & Fees	6,697.19
Check	11/17/2016	58498 Accounts Payable	MICHIGAN EDUCATION DIRECTORY		84.75
		Invoice	Date	Description	Amount
		1589	11/07/2016	2017 Edition	84.75
Check	11/17/2016	58499 Accounts Payable	NAPA AUTO & TRUCK PARTS		238.98
		Invoice	Date	Description	Amount
		781982	11/07/2016	Part	(71.98)
		782139	11/07/2016	Parts	148.46
		782208	11/07/2016	Parts	(49.36)
		782509	11/07/2016	Parts	75.46
		782770	11/07/2016	Parts	12.99
		783013	11/07/2016	Parts	13.75
		783037	11/07/2016	Parts	102.81
		783115	11/07/2016	Parts	6.87
Check	11/17/2016	58500 Accounts Payable	Neola, Inc.		1,900.00
		Invoice	Date	Description	Amount
		60867	11/07/2016	Administrative guidelines Development Service 2nd Billing	1,900.00
Check	11/17/2016	58501 Accounts Payable	O'Mara Plumbing, Heating & Cooling		95.00
		Invoice	Date	Description	Amount
		74265	11/07/2016	Urinal Repair	95.00
Check	11/17/2016	58502 Accounts Payable	PCMI		5,872.28
		Invoice	Date	Description	Amount
		46698	11/07/2016	Sub Salaries & Fees	2,957.24
		46818	11/07/2016	Aides Salaries & Fees	2,915.04
Check	11/17/2016	58503 Accounts Payable	Pioneer Drama Service		501.50
		Invoice	Date	Description	Amount
		539898	11/07/2016	Scripts-HS Teaching Supplies	501.50
Check	11/17/2016	58504 Accounts Payable	PROGREE PUBLICATIONS		204.75
		Invoice	Date	Description	Amount
		47078503	11/07/2016	Folders-Kindergarten	204.75

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 11/17/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	11/17/2016	58505 Accounts Payable	SANDERS STACY		22.99
	Invoice		Date	Description	Amount
		MG111416	11/07/2016	ES Teaching Supplies	22.99
Check	11/17/2016	58506 Accounts Payable	SARANAC HARDWARE		31.87
	Invoice		Date	Description	Amount
		84331	11/07/2016	Maint. Supplies	31.87
Check	11/17/2016	58507 Accounts Payable	Schaeffer's Mfg Company		475.04
	Invoice		Date	Description	Amount
		AHP2486-INV1	11/07/2016	Diesel Treat 2000	475.04
Check	11/17/2016	58508 Accounts Payable	SCHOOL SPECIALTY INC.		163.84
	Invoice		Date	Description	Amount
		308102641557	11/07/2016	ES Office Supplies	75.67
		208117431411	11/07/2016	ES Teaching Supplies	37.82
		208117396860	11/07/2016	MS Teaching Supplies	43.27
		208117453886	11/07/2016	ES Teaching Supplies	7.08
Check	11/17/2016	58509 Accounts Payable	SEAMAN'S		1,116.26
	Invoice		Date	Description	Amount
		0000078643	11/07/2016	Repair HS A/C	887.00
		0000078898	11/07/2016	Server Room Air Conditioner	229.26
Check	11/17/2016	58510 Accounts Payable	SENTINEL STANDARD		31.50
	Invoice		Date	Description	Amount
		300561436	11/07/2016	Coaches Ad	15.75
		300561439	11/07/2016	SPec Ed Parapro AD-ES	15.75
Check	11/17/2016	58511 Accounts Payable	SMG Ionia Occupational Health Services		55.00
	Invoice		Date	Description	Amount
		187006	11/07/2016	Bus Driver Drug Test	55.00
Check	11/17/2016	58512 Accounts Payable	SMITH, GREG		40.00
	Invoice		Date	Description	Amount
		1	11/07/2016	Cell Phone Reimb.	40.00

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 11/17/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	11/17/2016	58513 Accounts Payable	STATE OF MICHIGAN		15.00
	Invoice	Date	Description		Amount
		MG11116	11/07/2016	Raffle License	15.00
Check	11/17/2016	58514 Accounts Payable	STATE OF MICHIGAN		60.00
	Invoice	Date	Description		Amount
		BLR396298	11/07/2016	Boiler Inspection	60.00
Check	11/17/2016	58515 Accounts Payable	STATE WIRE & TERMINAL INC.		95.46
	Invoice	Date	Description		Amount
		302467	11/07/2016	Parts	95.46
Check	11/17/2016	58516 Accounts Payable	SUNRISE SUPPLIES, INC.		660.80
	Invoice	Date	Description		Amount
		18979	11/07/2016	Transp. Supplies	46.44
		19018	11/07/2016	Restroom Parts	614.36
Check	11/17/2016	58517 Accounts Payable	SYNCB/Amazon		1,805.45
	Invoice	Date	Description		Amount
		178851468845	11/07/2016	Tech Supplies	383.64
		284784843282	11/07/2016	Tech Supplies	92.78
		17885861331	11/07/2016	Tech Supplies	147.96
		178858097155	11/07/2016	MS Spec Ed Supplies	83.91
		259005011656	11/07/2016	Tech Supplies	77.95
		276847629366	11/07/2016	Board Supplies-State of MI Flag	21.87
		209027291337	11/07/2016	Tech Supplies	929.18
		161618238618	11/07/2016	Tech Supplies	77.95
		208887998642	11/07/2016	Tech Supplies	77.95
		130324437872	11/07/2016	Tech Supplies	49.95
		006729415356	11/07/2016	Tech Supplies Refund	(8.21)
		214352568525	11/07/2016	Tech Supplies Refund	(4.83)
		214357908231	11/07/2016	Tech Supplies Refund	(4.83)
		029449764448	11/07/2016	Tech Supplies Refund	(30.57)
		112112167912	11/07/2016	Tech Supplies Refund	(5.73)
		135962069354	11/07/2016	Tech Supplies Refund	(5.58)

