

Saranac Community School

Board of Education Agenda

Regular Meeting

January 5, 2017

7:00 PM

Library, Saranac Jr/Sr High School

1. Call to Order_____	
2. Pledge of Allegiance	
3. Oath of Office - Kevin Courtnay, Brent Denny, Roy Hawkins & Kirk Jackson	2
4. Elect Acting Chairperson	3
5. Appoint Temporary Secretary	
6. Annual Organizational Meeting Nomination and Election of Officers:	
a. President	
b. Vice-President	
c. Secretary	
d. Treasurer	
7. Approval of Minutes	4
8. Additions & Deletions to the Agenda	
9. Comments from Guests - Agenda Items	
10. Board Committees	7
11. Board Compensation	11
12. Appoint School Attorney	13
13. Meeting Schedule for Calendar Year - 2017	18
14. Reports/Presentation Items	
a. NEOLA Policy Tech Updates - 2nd Reading	20
15. Comments from Guests - Non Agenda Items	
16. Superintendent's Report	
17. Board Requests/Reports	
18. Communications	
19. Closed Session for Negotiations Purposes	
20. Other	
21. 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

Maury Geiger, Superintendent
225 Pleasant Street
Saranac, Michigan 48881

www.saranac.k12.mi.us

Telephone 616-642-1400
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OATH OF OFFICE – SCHOOL BOARD MEMBER

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of this state and that I will faithfully discharge the duties of the office of Member of the board of Education of Saranac Community Schools, Ionia County, Michigan according to the best of my ability.

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Election of Acting Chairperson:

Motion by _____, supported by _____ and unanimously approved that the Saranac Board of Education appoint _____ as acting Chairperson until the election of the President is decided.

Acting Chairperson, _____ appointed _____ as temporary Secretary until such time as the Secretary of the Board of Education has been elected.

We will now move to the Annual Organizational Meeting and begin with the Nomination and Election of the President.

Motion by _____, supported by _____ that _____ be nominated for **President** of Saranac Board of Education for calendar year 2017.

Discussion: Yes _____ No _____

Roll Call Vote: Yes _____ No _____

Motion by _____, supported by _____ that _____ be nominated for **Vice-President** of Saranac Board of Education for calendar year 2017.

Discussion: Yes _____ No _____

Roll Call Vote: Yes _____ No _____

Motion by _____, supported by _____ that _____ be nominated for **Secretary** of Saranac Board of Education for calendar year 2017.

Discussion: Yes _____ No _____

Roll Call Vote: Yes _____ No _____

Motion by _____, supported by _____ that _____ be nominated for **Treasurer** of Saranac Board of Education for calendar year 2017.

Discussion: Yes _____ No _____

Roll Call Vote: Yes _____ No _____

Saranac Community Schools
Board of Education
Meeting #32

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, December 15, 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 7:04 p.m.

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

Steve LaWarre led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated December 1, 2016; Finance Committee Minutes dated December 13, 2016 were approved as presented.

TREASURER'S REPORT: The Treasurer's Report for November was accepted as presented.

ADDITIONS & DELETIONS TO THE AGENDA: Superintendent Geiger reported there was nothing new with negotiations so this was deleted from the agenda.

COMMENTS FROM GUESTS – AGENDA ITEMS: None

PRESENT SCHOOL BOARD RESOLUTIONS: This is the last meeting for school board member Chris Coulson who served for 16 years and for Steve LaWarre who served for 8 years. They were presented with School Board Resolutions and thanked them for their many years of outstanding service to the district and community.

WHEREAS: Mr. Chris Coulson has so effectively served on the Saranac Board of Education for the past 16 years where he has served as Trustee, Treasurer, and President, and

WHEREAS: He is a diligent supporter of our schools, and has unselfishly dedicated himself to helping provide the best education possible for our students, tirelessly working to bring positive involvement and always for what's best for the students of Saranac Community Schools, and

WHEREAS: He will long be remembered for his dedication, leadership and professionalism. His knowledge, energy, and enthusiasm have been an asset to the Board, and

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing Chris Coulson for commendable service to the Saranac Community School District, and expresses its profound appreciation to him for exemplary service. We are justifiably proud to know him, and to have served on this Board of Education with him.

.....

WHEREAS: Mr. Steve LaWarre has so effectively served on the Saranac Board of Education for the past 9 years where he has served as Trustee, Vice President, President and Secretary, and

WHEREAS: He is a person with the ability to sense the needs and feelings of others, tirelessly working to bring positive involvement and always for what's

best for the students of Saranac Community Schools, and

WHEREAS: He has a genuine concern and commitment to make the best education possible available to each and every student, and will long be remembered for his dedication, leadership and professionalism. His knowledge, energy, and enthusiasm have been an asset to the Board, and

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing Steve LaWarre for meritorious service to the Saranac Community School District, and expresses its profound appreciation to him for exemplary service. We are justifiably proud to know him, and to have served on this Board of Education with him.

