

Saranac Community School

Board of Education Agenda

Regular Meeting

January 19, 2017

7:00 PM

Library, Saranac Jr/Sr High School

Everyone is invited to join us at 6:30 p.m. for a "meet and greet"
of our current board members and their families

1. Call to Order _____
2. Pledge of Allegiance
3. Approval of Minutes 2
4. Treasurer's Report - December 7
5. Additions & Deletions to the Agenda
6. Comments from Guests - Agenda Items
7. Student Report
8. Administrator's Update
9. Action Items (Consent Items) 14
 - a. Accept Gifts 15
 - b. Pay Bills 16
 - c. Approve Neola Policy Revisions 38
10. Reports/Presentation Items
 - a. School Board Recognition Month 108
11. Comments from Guests - Non Agenda Items
12. Superintendent's Report
13. Board Requests/Reports
14. Communications
15. Approve Executive Session Minutes
16. Closed Session for Negotiations Purposes
17. Other
18. 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
Special Meeting

The Special meeting of the Saranac Community Schools Board of Education was held on Thursday, January 12, 2017 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

In the absence of School Board President, Brent Denny, Vice-President, Roy Hawkins called the meeting to order at 7:00 p.m.

Present: Courtney, Doll, Hawkins, Jackson, Price, & VanKuiken.
Absent: Denny

Kirk Jackson led in the Pledge of Allegiance.

ADDITIONS & DELETIONS TO THE AGENDA: None

COMMENTS FROM GUESTS – AGENDA ITEMS: None

STUDENT HEARING: Motion by VanKuiken, supported by Price that the Saranac Board of Education go into Closed Session for the purpose of a student hearing at 7:05 p.m. returning to open session at 7:59 p.m. Yes Votes: Courtney, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

Motion by Price, supported by Doll that the Saranac Board of Education expel the student for up to 180 school days, and that the student not be allowed on school property for any reason without the permission of the superintendent or his or her designee. Yes Votes: Courtney, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

COMMENTS FROM GUESTS – NON AGENDA ITEMS: None.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:05 p.m.

Respectfully submitted,

David Price
Secretary

Saranac Community Schools
Board of Education
Meeting #1

The Organizational/Workshop meeting of the Saranac Community Schools Board of Education was held on Thursday, January 5, 2017 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

The meeting was called to order at 7:00 p.m.

Present: Courtney, Denny, Doll, Hawkins, Jackson, Price, & VanKuiken.

Roy Hawkins led in the Pledge of Allegiance.

ELECTION OF ACTING CHAIRPERSON: Motion by Price, supported by VanKuiken and unanimously approved that the Saranac Board of Education appoint Brent Denny as acting Chairperson until the election of the President is decided.

Acting Chairperson, Brent Denny appointed Sarah Doll 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 was brought by Doll, supported by VanKuiken that Brent Denny be nominated for *President of Saranac Board of Education* for calendar year 2017. Motion by Hawkins, supported by Courtney that the nominations be closed and a ballot is cast for *Brent Denny for President*. Roll call vote was taken: Voting Yes: Courtney, Denny, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

Motion was brought by Price, supported by Jackson that Roy Hawkins be nominated for *Vice-President of Saranac Board of Education* for calendar year 2017. Motion by Doll, supported by VanKuiken that the nominations be closed and a ballot is cast for *Roy Hawkins for Vice-President*. Roll call vote was taken: Voting Yes: Courtney, Denny, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

Motion was brought by Denny, supported by Hawkins that David Price be nominated for *Secretary of Saranac Board of Education* for calendar year 2017. Motion by VanKuiken, supported by Doll that the nominations be closed and a ballot is cast for *David Price for Secretary*. Roll call vote was taken: Voting Yes: Courtney, Denny, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

Motion was brought by Hawkins, supported by Price that Sarah Doll be nominated for *Treasurer of Saranac Board of Education* for calendar year 2017. Motion by Price, supported by Hawkins that the nominations be closed and a ballot be cast for *Sarah Doll for Treasurer*. Roll call vote was taken: Voting Yes: Courtney, Denny, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

APPROVAL OF MINUTES: Minutes from regular meeting dated December 15, 2016 were approved as presented.

ADDITIONS & DELETIONS TO THE AGENDA: None

COMMENTS FROM GUESTS – AGENDA ITEMS: None

BOARD COMMITTEES: The Saranac Board of Education established committees as listed below:

- Saranac Education Association (SEA) – Brent Denny, Roy Hawkins, & David Price (Alternate – Kirk Jackson)
- Saranac Education Support Association (SESA) – Kevin Courtney, Sarah Doll, & Ted VanKuiken, (Alternate – Brent Denny)
- Administrative & Support Staff – Roy Hawkins, Kirk Jackson & Ted VanKuiken (Alternate – David Price)
- Finance Committee – Brent Denny, Sarah Doll & Roy Hawkins (Alternate – Ted VanKuiken)

BOARD MEMBER COMPENSATION: Board President, Brent Denny reported that Policy 0144.1 – Compensation 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.”