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 11/17/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		135962165227	11/07/2016	Tech Supplies Refund	(4.74)
		135964833196	11/07/2016	Tech Supplies Refund	(4.74)
		274930272337	11/07/2016	Tech Supplies Refund	(1.55)
		298191388869	11/07/2016	Tech Supplies Refund	(31.80)
		298192058079	11/07/2016	Tech Supplies Refund	(3.60)
		298193630309	11/07/2016	Tech Supplies Refund	(1.80)
		298197831786	11/07/2016	Tech Supplies Refund	(1.80)
		059111944864	11/07/2016	Tech Supplies Refund	(6.48)
		0215425CM-019V2	11/07/2016	Tech Supplies Refund	(0.03)
		061458597864	11/07/2016	Tech Supplies Refund	(21.40)
Check	11/17/2016	58518 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		427.90
	Invoice	Date	Description	Amount	
		462258	11/07/2016	Parts	236.40
		462297	11/07/2016	Parts	191.50
Check	11/17/2016	58519 Accounts Payable	U. S. POSTMASTER		564.00
	Invoice	Date	Description	Amount	
		MM111416	11/07/2016	Stamps	470.00
		CU111516	11/07/2016	Stamps	94.00
Check	11/17/2016	58520 Accounts Payable	Unity School Bus Parts		649.24
	Invoice	Date	Description	Amount	
		0379871-IN	11/07/2016	Parts	280.30
		0380213-IN	11/07/2016	Parts	368.94
Check	11/17/2016	58521 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,060.74
	Invoice	Date	Description	Amount	
		772814523332	11/07/2016	Trash Removal-ES	456.92
		772814423335	11/07/2016	Trash Removal-HS	490.82
		772814623330	11/07/2016	Trash Removal-BG	113.00
Check	11/17/2016	58522 Accounts Payable	Wilson Heating, Cooling & Plumbing		137.15
	Invoice	Date	Description	Amount	
		3334-903712	11/07/2016	Air Conditioning Repair in Tech Server Room	137.15
Check	11/17/2016	58523 Accounts Payable	WINZER CORPORATION		202.21

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 11/17/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Invoice					Amount
	11/07/2016	5718963	Transportation Supplies & Parts		202.21
GF CHECKING General Fund Checking Totals:					\$37,408.22
Checks:		44	\$37,408.22		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 11/17/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	11/18/2016	58524 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
		2017-00000200	11/18/2016	ROTH IRA - ROTH IRA	200.00
Check	11/18/2016	58525 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2017-00000201	11/18/2016	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	11/18/2016	58526 Accounts Payable	HORACE MANN		1,898.01
	Invoice	Date	Description		Amount
		2017-00000202	11/18/2016	H MANN - Horace Mann Insurance	1,898.01
Check	11/18/2016	58527 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2017-00000203	11/18/2016	FOC - Child Support FOC	201.61
Check	11/18/2016	58528 Accounts Payable	STATE OF MICHIGAN		5,400.45
	Invoice	Date	Description		Amount
		2017-00000204	11/18/2016	MI TAX - Michigan Withholding Tax	5,400.45
Check	11/18/2016	58529 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		32.41
	Invoice	Date	Description		Amount
		2017-00000205	11/18/2016	TRANS SELECT - Trans Select Life Ins *	32.41
GF CHECKING General Fund Checking Totals:			Transactions: 6		\$7,813.15
Checks:	6		\$7,813.15		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 11/22/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	11/21/2016	58530 Accounts Payable	BLUE CROSS BLUE SHIELD		8,440.63
	Invoice	Date	Description		Amount
	MG112116	01/01/2017	January Insurance		8,440.63
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$8,440.63
Checks:	1	\$8,440.63			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 11/29/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	11/29/2016	58531 Accounts Payable	UNUM Life Insurance Company of America		878.56
	Invoice	Date	Description		Amount
	04135500019	11/29/2016	Life Insurance-Dec.		211.21
	0413565490013	11/29/2016	Life Insurance-Dec.		667.35
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$878.56</u>
Checks:	1		\$878.56		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 11/30/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	11/30/2016	58532 Accounts Payable	Priority Health		69,535.85
	Invoice	Date	Description		Amount
	163200001126	11/30/2016	Dec Ins. Premium		8,889.98
	163200001100	11/30/2016	Dec. Insurance Premium		60,645.87
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$69,535.85
Checks:	1	\$69,535.85			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/01/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	11/30/2016	58533 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		3,487.89
	Invoice	Date	Description		Amount
	187808	11/21/2016	Staples		120.46
	187609	11/21/2016	Staples		120.46
	188331	11/21/2016	Roll Masters		126.10
	188539	11/21/2016	Printer Charges		189.79
	188540	11/21/2016	Copier Charges		2,931.08
Check	11/30/2016	58534 Accounts Payable	BLICK ART MATERIALS		10.00
	Invoice	Date	Description		Amount
	6390622-1	11/21/2016	HS Teaching Supplies		10.00
Check	11/30/2016	58535 Accounts Payable	C/D/H		350.00
	Invoice	Date	Description		Amount
	82453	11/21/2016	Software Development:Website WordPress Configuration For Stabili		350.00
Check	11/30/2016	58536 Accounts Payable	CRYSTAL FLASH ENERGY		1,586.17
	Invoice	Date	Description		Amount
	177137178	11/21/2016	Diesel Fuel		1,586.17
Check	11/30/2016	58537 Accounts Payable	DAVENPORT UNIVERSITY		1,093.00
	Invoice	Date	Description		Amount
	DE201710153	11/21/2016	Dual Enrollment		1,093.00
Check	11/30/2016	58538 Accounts Payable	Encore Technology Group, LLC		2,558.90
	Invoice	Date	Description		Amount
	127387	11/21/2016	Phone Bill		2,558.90
Check	11/30/2016	58539 Accounts Payable	Eric's Lock & Key		11.00
	Invoice	Date	Description		Amount
	2020	11/21/2016	Key By Code Cut		11.00
Check	11/30/2016	58540 Accounts Payable	GALAXY SIGNS & AWARDS		46.00
	Invoice	Date	Description		Amount

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/01/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	2473		11/21/2016	Plaques	46.00
Check	11/30/2016	58541 Accounts Payable	Gallagher Uniform		116.12
	Invoice		Date	Description	Amount
	10498753		11/21/2016	Custodial Towels & Uniforms	55.46
	10499891		11/21/2016	Towel & Uniforms	60.66
Check	11/30/2016	58542 Accounts Payable	Grand River Physical Therapy , Specialists, P.C.		40.00
	Invoice		Date	Description	Amount
	MG111716		11/21/2016	Athletic Trainer Services	40.00
Check	11/30/2016	58543 Accounts Payable	GRAND TRAVERSE RESORT		405.00
	Invoice		Date	Description	Amount
	BSZSY		11/21/2016	Lodging Conference-Jason Smith	405.00
Check	11/30/2016	58544 Accounts Payable	HOWE, TAMMY		21.00
	Invoice		Date	Description	Amount
	MG112916		11/21/2016	ES Teaching Supplies	21.00
Check	11/30/2016	58545 Accounts Payable	KENOWA COMPANIES		379.00
	Invoice		Date	Description	Amount
	33645		11/21/2016	Drained Lawn Sprinkler Systems	379.00
Check	11/30/2016	58546 Accounts Payable	LANSING SANITARY SUPPLY, INC.		1,434.43
	Invoice		Date	Description	Amount
	910638		11/21/2016	Custodial Supplies	876.90
	911395		11/21/2016	Custodial Supplies	146.15
	911608		11/21/2016	Custodial Supplies	411.38
Check	11/30/2016	58547 Accounts Payable	LEADER, JOSHUA		240.00
	Invoice		Date	Description	Amount
	MG112816		11/21/2016	Cell Phone Reimb. July-Dec	240.00
Check	11/30/2016	58548 Accounts Payable	MAS/FPS		85.00
	Invoice		Date	Description	Amount
	MG112216		11/21/2016	Membership Renewal	85.00