.....
APPROVAL OF ACTION ITEMS – CONSENT AGENDA: Board member, Ted VanKuiken did mention that one of the bills paid was for services from his parents business and that it would not affect his vote.

Motion by LaWarre, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the Consent Agenda Items as listed below:

- Bills Paid from General Fund for September/October: \$707,903.95
- Accept Gifts totaling \$13,675.00
- Set Board Organizational Meeting Date for Thursday, January 5, 2017

NEOLA POLICY UPDATES: This is the 2nd reading of updated NEOLA policies reviewed, and the 1st reading of NEOLA Technology updates reviewed. The Technology updates will be brought back at the January 5 meeting for a 2nd review, and then both updates will be approved at the 2nd meeting in January.

COMMENTS FROM GUESTS – NON AGENDA ITEMS: None.

SUPERINTENDENT’S REPORT: Mr. Geiger reported The Better Together 4 Saranac and Saranac Community Schools partnered and hosted a Christmas dinner at the Saranac Housing Complex on December 14 at 6 pm. The Girls Scouts and the Boy Scout Troops also participated in helping with the dinner.

Tomorrow Mr. Geiger will be taking board members Sarah Doll, David Price and Kirk Jackson to a workshop on the proposed components of the nation’s new federal education law; the Every Student Succeeds Act (ESSA) at Kent ISD.

BOARD REQUESTS/REPORTS: The Consumers Energy Project is still gathering information to begin the project here at the school district. They have been looking at the districts blueprints and will be back on December 28 & 29th to complete the energy audit.

The Promise Campaign sent out a large mailing to area residents in hopes of getting donations.

COMMUNICATIONS: None

APPROVE EXECUTIVE SESSION MINUTES: The board approved the Executive Session Minutes dated December 1, 2016 as written.

OTHER: Board members, Steve LaWarre and Chris Coulson voiced their gratitude for serving on the school board and thanked everyone.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 7:35 p.m.

Respectfully submitted,

Steve LaWarre
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Board Committees

POLICY: 0155

The board may establish committees at the beginning of each year. The committees listed normally have three board members assigned by the President of the board.

- Saranac Education Association (SEA)
 - a.
 - b.
 - c.

- Saranac Education Support Association (SESA)
 - a.
 - b.
 - c.

- Administrative & Support Staff
 - a.
 - b.
 - c.

- Finance Committee
 - a.
 - b.
 - c.

bylaw

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

BYLAWS
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ORGANIZATION

0151 **Organizational Meeting - Election of Officers, Committee Appointments and 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. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a temporary chairperson, who shall in turn serve until the election of a President.

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

M.C.L. 168.302

0152 **Officers**

The Board shall elect a President and Vice-President as well as a Secretary and Treasurer.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

M.C.L. 380.11a

bylaw

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

BYLAWS
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0154 **Organizational Meeting – Business Matters**

The Board shall, at the organizational meeting in July:

- A. designate depositories for school funds; M.C.L. 380.1221
- B. designate person authorized to invest funds;
- C. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- D. designate School District attorney;
- E. determine Board compensation;
- F. determine fee charged to individuals who request notice of Board meetings; (M.C.L. 15.266)
- G. designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144.

0155 **Committees**

Committees of Board members shall perform the duties as assigned by the Board, which may include deliberating, making decisions/recommendations or taking other actions specifically authorized by the Board.

bylaw

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

BYLAWS
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All committees shall comply with the Open Meetings Act in accordance with the applicable requirements set forth in 0160 Bylaws. A committee may meet in closed session to review the specific contents of an employment application provided when the applicant for employment requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.

- A. The President is authorized to appoint, at the January organizational meeting, members of the Board to the standing committees where they shall serve a term of one (1) year.
- B. Ad hoc committees may be created and changed at any time by the President
 - 1. or a majority of the members present at any meeting at which the need for a committee becomes evident.
 - 2. or the Superintendent with the approval of the Board.
- C. Members of ad hoc committees shall serve until the committee is discharged.
- D. The Superintendent shall serve as an ex-officio member of each committee.
- E. A member may request (or refuse) appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

- F. Each Board committee shall be convened by a chairperson who shall report for the committee and shall be chosen by the committee from among its members.

TO: Board of Education
FROM: Maury Geiger, Superintendent
SUBJECT: Board Member Compensation
POLICY: 0144.1 – Compensation

Board Policy 0144.1 states:

“Board members shall receive not more than \$20 per meeting up to a total of not more than fifty-two (52) meetings (including committee meetings) as compensation for their services. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.”