There was some board discussion to leave it at “zero”.

Motion by Price, supported by Hawkins and unanimously approved that the Saranac Board of Education approves compensation for meetings to “\$0.00” per meeting as presented for 2017.

APPOINT SCHOOL ATTORNEY: Superintendent, Maury Geiger reported we have used Thrun Law Firm for many years as our legal counsel and wish to continue with their service.

Motion by Hawkins, supported by VanKuiken and unanimously approved that the Saranac Board of Education retain Thrun Law Firm, P.C. and their annual retainer and supplemental charges as detailed in their letter dated December 27, 2016 as presented.

SET MEETING DATES: Superintendent, Maury Geiger presented the 2017 school board calendar. There will be only one meeting in July.

The first meeting of the month is workshop, second meeting is action.

1/5/2017	1/19/2017
2/2/2017	2/16/2017
3/2/2017	3/16/2017
3/30/2017	4/20/2017
5/4/2017	5/18/2017
6/1/2017	6/15/2017
	7/13/2017
8/3/2017	8/17/2017

9/7/2017	9/21/2017
10/5/2017	10/19/2017
11/2/2017	11/16/2017
11/30/2017	12/14/2017

Motion by Hawkins, supported by Doll and unanimously approved that the Saranac Board of Education adopt the 2017 Board of Education meeting schedule as listed above.

NEOLA POLICY UPDATES: This is the 2nd reading of updated NEOLA Technology policies. These will be brought back at the January 19 meeting for action.

COMMENTS FROM GUESTS – NON AGENDA ITEMS: None.

SUPERINTENDENT’S REPORT: Mr. Geiger reported that board members Sarah Doll, David Price, Kirk Jackson and himself attended a workshop on the proposed components of the nation’s new federal education law; the Every Student Succeeds Act (ESSA) at Kent ISD.

Mr. Geiger thanked the building custodians, maintenance and technology staff for all their work over the holiday break. Consumers Energy has completed their audit and we will be meeting with them in the next few weeks. We will continue to update the board. We have received a \$1,000 check from Michigan Renewal Energy Schools Program to help with improvements that Consumers Energy will be working on in the future. The old Central Office building sale price has been reduced. We are still proceeding with an independent appraisal regarding the Middle School as we are required to do.

BOARD REQUESTS/REPORTS: A board member reported they are still working towards having a community meeting regarding school finances.

The board has received recent communication regarding the mascot name.

The January 19 meeting we will get a new board photo for the website and celebrate School Board Appreciation Month.

There are MASB classes scheduled at Kent ISD that would prove beneficial for our new board members and any member who would like refresher courses.

A board member inquired about MASB holding a Superintendent Search course they offer.

A board member inquired about area schools that offer college classes on their campus, and if Saranac Community Schools could take advantage and attend some of their college offerings.

COMMUNICATIONS: None

CLOSED SESSION FOR NEGOTIATIONS PURPOSES: Motion by Hawkins, supported by Price that the Saranac Board of Education go into closed session at 8:07 p.m. returning to open session at 8:28 p.m. Yes Votes: Courtnay, Denny, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

OTHER: Superintendent, Maury Geiger reported they need to hold a student hearing and requested next Thursday, January 12, 2017 at 7 p.m. for this meeting.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:31 p.m.