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/01/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	11/30/2016	58549 Accounts Payable	METS		6,638.42
	Invoice	Date	Description		Amount
	11296	11/21/2016	Salaries & Fees		6,638.42
Check	11/30/2016	58550 Accounts Payable	MISS DIG SYSTEM, INC.		335.56
	Invoice	Date	Description		Amount
	20171072	11/21/2016	Monthly Membership Fee/ Education Fee/Maintenance Fee		335.56
Check	11/30/2016	58551 Accounts Payable	NAPA AUTO & TRUCK PARTS		440.33
	Invoice	Date	Description		Amount
	783193	11/21/2016	Parts		20.61
	783520	11/21/2016	Parts		93.11
	783587	11/21/2016	Parts		9.92
	783683	11/21/2016	Parts		18.00
	783709	11/21/2016	Parts		180.42
	784046	11/21/2016	Parts		55.21
	784051	11/21/2016	Parts		46.68
	784063	11/21/2016	Parts		16.38
Check	11/30/2016	58552 Accounts Payable	PCMI		9,460.60
	Invoice	Date	Description		Amount
	46969	11/21/2016	Sub Salaries & Fees		3,232.11
	47084	11/21/2016	Salaries & Fees		6,228.49
Check	11/30/2016	58553 Accounts Payable	Peterson, , Dawn		215.96
	Invoice	Date	Description		Amount
	MG112816	11/21/2016	ES Teaching Supplies		47.53
	MG111616	11/21/2016	ES Teaching Supplies		168.43
Check	11/30/2016	58554 Accounts Payable	QUILL CORP.		152.79
	Invoice	Date	Description		Amount
	2018617	11/21/2016	Office Supplies		152.79
Check	11/30/2016	58555 Accounts Payable	SARANAC COMMUNITY SCHOOLS		139.87
	Invoice	Date	Description		Amount
	MG111516	11/21/2016	HS Library Books		139.87

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/01/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	11/30/2016	58556 Accounts Payable	SARANAC COMMUNITY SCHOOLS		84.83
	Invoice	Date	Description		Amount
	CU112816	11/21/2016	Petty Cash Reimbursement		84.83
Check	11/30/2016	58557 Accounts Payable	SARANAC HARDWARE		172.12
	Invoice	Date	Description		Amount
	84255	11/21/2016	Maintenance Supplies		172.12
Check	11/30/2016	58558 Accounts Payable	SCHOLASTIC READING CLUB		130.00
	Invoice	Date	Description		Amount
	2054175613	11/21/2016	Books-Jason Douma-Hidden Like Anne Frank		130.00
Check	11/30/2016	58559 Accounts Payable	SCHOOL SPECIALTY INC.		139.49
	Invoice	Date	Description		Amount
	20811750732	11/21/2016	ES Teaching Supplies		55.99
	208117508697	11/21/2016	HS Office Supplies		83.50
Check	11/30/2016	58560 Accounts Payable	SCHOOL SPECIALTY INC.		83.24
	Invoice	Date	Description		Amount
	208117434009	11/21/2016	Copy Paper 11x17		83.24
Check	11/30/2016	58561 Accounts Payable	SEG WORKERS COMPENSATION FUND		3,480.00
	Invoice	Date	Description		Amount
	MG112316	11/21/2016	Workers Comp Installment		3,480.00
Check	11/30/2016	58562 Accounts Payable	SENTINEL STANDARD		55.00
	Invoice	Date	Description		Amount
	MG111616	11/21/2016	Subscription Renewal		55.00
Check	11/30/2016	58563 Accounts Payable	SMITH, JASON		423.60
	Invoice	Date	Description		Amount
	MG112816	11/21/2016	Mileage		183.60
	240.	11/21/2016	Cell Phone Reimb. July-Dec.		240.00
Check	11/30/2016	58564 Accounts Payable	SMITH, STEPHANIE		41.41
	Invoice	Date	Description		Amount
	MG111816	11/21/2016	ES Teaching Supplies		41.41

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/01/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	11/30/2016	58565 Accounts Payable	SPEEDWAY LLC		407.26
	Invoice	Date	Description		Amount
		MG112116	11/21/2016	Gas District Vehicles	407.26
Check	11/30/2016	58566 Accounts Payable	SUNRISE SUPPLIES, INC.		56.15
	Invoice	Date	Description		Amount
		19061	11/21/2016	Maintenance Supplies	56.15
Check	11/30/2016	58567 Accounts Payable	TASC-CLIENT INVOICES		725.75
	Invoice	Date	Description		Amount
		IN921290	11/21/2016	Admin/Renewal & Claim Card Fees	725.75
Check	11/30/2016	58568 Accounts Payable	THRUN LAW FIRM, P.C.		74.09
	Invoice	Date	Description		Amount
		236278	11/21/2016	Legal Services	74.09
Check	11/30/2016	58569 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		84.20
	Invoice	Date	Description		Amount
		462540	11/21/2016	Parts	84.20
Check	11/30/2016	58570 Accounts Payable	West Michigan International		537.67
	Invoice	Date	Description		Amount
		X101054974:01	11/21/2016	Parts	387.11
		X101055505:01	11/21/2016	Parts	80.18
		X101055506:01	11/21/2016	Parts	26.85
		X101055624:01	11/21/2016	Parts	43.53
GF CHECKING General Fund Checking Totals:			Transactions: 38		\$35,741.85
Checks:	38	\$35,741.85			