In 2000, the rate was changed from \$20 to \$25. The rate of \$20 per meeting was changed for the 2009-10 school year. \$20 will remain in effect for regular and special meetings of the Board, including meetings of the Board’s Teacher Negotiations and the Support Staff Negotiations Committees unless and until such time as the Board chooses to revise the above policy. The June 16, 2016 meeting the board approved to withhold any compensation from July to December, 2016 to show that they are also making efforts to save money in the budget.

The above board policy 0144.1 is incorrect, so the board has the option of receiving compensation for meetings or to withhold compensation until further notice of the board.

Background:

Suggested Resolution

I move that the Saranac Board of Education approve/deny compensation for meetings. If approved then the board sets an amount of _____ per meeting as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

bylaw

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

**BYLAWS
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0144 **Operations**

0144.1 **Compensation**

Board members shall receive not more than \$20 per meeting up to a total of not more than fifty-two (52) meetings (including committee meetings) as compensation for their services. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

M.C.L. 380.11a, 380.1254

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Expenses will be reimbursed only for activities authorized by the Board.
- B. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.
- D. Purchase of any printed or other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$100.
- E. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Appoint School Attorney

POLICY: 0154 – Organizational Meeting – Business Matters – “D”

Compensation for duties and services shall be agreed to by the attorney and the board in the retention agreement which shall set forth the annual retainer and supplemental charges.

I recommend we use the firm of Thrun Law Firm, P.C., of Lansing, Michigan and approve the annual retainer and supplemental charges as detailed in their letter dated December 27, 2016.

Suggested Resolution

I move that the Saranac Board of Education recommend the firm of Thrun Law Firm, P.C. and their annual retainer and supplemental charges as detailed in their letter dated December 27, 2016 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____



THRUN

LAW FIRM, P.C.

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DAVID M. REVORE
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FREDRIC G. HEIDEMANN
DANIEL R. MARTIN
KATHERINE WOLF BROADDUS
TIMOTHY T. GARDNER, JR.
PHILIP G. CLARK
PIOTR M. MATUSIAK

KEVIN S. HARTY (OF COUNSEL)
TRAVERSE CITY
ROBERT J. ROBINSON (OF COUNSEL)

December 27, 2016

Dear Client:

Happy New Year! We look forward to continuing our attorney-client relationship with you. We appreciate your confidence in us and will strive throughout 2017 to provide your school district with cost-effective and high quality legal services.

Retainer Fee

Enclosed is our retainer fee statement in the amount of \$1,950 for the 2017 calendar year. This fee establishes an attorney-client relationship which covers extensive legal resource availability. Thrun Law Firm has 29 attorneys, each of whom focuses on school law and works with public school officials on a daily basis. Our experience in this highly-specialized area of law ensures effective and efficient representation for our school clients.

Benefits of Retainer Relationship

- Substantially lower hourly rates than those charged to non-retainer clients.
- No charge for occasional brief telephone calls.
- An invitation to attend our annual spring seminars. A 29-year tradition, these half-day seminars are provided at no charge to our retainer clients at several locations around the state. The seminars provide updates on current legal topics and give attendees opportunities for CLE credit.
- Access to model language, forms, and policies that are generally provided without charge or for a flat fee.
- *School Law Notes*, our monthly retainer client newsletter, which contains timely information about current legal issues affecting school districts, boards of education, and school officials.
- Periodic, prompt notices (e-blasts) on important developments.

As in the past, we anticipate providing additional valuable services at no charge to our retainer clients as the Legislature continues to adopt legislation that significantly impacts your school district's finance, operations, and labor relations. A few examples of those services include: (1) advising the Legislature on changes to the School Loan Revolving Fund to mitigate the



Retainer Client
December 27, 2016
Page 2 of 3

negative impact on school districts; (2) attending meetings of the State Tenure Commission and the Michigan Employment Relations Commission to monitor developments under the laws administered by those agencies; (3) analyzing the outcomes of cases decided by the State Tenure Commission to assess the impact of 2011 amendments to the Teachers' Tenure Act; and (4) serving as a resource to statewide school management membership organizations on a variety of legal issues.

We take great pride in preparing our *School Law Notes* newsletter in an accessible format that emphasizes "plain English," avoids "legalese," and provides our clients with practical legal information, including suggested forms, resolutions and other helpful documents. For example, the newsletter annually includes summer tax and truth-in-taxation resolution forms at no additional cost. Past editions of the *School Law Notes* newsletter (January 2008 to present) are available in a searchable electronic format on our website (www.thrunlaw.com) exclusively for our retainer clients. A useful search tool is provided to permit easy access to topics of interest in our newsletters.