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/01/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	11/30/2016	58571 Accounts Payable	M.E.S.S.A.		2,369.82
	Invoice	Date	Description		Amount
	2017-00000222	11/30/2016	Insurance Premium		2,369.82
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$2,369.82
Checks:	1	\$2,369.82			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/05/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	12/02/2016	58572 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
		2017-00000223	12/02/2016	ROTH IRA - ROTH IRA	200.00
Check	12/02/2016	58573 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2017-00000224	12/02/2016	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	12/02/2016	58574 Accounts Payable	HORACE MANN		1,931.34
	Invoice	Date	Description		Amount
		2017-00000225	12/02/2016	H MANN - Horace Mann Insurance	1,931.34
Check	12/02/2016	58575 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2017-00000226	12/02/2016	FOC - Child Support FOC	201.61
Check	12/02/2016	58576 Accounts Payable	STATE OF MICHIGAN		5,948.84
	Invoice	Date	Description		Amount
		2017-00000227	12/02/2016	MI TAX - Michigan Withholding Tax	5,948.84
GF CHECKING General Fund Checking Totals:			Transactions: 5		\$8,362.46
Checks:	5	\$8,362.46			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/06/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	12/06/2016	58577 Accounts Payable	GALLAGHER, SARAH		21.50
	Invoice		Date	Description	Amount
	MG111416		11/07/2016	Title I Teaching Supplies	21.50
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$21.50
Checks:	1		\$21.50		

Saranac Community Schools

Payment Register

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

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
GF CHECKING - General Fund Checking										
EFT										
263	11/14/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$55,702.10			
264	11/18/2016	Open			Accounts Payable	HealthEquity, Inc.	\$2,616.84			
265	11/18/2016	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,763.83			
266	11/18/2016	Open			Accounts Payable	INDEPENDENT BANK	\$147,912.42			
267	11/21/2016	Open			Accounts Payable	INDEPENDENT BANK	\$53.86			
268	11/22/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$94,942.29			
269	11/28/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$58,594.05			
270	12/01/2016	Open			Accounts Payable	Priority Health	\$9,033.96			
271	12/02/2016	Open			Accounts Payable	HealthEquity, Inc.	\$2,616.84			
272	12/02/2016	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,763.83			
273	12/02/2016	Open			Accounts Payable	INDEPENDENT BANK	\$162,331.89			
Type EFT Totals:										
GF CHECKING - General Fund Checking Totals							11 Transactions	\$537,331.91		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	11	\$537,331.91	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	11	\$537,331.91	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	11	\$537,331.91	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	11	\$537,331.91	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	11	\$537,331.91	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	11	\$537,331.91	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	11	\$537,331.91	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	11	\$537,331.91	\$0.00

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Gifts

Here are the latest gifts received from various people and organizations.

From	Donation for:	Amount
Saranac Jr/Sr High Band	Banner Sponsorship Program	\$ 500.00
Saranac Jr/Sr High Band	Banner Sponsorship Program	\$ 200.00
Saranac Promise	Donation	\$ 50.00
Saranac Promise	Donation	\$ 1,000.00
Parent Teacher Student Organization	Donation	\$ 500.00
Saranac Promise	Donation	\$ 10,000.00
Saranac Promise	Donation	\$ 500.00
Steven Simpson Scholarship	Donation	\$ 100.00
Saranac Elementary P.E. Dept	Donation	\$ 50.00
Saranac Promise	Donation	\$ 775.00
Total This Month		\$ 13,675.00
Total Gifts for 2016-2017 Including This Month		\$ 86,074.10

TO: Board of Education
 FROM: Maury Geiger, Superintendent
 SUBJECT: Set Meeting Dates
 POLICY: 0150 – (Board) Meetings

The Board of Education shall organize annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the third Thursday in January at a meeting held for that purpose.

A motion shall be made to designate a day, place, and time for regular meetings which shall be held at least once every month.

Here is a schedule of Thursday board meeting dates for calendar year – 2017.

The first meeting of the month is a workshop, the second meeting is action:
 I have listed the 1st and 3rd Thursdays; you may want to look at the attached calendar and switch dates that have the 5 Thursdays.

Spring Break is the week of April 3-7. Usually in July we only have 1 meeting, so you may want to take a look at those dates as well.

March has 5 Thursdays
 June has 5 Thursdays
 August has 5 Thursdays
 November has 5 Thursdays

1/5/2017	1/19/2017
2/2/2017	2/16/2017
3/2/2017	3/16/2017
4/6/2017	4/20/2017
5/4/2017	5/18/2017
6/1/2017	6/15/2017
7/6/2017	7/20/2017
8/3/2017	8/17/2017
9/7/2017	9/21/2017
10/5/2017	10/19/2017
11/2/2017	11/16/2017
12/7/2017	12/21/2017

TO: Board of Education
FROM: Maury Geiger, Superintendent
SUBJECT: Neola Policy Updates

We will be reviewing the following Neola Policy's updates – 2nd Reading:

- 1619 – Group Health Plans (Administration)
- 1619.02 – Privacy Protections of Fully Insured Group health Plans (Administration)
- 1619.03 – Patient Protection and Affordable Care Act (Administration)
- 2628 – State Aid Incentives (Program)
- 3142 – Probationary Teachers (Professional Staff)
- 3419 – Group Health Plans (Professional Staff)
- 3419.02 – Privacy Protections of Fully Insured Group Health Plans (Professional Staff)
- 3419.03 – Patient Protection and Affordable Care Act (Professional Staff)
- 4419 – Group Health Plans (Support Staff)
- 4419.02 – Privacy Protections of Fully Insured Group Health Plans (Support Staff)
- 4419.03 – Patient Protection and Affordable Care Act (Support Staff)
- 5830 – Student Fund-Raising (Students)
- 6605 – Crowdfunding (Finances)
- 8321 – Criminal Justice Information Security (Operations)
- 9700 – Relations with Special Interest Groups (Relations)

NEW POLICY - VOL. 31, NO. 1

GROUP HEALTH PLANS

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[X]

The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents. The group health plans are delineated in each employee contract.

policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

ADMINISTRATION
1619.02/page 1 of 4

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

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- A. Medical Plan
- B. Prescription Drug Plan
- C. Dental Plan
- D. Vision Plan

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic Protected Health Information in accordance with the HIPAA Security Rule.

~~The Board hereby appoints the Finance Director to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to perform an information technology risk analysis and to develop risk management procedures, if necessary.~~

policy

BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT

ADMINISTRATION
1619.02/page 2 of 4

~~The Board hereby appoints the Finance Director to serve as the Security Official of the group health plan shall review the insurer's internal policies and procedures implementing various security measures required by the HIPAA Security Rule with respect to electronic Protected Health Information.~~ All of the group health plans' functions are carried out by the insurer and the insurer owns and controls all of the equipment and media used to create, maintain, receive, and transmit electronic Protected Health Information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule. ~~The Security Official may elect to utilize, as administrative guidelines, the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information, as appropriate.~~

~~The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.~~

~~[X] The Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official in connection with the performance of their delegated duties for the group health plans, except to the extent that any liability is imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official as defined by law.~~

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended

policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

ADMINISTRATION
1619.02/page 3 of 4

for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.

- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

[29 C.F.R. Part 1635](#)

[42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act](#)

[45 C.F.R. 160.102\(a\), 164.530\(g\), 164.530\(h\), 164.530\(j\), 164.530\(k\), 164.404](#)

[45 C.F.R. 164.406, 164.408, 164.502, 164.520\(a\)](#)

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**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

ADMINISTRATION
1619.02/page 4 of 4

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- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

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45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

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NEW POLICY - VOL. 31, NO. 1

PATIENT PROTECTION AND AFFORDABLE CARE ACT

The Board of Education acknowledges that the Patient Protection and Affordable Care Act (“ACA”) imposes certain obligations upon the District. Such obligations may include the following:

- A. The District shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee’s employment start date. Sample form notices are available from the U.S. Department of Labor at:

<http://www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html>

- B. Employees of the District have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the District enrolls in the Health Insurance Marketplace and receives a subsidy, then the District may be liable for a penalty.

In event that the District concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the District shall incur the potential penalty.

29 U.S.C. 218B
26 U.S.C. 4980H

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BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT

PROGRAM
2628/page 1 of 2

STATE AID INCENTIVES

The Board of Education, in its efforts to provide a quality education for the students of this District, shall review annually the State School Aid Act to determine any programs or incentives that offer additional revenues.

The Superintendent shall examine the requirements for each of the programs or incentives to determine which are feasible for this District and provide the Board with the necessary resolutions for those selected.

[X] At Risk Funding

The State School Aid Act provides Section 31a funding for instructional and pupil support services who meet the at-risk identification characteristics specified.

At-risk characteristics include low achievement on State- or local-administered assessments in mathematics, English language arts, social studies or science; failure to meet proficiency standards in reading by the end of 3rd grade or career and college readiness for high school students at the end of 12th grade; a victim of child abuse or neglect; is a pregnant teenager or teenage parent; has a family history of school failure, incarceration or substance abuse; is a pupil in a priority or priority successor school; and in the absence of State or local assessment data, meets at least two or more identified risk factors.

Section 31a funds are limited to instructional services, and direct non-instructional services to pupils. They may not be used for administration or other related costs. The District shall implement multi-tiered systems of support, as required, in order to access such funding.

policy

BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT

PROGRAM
2628/page 2 of 2

Annually, the Superintendent shall allocate such funding to appropriate programs and services based on District priorities. Section 31a funds may be used to provide an anti-bullying or crisis intervention program.

State School-Aid Act

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State School-Aid Act

policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

PROFESSIONAL STAFF
3142/page 1 of 2

PROBATIONARY TEACHERS

The Board of Education recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of this District. The Board shall discharge that obligation by retaining in service only those probationary teachers who meet those standards.

Teachers, new to the District, who have not previously acquired tenure in the State of Michigan, will be in a probationary status for the first five (5) years of employment before becoming eligible for tenure in the District, except as provided below. A teacher must receive ratings of Effective or Highly Effective on the last three (3) annual performance evaluations to achieve tenure.

Probationary teachers who are rated highly effective on the annual performance evaluation in years 2, 3 and 4 achieve tenure after four (4) years. ~~Any probationary teacher under contract prior to July 19, 2011, is in a probationary period for only four (4) years.~~ Any teacher having tenure in the district as of July 19, 2011, will not be required to serve additional probation.

Teachers, new to the District, who have previously acquired tenure in any other Michigan school district, shall be required to serve no more than two (2) years of probation before becoming eligible for tenure in the District but may, at the Board's option, be placed immediately on continuing tenure.

The Superintendent shall ensure that all probationary teachers are provided an Individualized Development Plan, evaluated in a timely manner by appropriate administrators, notified of areas of which performance is not meeting expectations, and are provided assistance in improving their performance.

policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

PROFESSIONAL STAFF
3142/page 2 of 2

The Board shall annually review the performance of all probationary teachers by a date adequate to ensure timely compliance with all statutory, contractual, and other applicable timelines. The Superintendent shall provide to the Board a written recommendation with regard to each such teacher specifically noting the extent to which the probationary teacher's performance is meeting District expectations. On the basis of its review, the Board may, in its discretion, (1) non-renew employment based on ineffective performance; or (2) continue the probationary period of employment if not otherwise eligible for tenure (not to exceed the statutory probation periods). The Board's review of such recommendation shall comply with all applicable statutory, contractual, or other legal requirements.

The Superintendent shall ensure that appropriate notices of the Board's actions are timely sent and delivered to all affected probationary teachers. The Superintendent shall further ensure that appropriate guidelines are drafted implementing the requirements of the Teacher Tenure Act.

A teacher who is in a probationary period may be dismissed from his/her employment by the Board at anytime.

M.C.L. 38.81 et seq.

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REPLACEMENT POLICY - VOL. 31, NO. 1

GROUP HEALTH PLANS

The Board of Education shall have discretion to establish and maintain group health plans for the benefit of eligible employees. The definition of group health plans as used in this policy may include, but is not limited to, major medical, prescription drug, dental and/or vision plans. These group health plans may provide certain health benefit plans to employees as permitted by law.

[OPTION #1]

The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents.

Eligible employees who have coverage through the employer of a working spouse may receive additional compensation if they waive the District's medical coverage. Eligible employees who waive the medical coverage will be paid an additional monthly () quarterly compensation as determined by the collective bargaining agreement equal to ___% of the cost of single medical coverage for that employee, with the understanding that this additional compensation is subject to FICA and Federal, State and local income tax. To receive this compensation, the eligible employee must provide the District with proof of medical coverage provided by the spouse's employer. **[This policy should be adopted only if the District has established a flexible benefit plan qualified by the Internal Revenue Service].**

policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

PROFESSIONAL STAFF
3419.02/page 1 of 4

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured group health plans:

- A. Medical Plan
- B. Prescription Drug Plan
- C. Dental Plan
- D. Vision Plan

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic Protected Health Information in accordance with the HIPAA Security Rule.

~~The Board hereby appoints Finance Director to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to perform an information technology risk analysis and to develop risk management procedures, if necessary.~~

policy

BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT

PROFESSIONAL STAFF
3419.02/page 2 of 4

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The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.

[X] The Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official in connection with the performance of their delegated duties for the group health plans, except to the extent that any liability is imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official as defined by law.

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policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

PROFESSIONAL STAFF
3419.02/page 3 of 4

last was in effect, whichever is later.

- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

45 C.F.R. 160.102(a), 164.530(g), 164.530(h), 164.530(j), 164.530(k), 164.404

45 C.F.R. 164.406, 164.408, 164.502, 164.520(a)

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**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

PROFESSIONAL STAFF
3419.02/page 4 of 4

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NEW POLICY - VOL. 31, NO. 1

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29 U.S.C. 218B
26 U.S.C. 4980H

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REPLACEMENT POLICY - VOL. 31, NO. 1

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policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

SUPPORT STAFF
4419.02/page 1 of 4

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policy

BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT

SUPPORT STAFF
4419.02/page 2 of 4

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**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

SUPPORT STAFF
4419.02/page 3 of 4

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[29 C.F.R. Part 1635](#)

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[45 C.F.R. 164.406, 164.408, 164.502, 164.520\(a\)](#)

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**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

SUPPORT STAFF
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NEW POLICY - VOL. 31, NO. 1

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29 U.S.C. 218B
26 U.S.C. 4980H

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policy

BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT

STUDENTS
5830/page 1 of 4

STUDENT FUND-RAISING

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. "Student fund-raising" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, whose funds are managed by the District, may be permitted in school by the principal. Such fund-raising off school grounds may be permitted by the Superintendent. For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, and also be consistent with requirements set forth in Policy 8500 - Food Services.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Superintendent.

Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the

Board.

Superintendent.

[OPTION #1]

policy

BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT

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The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.

[END OF OPTION #1]

OR

[OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

(X) of the Superintendent.

OR

() of the Board upon the recommendation of the Superintendent.

All crowdfunding activities are subject to AG 6605.

[END OF OPTION #2]

policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

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All other fund-raising shall be done in accordance with Board Policy 9700.
M.C.L. 380.1272b
7 C.F.R. Parts 210 and 220
42 U.S.C. 1779

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policy

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SARANAC COMMUNITY SCHOOL DISTRICT**

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The Superintendent shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. limit the number of fund-raising events.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

7 C.F.R. Parts 210 and 220

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NEW POLICY - VOL. 31, NO. 1

CROWDFUNDING

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. “Crowdfunding” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

~~[DRAFTING NOTE: SELECT OPTION #1 or OPTION #2]~~

~~[] — [OPTION #1]~~

~~The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.~~

~~[END OF OPTION #1; END OF POLICY]~~

OR

| [OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

| of the Superintendent.

OR

() of the Board upon the recommendation of the Superintendent.

All crowdfunding activities are subject to AG 6605.

[END OF OPTION #2; END OF POLICY]

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policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

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CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The Superintendent shall be designated as the District's Security Officer and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the incident response reporting procedures;
4. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;

policy

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5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police.

C. Agency User Agreements

The District shall enter into any User Agreement required, and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

D. Personnel Security

All individuals that have access to any criminal justice information shall be subject to the following standards:

1. Background Checks - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information.
 - a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.

policy

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- b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.
 - c. Support personnel, contractors, vendors and custodial workers with access to physically secure locations or controlled areas (during criminal justice information processing) are subject to the same clearance standards as other individuals with access, and must unless they are be escorted by authorized personnel at all times when in these locations or areas.
2. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access permanently suspended.
3. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
4. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be an employee of the District.

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5. Termination of Employment/Access - Upon termination of employment, all access to criminal justice information shall be terminated for that individual, and steps taken to assure security of such information and any systems at the District to access such information.
6. Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information. within the twenty-four (24) hour period immediately following the transfer or reassignment.
7. Contractors and Vendors¹ - Prior to granting access to criminal justice information to a contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) or national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify a contractor or vendor for access to criminal justice information. A contractor or vendor with misdemeanor offense(s) may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

¹ For purposes of Section D.(7.), contractors and vendors are individuals who act on behalf of the District, work on a regular or continuous basis in the District, and are involved in the hiring process of District employees. For example, this might be a third-party provided manager or support staff person working in the personnel department. It does not authorize third party contractors or vendors to directly

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perform the criminal background checks in lieu of the District, or to access criminal justice information for the contractor's or vendor's own review.

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E. Media Protection

Access to ~~electronic-digital~~ and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring process of District employees, including contractors and vendors who act on behalf of, and work on a regular and continuous basis in, the District, shall be authorized to access ~~electronic-digital~~ and physical media containing CHRI.

1. Media Storage and Access – All ~~electronic-digital~~ and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all ~~electronic-digital~~ CHRI background data shall be encrypted.
2. Media Transport – ~~Electronic-digital~~ and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. It shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual. To the extent possible, ~~electronic-digital~~ media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process.

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3. Media Disposal/Sanitization – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years.
 - a. Electronic-DigitalMedia - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. Physical Media – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)

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F. CHRI Background Check Consent and Documentation

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent—properly signed and dated—at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as an offer letter, job posting indicating successful candidate, Board minutes of approved hiring for particular position, etc.

G. Controlled Area/Physical Protection

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a physically secure and controlled area, which shall be a designated office, room, ~~or area, or lockable storage container~~. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for ~~electronic~~ digital storage of criminal justice information. (See AG 8321)

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H. Passwords (Standard Authentication)²

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)
5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

I. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through the Michigan State Police or a program approved by the Michigan State Police. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.)

²Applicable to districts that maintain CHRI within ~~an electronic~~ a digital system of records, such as ~~an electronic~~ a digital database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.

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J. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency, and name of the individual at the agency.in to which the information was released;
6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

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K. Auditing and Accountability Retention

~~The District shall retain audit records (position description, consent, and CHRI for both applicants that are hired and those that are not) for at least 365 days. Audit records must continue to be maintained until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes. This includes, for example, retention and availability of audit records subject to Freedom of Information Act (FOIA) requests, subpoena, litigation hold and law enforcement actions.~~

The District's information system shall produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. In the event the District does not use an automated system, manual recording of activities shall still take place.

The following events shall be logged:

1. Successful and unsuccessful system log-on attempts.
2. Successful and unsuccessful attempts to:
 - a. access permission on a user account, file, directory or other system resource;
 - b. create permission on a user account, file, directory or other system resource;
 - c. write permission on a user account, file, directory or other system resource;

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- d. delete permission on a user account, file, directory or other system resource;
 - e. change permission on a user account, file, directory or other system resource.
 - 3. Successful and unsuccessful attempts to change account passwords.
 - 4. Successful and unsuccessful actions by privileged accounts.
 - 5. Successful and unsuccessful attempts for users to:
 - a. access the audit log file;
 - b. modify the audit log file;
 - c. destroy the audit log file.