Practice Areas

In addition to our extensive trial and appellate practice before Michigan and federal courts, as well as administrative agencies, Thrun Law Firm offers a broad range of legal services for public school districts, which are described in Attachment A to this letter.

Fees

For 2017, our hourly rates for legal services remain the same as in 2016, and will be billed for retainer and non-retainer clients as follows:

<u>Shareholder</u>		<u>Senior Associate</u>		<u>Associate</u>	
Retainer	\$245	Retainer	\$220	Retainer	\$195
Non-Retainer	\$275	Non-Retainer	\$250	Non-Retainer	\$235

Election issues involving ballot questions and finance issues (i.e., bonds, tax and state aid anticipation notes, installment purchase agreements, and lines of credit) are billed on a flat fee basis. Our fee for a school bond financing is determined by the nature and amount of the bond issue, while fees for other types of finance issues are determined primarily by the amount of the financing. Bond issue fees are all-inclusive; clients are not billed for additional expenses such as in-state travel, telecommunications, copies, shipping, and other related costs. However, fees for architect, construction manager, energy performance, construction contract reviews and related construction or renovation matters are considered separate and are billed at an hourly rate.

Our 2017 school election fee is \$1,500 for retainer clients and \$1,850 for non-retainer clients. This fee covers our review of existing millages and potential needs, as well as preparation



Retainer Client
December 27, 2016
Page 3 of 3

of the necessary calendar, resolutions, ballot language, and related documents. We retain a copy of the entire proceedings for school district elections. Consequently, if an issue arises about an election, either for a potential borrowing or any court action, we have a complete transcript of the election proceedings on site for use in addressing the matter. We also maintain a computer database for our use regarding each election client that has important information about millage expiration dates. This information allows our attorneys to provide our clients with the advice they need to help determine when a school district's millage should be renewed by voters. Board member election questions are billed on an hourly basis.

Forms

All governmental units and nonprofit organizations, including public school districts, are required to issue a Form 1099 to each law firm to which any payment for legal services was made during calendar year 2016. Please submit your school district's Form 1099 to us *by January 31, 2017*.

In anticipation of your request for our federal taxpayer identification number, we have enclosed a completed Substitute Form W-9 for your files.

Conclusion

We look forward to being of continuing service to your school district in 2017. If you would like additional information regarding our legal services, please do not hesitate to contact us.

Very truly yours,

THRUN LAW FIRM, P.C.

Enclosures: Retainer Fee Statement
Substitute Form W-9

ATTACHMENT A

General School Law

Policy and operational matters
Student discipline and rights
Expulsion/suspension hearings
Freedom of Information Act
Open Meetings Act
Transportation
Consolidation and annexation

School Elections

Ballot drafting
Bond proposals
Operating millage
Sinking fund millage
Enhancement millage
Recreational millage
ISD millage

Michigan Administrative Law

Department of Education
Tax Tribunal
Tenure Commission
Employment Relations Commission
Office of Administrative Hearings
Civil Rights Commission

U.S. Government Administrative Law

Department of Education
Office of Civil Rights
Department of Labor
Wage/Hour and Fair Labor Standards
Environmental Protection Agency
Occupational Safety and Health
Administration
Equal Employment Opportunity
Commission

Employment and Labor Law

Management strategies
Personnel policies and procedures
Teacher tenure
Contract review
Collective bargaining negotiations
Arbitration and mediation
Unfair labor practices
Wage and hour compliance
Civil rights and discrimination
Family and medical leave

Bond and Finance Counsel

Voted and non-voted bonds
Energy bonds
State aid notes
Tax anticipation notes
Lines of credit
Installment purchase agreements
Equipment leases
QZABs, QSCBs, BABs, and CREBs

Construction and Real Property Law

Architect/CM contracts
Zoning and ordinance compliance
Condemnation proceedings
Real estate transactions
Arbitration and mediation

Special Education/Section 504 Law

IEP team meetings
Due process hearings and complaints
Resolution sessions
Mediation
Eligibility
Least restrictive environment
Discipline
Private placement

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
August has 5 Thursdays

June 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

Suggested Resolution

I move that the Saranac Board of Education adopt the 2017 Board of Education meeting schedule as listed above.

Motion by: _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

2017

January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January
1: New Year's Day
16: Martin Luther King Day
February
20: Presidents Day
May
29: Memorial Day
July
4: Independence Day
September
4: Labor Day
October
9: Columbus Day
November
11: Veterans' Day
23: Thanksgiving
December
25: Christmas Day

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Neola Policy Updates

We will be reviewing the following Neola Tech Policy's updates – 2nd 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, PAGE 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.