The following content shall be included with every audited event: 1) date and time of the event; 2) the component of the information system (e.g., software component, hardware component) where the event occurred; 3) type of event; 4) user identity; and 5) outcome (success or failure) of the event.

Audit Monitoring, Analysis and Reporting - The District shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, to investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week, and should be increased if volume indicates an elevated need for audit review.

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Time Stamps - The District's information system shall provide time stamps for use in audit record generation. The time stamps shall include the date and time values generated by the internal system clocks in the audit records.

Protection of Audit Information - The District's information system shall protect audit information and audit tools from modification, deletion and unauthorized access.

Audit Record Retention - The District shall retain audit records for at least one (1) year. Once the minimum retention time period has passed, the District may continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes.

Ref: Criminal Justice Information Services - Security Policy (Version 5.2, 2013),
U.S. Dept. of Justice and Federal Bureau of Investigation
Noncriminal Justice Agency Compliance Audit Review, Michigan State
Police, Criminal Justice Information Center, Audit and Training Section
Conducting Criminal Background Checks, Michigan State Police, Criminal
Justice Information Center

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RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

A. **Political Interests**

All materials or activities proposed by outside political sources for student or staff use or participation shall be reviewed by the Superintendent on the basis of their educational contribution to part or all of the school program, benefit to students, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political messages or are designed to persuade students or staff members to acquire a particular product or service offered by a named individual, company, organization, association, or agency. Professional staff may, however, utilize political materials or those provided by special interest-groups in adopted courses of study with the approval of the principal.

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School facilities or equipment may not be used as a means of producing or disseminating to the community any materials that advertise or promote a political party, a political cause, or the candidacy of an individual for public office. Students and employees of the Board shall not be used to distribute campaign literature within the schools or on school grounds.

B. Contests/Exhibits

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. interrupt the regular school program;
4. involve any direct cost to the District;

unless the student body as a whole derives benefit from such activities;

5. cause the participants to leave the School District, unless:
 - a. the Board's Policy 2340 - Field and Other District-Sponsored Trips has been complied with in all aspects;
 - b. the Administration has granted special permission;
 - c. the parents of a minor student have granted their permission.

policy

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C. **Distribution/Posting of Literature**

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent.

The Superintendent shall establish administrative guidelines which ensure that:

1. criteria established in Policy 5722 - Student Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;
2. distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated, collectively-bargained agreements;
3. the school mail system is not used by students or staff for distribution of nonschool-related materials;
4. no materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the Superintendent;
5. the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated;

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6. flyers and notices from outside non-profit organizations may be made available for students in the school building's office, under the following circumstances:
 - a. the flyer/notice publicizes a specific community activity or event that is age-appropriate for the students that attend the school;
 - b. the organization submits the number of copies of the flyer that it wants placed in the school building office.

No student shall be required to take any of the flyers/notices placed in the literature/distribution rack/table, and the rack/table shall contain a clear notice that the Board does not support or endorse any of the organizations and/or activities/events identified in the flyers/notices.

D. **Solicitation of Funds**

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations, ~~or individuals,~~ or staff members who meet the permission criteria established in the District's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830, no District student may participate in the solicitation without the Superintendent's approval.

1. The Board disclaims all responsibility for the protection of, or accounting for, such funds.
2. Solicited funds are not to be deposited in any regular or special accounts of the District.

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3. A copy of this policy as well as the relevant administrative guidelines shall be given to any individual granted permission to solicit funds on District property.
4. This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the

Board.

Superintendent.

[OPTION #1]

The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.

[END OF OPTION #1]

OR

[OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

of the Superintendent.

OR

of the Board upon the recommendation of the Superintendent.

All crowdfunding activities are subject to the procedures/guidelines in AG 6605.

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[END OF OPTION #2]

E. **Prizes/Scholarships**

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this District. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the Board of Education, Superintendent or principal.
3. The principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

F. **Sale of School Supplies**

In determining the appropriateness of the sale of school supplies by organizations other than the School District, the Board requires that:

1. the organization have a purpose which will benefit the School District and its students;

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2. the organization's planned activities are clearly in the best interest of the School District and its students;

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

G. Surveys and Questionnaires

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released.

Students shall not be required to complete surveys to provide marketing information to vendors, or distribute to vendors any personal information of students, including but not limited to names, addresses, and telephone numbers, except as may be required by law. In addition, the District shall not enter into any contract for products or services, including electronic media services, where personal information will be collected from the students by the providers of the services.

See also Policy 2416 and AG 2416

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Neola Policy Updates

We will be reviewing the following Neola Tech Policy's updates – 1st Reading:

0100 – Revised Definitions

7540 – Property

7540.01V2 – Technology Privacy (Property)

7540.02– Content Services and Apps (Property)

REVISED DEFINITIONS - TECHNOLOGY UPDATE

DEFINITIONS

~~The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Michigan. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.~~ Whenever the following items are used in these () bylaws and policies (X) bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Web Services

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices (“PCDs”) include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, () telephone paging devices (e.g., beepers or pagers), (X) and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education.
(See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0170)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District. Responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes.

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

REVISED POLICY - TECHNOLOGY UPDATE

COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations ~~within the school system.~~

[] ~~However, the Students' use of the District's network and Technology Resources (see definitions in Bylaw 0100) by students is a privilege, not a right. As a prerequisite, s~~Students and their parents must sign and submit a *Student Network and Internet Technology Acceptable Use and Safety* form (**X**) annually. (See also, Policy 7540.03)

The Superintendent shall develop ~~()~~, recommend for approval by the Board, [NOTE: END OF OPTION] and implement

~~(-) — implement~~

~~(-) — recommend for approval by the Board~~

a written District Technology Plan (DTP). One (1) of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations. () The Board will financially support, as the budget permits, the DTP, including recommendations to provide new and developing technology for students and staff. [NOTE: END OF OPTION]~~Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.~~

[X] The Superintendent shall create a District Strategic Planning (DSP) Technology Governance Committee (see AG 7540B) to oversee and guide the development of the DTP. The Superintendent shall appoint individuals to the (DSP) Technology Governance Committee that include representatives of all educational, administrative and business/operational areas in the District.

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of District Technology Resources, as well as inform both staff and students about disciplinary actions that will be taken if its Technology Resources are abused in any way or used in an inappropriate, illegal, or unethical manner. See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety.

The Superintendent (**X**), in conjunction with the Technology Director, **[NOTE: END OF OPTION]** shall review the DTP and

(X) report

(+) recommend the approval of

any changes, amendments, or revisions to the Board. ~~(+) annually.~~

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection).

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District Board policy, and learning appropriate responses if they ~~are victims of~~ experience cyberbullying.

For purposes of this policy, social media is defined as Internet-based applications that facilitate communication (e.g., interactive/two-way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." [Quote from Ron Jones of Search Engine Watch] Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

[CHOOSE ONE OF THE ~~TWO~~ **THREE** OPTIONS, IF DESIRED]

[] [OPTION 1]

~~Social media shall be defined as internet based applications (such as Facebook, My Space, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal.~~

Staff may use social media for business-related purposes. Authorized staff may use District Technology Resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business-related purposes is subject to Michigan's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 – Public Records and AG 8310A – Public Records.

Instructional staff and their students may use District Technology Resources to access and use social media for educational purposes, provided the Principal approves, in advance, such access and use.

~~However, personal~~ Students must comply with Policy 7540.03 and Policy 5136 when using District Technology Resources to access and/or use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students Similarly, staff must comply with Policy 7540.04 and Policy 7530.02 when using District Technology Resources to access and/or use social media.

~~(+) and staff members~~

~~to discipline in accordance with Board policy.~~

[END OF OPTION #1]

OR

[OPTION 2]

~~Social media shall be defined as internet based applications (such as Facebook, My Space, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board prohibits students and staff members from using District Technology Resources to access and/or use any access and use of social media by students.~~

~~(+) and staff members~~

~~from the District's network.~~

[END OF OPTION #2]

OR

[OPTION 3]

The Board prohibits students from using District Technology Resources to access and/or use social media.

Staff may use social media for business-related purposes. Authorized staff may use District Technology Resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business-related purposes is subject to Michigan's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 - Public Records, AG 8310A - Public Records, and AG 8310D - Records Retention and Disposal.

Staff must comply with Policy 7540.04 and Policy 7530.02 when using District Technology Resources to access and/or use social media.

[END OF OPTION #3]

[END OF OPTIONS]

~~{ } — The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.~~

~~The Superintendent shall review the DTP and~~

~~{ } — report~~

~~{ } — recommend the approval of~~

~~any changes, amendments or revisions to the Board annually.~~

REVISED POLICY - TECHNOLOGY UPDATE
Version - 2

TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All District Technology Resources (as defined in Bylaw 0100) ~~computers, telephone systems, electronic mail systems, and voice mail systems~~ are the Board's property and are intended to be used primarily for business purposes. The Board retains the right to access and review all Information Resources (as defined in Bylaw 0100), including but not limited to electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have ~~should have~~ no expectation that any personal information/data maintained, stored, or transmitted contained on or through such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. () All passwords or security codes must be registered with the Board. [END OF OPTION] A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

~~Computers, electronic mail, and voice mail~~ District Technology Resources are to be used only for business and educational purposes. ~~Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.~~

[CHOOSE OPTION #1 or OPTION #2]

[] [OPTION #1]

No personal messages should be exchanged via Board-owned technology. Because District Technology Resources are to be used solely for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

Staff members are encouraged to keep their personal records and personal business at home.

[END OF OPTION #1]

[X] [OPTION #2]

Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because District Technology Resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

[END OF OPTION #2]

[END OF OPTIONS]

~~Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.~~

Version - 2

District Technology Resources must be used properly.~~The Board is interested in its resources being properly used.~~ Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if files/e-mail/voice mail constitutes a public record or if the the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All District Technology Resources and District Information Resources~~computers and any information or software contained therein~~ are the property of the Board. Staff members shall not copy, delete, or remove any information/~~or~~ data contained on District Technology Resources~~the Board's computers/servers~~ without the express permission of the Superintendent,~~or designee~~ or communicate any such information to unauthorized individuals. In addition, staff members may not copy software onto any District Technology Resources~~Board computer~~ and may not bring software from outside sources for use on District Technology Resources~~Board equipment~~ without the prior approval of the _____. Such pre-approval shall will include a review of any copyright infringements or virus problems associated with such outside software.

REVISED POLICY - TECHNOLOGY UPDATE

DISTRICT-WEB CONTENT, PAGES SERVICES AND APPS

Creating Web Pages/Sites/Services and Apps

~~The Board of Education authorizes the creation of websites by employees and students of the School District to be published on the World Wide Web. The creation of websites by students must be done under the supervision of a professional staff member. These websites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and is subject to prior approval of the Superintendent or designee.~~

The Board of Education authorizes staff members

() and students

to create web content, services and apps that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet. For purposes of this policy, an app is defined as a self-contained program or piece of software that enables the user to perform a specific task.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPAA)), and reflect the professional image/brand of the District, its employees, and students. Web content, series and apps must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

() Student-created web content, services and apps are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

() The creation of web content, services and apps by students must be done under the supervision of a professional staff member.

The purpose of web content, services and apps hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services and apps:~~such websites is to educate, inform, and communicate. The following criteria should be used to guide the development of such websites:~~

A. **Educate**

~~Content provided in the website~~ should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

B. **Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. **Communicate**

~~Content may provide an avenue to communicate with the community.~~Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the Board's website(s) or web services and apps pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, ~~Children's Internet Protection Act~~CIPA, Section 504, ADA, and Children's Online Privacy Protection Act (COPPA)). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is a District-created web content, site services or apps to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content pages contained on the District's website may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a website of another organization if the other website includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

[] Under no circumstances is a staff member-created web content, page/site, services or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the The Board-specified-maintains-its-own website, service or app (e.g., _____ [Progressbook]) ~~that employees are required to use~~ for the purpose of conveying information to students and/or parents.

[] Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest or MySpace pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

[] If a staff member creates a web content, page/site services or apps related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

[] Unless the web content, page/site-service or app contains student personally identifiable information, Board websites, services and apps that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), services and apps ~~created pursuant to this policy.~~

Web content, Pages-services and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), services and apps must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, services and apps by staff () and students.~~permissible for web site use.~~

The Board retains all proprietary rights related to the design of web content, sites services and apps ~~and/or pages~~ that are hosted on the Board-owned 's servers, or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

[SELECT OPTION #1 or OPTION #2]

_____ [OPTION #1]

_____ The Board requires the () Superintendent () _____ pre-approve each web service and/or app that a teacher intends to use to supplement and enhance student learning. To be approved, the web service or app must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

[END OF OPTION #1]

_____ [OPTION #2]

_____ A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the () Superintendent () _____ that the web service or app has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

[END OF OPTION #2]

The Board further requires

_____ the use of a Board-issued e-mail address in the login process.

_____ prior written parental permission to use a student's personal e-mail address in the login process.