Respectfully submitted,

David Price
Secretary

SARANAC COMMUNITY SCHOOLS
GENERAL FUND TRIAL BALANCE
DECEMBER 31, 2016

Cash Checking	\$1,295,919.94
Cash Savings	\$252,703.38
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	(\$37.43)
Inventory Supplies Default	\$73,851.79
TOTAL ASSETS	<u>\$1,624,974.37</u>
Accounts Payable Default	(\$6,070.06)
Accounts Payable Default Workers Comp	\$23,270.73
Accounts Payable Default Priority Health Employee Portion	\$589.92
Tax Anticipation Notes and Loans Payable Default	\$2,200,000.00
Due to Other Governmental Units Taxes Retirement	\$53,494.25
Due to Other Governmental Units Taxes Retirement - Stabilization 147c	(\$142,413.44)
Payroll Related Accrual Liabilities MESSA Employee Portion	\$1,709.15
Payroll Related Accrual Liabilities Flex - TASC	(\$652.93)
Payroll Related Accrual Liabilities MESSA Taxes/Fees Employee Portio	(\$98.87)
Payroll Related Accrual Liabilities PH SEA Ancillary Employee Portio	(\$26.10)
Payroll Related Accrual Liabilities UNUM Voluntary Employee	(\$211.21)
Payroll Related Accrual Liabilities PH SEA taxes/fees adj to bill	(\$2,195.70)
Payroll Related Accrual Liabilities PH SEA LD Employee Portion	(\$590.10)
Payroll Related Accrual Liabilities PH SESA taxes/fees adj to bill	(\$77.31)
Payroll Related Accrual Liabilities UNUM Adj - quote to actual bill	(\$821.83)
Payroll Related Accrual Liabilities PH Admin taxes/fees adj to bill	(\$212.07)
Payroll Related Accrual Liabilities EE Insurance direct pay (ck)	(\$239.38)
Accrued Expenditures Default	\$84.03
Salaries Payable Terminal Leave Payable	\$1,098.46
Deferred Revenue Default	\$70,410.06
TOTAL LIABILITIES	<u>\$2,197,047.60</u>
Beginning Fund Balance	\$432,945.25
Fund Revenues	\$2,159,617.25
Fund Expenses	(\$3,164,635.73)
TOTAL FUND BALANCE	<u>(\$572,073.23)</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$1,624,974.37</u>

SARANAC COMMUNITY SCHOOLS
 GENERAL FUND REVENUES SUMMARY
 AS OF DECEMBER 31, 2016

	Budget	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources	\$857,823.00	\$94,591.29	\$763,231.71	11.03%
300 - Revenue from State Sources	\$7,536,926.00	\$2,056,247.87	\$5,480,678.13	27.28%
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	\$4,953.09	\$186,307.91	2.59%
	\$8,793,256.00	\$2,159,617.25	\$6,633,638.75	24.56%

SARANAC COMMUNITY SCHOOLS
 GENERAL FUND EXPENDITURES
 AS OF DECEMBER 31, 2016

Function* Code	Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function* 1111 - Elementary	\$2,617,008.00	\$154.69	\$873,097.27	\$1,743,756.04	33.36%
Function* 1112 - Middle/Junior High	\$587,145.00	\$0.00	\$236,001.19	\$351,143.81	40.19%
Function* 1113 - High School	\$1,409,236.00	\$169.97	\$439,799.43	\$969,266.60	31.21%
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	\$250,490.63	\$498,454.37	33.45%
Function* 1125 - Compensatory Education	\$112,017.00	\$0.00	\$36,711.18	\$75,305.82	32.77%
Function* 1212 - Guidance Services	\$89,857.00	\$0.00	\$30,421.24	\$59,435.76	33.86%
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	\$113.16	\$80,084.58	\$131,539.26	37.82%
Function* 1222 - Educational Media Services	\$32,221.00	\$0.00	\$4,081.22	\$28,139.78	12.67%
Function* 1227 - Academic Student Assessment	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Function* 1231 - Board of Education	\$60,060.00	\$64.80	\$46,323.12	\$13,672.08	77.13%
Function* 1232 - Executive Administration	\$251,352.00	\$0.00	\$122,569.97	\$128,782.03	48.76%
Function* 1241 - Office of the Principal	\$269,667.00	\$0.00	\$125,498.77	\$144,168.23	46.54%
Function* 1242 - Junior High Sch Principal Admin	\$125,123.00	\$0.00	\$59,687.76	\$65,435.24	47.70%
Function* 1243 - Senior High Sch Principal Admin	\$129,998.00	\$0.00	\$62,787.31	\$67,210.69	48.30%
Function* 1249 - Other School Administration	\$2,300.00	\$0.00	\$42.23	\$2,257.77	1.84%
Function* 1252 - Fiscal Services	\$131,826.00	\$0.00	\$20,518.71	\$111,307.29	15.56%
Function* 1257 - Internal Services	\$693.00	\$0.00	\$256.91	\$436.09	37.07%
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	\$15,395.00	\$377,705.47	\$332,784.53	52.03%
Function* 1271 - Pupil Transportation Services	\$546,051.00	\$0.00	\$289,637.28	\$256,413.72	53.04%
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	\$65,671.90	\$64,914.10	50.29%
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	\$1,637.00	\$14,263.00	10.30%
Function* 1625 - Fund Modification - FS	\$34,337.00	\$0.00	\$0.00	\$34,337.00	0.00%
	\$8,680,164.00	\$15,897.62	\$3,164,635.73	\$5,499,630.65	36.46%

School Days available	180
Complete to Date	77
% complete	42.78%

SARANAC COMMUNITY SCHOOLS
 FOOD SERVICE TRIAL BALANCE
 AS OF DECEMBER 31, 2016

Cash Checking	\$5,873.97
Petty Cash Petty Cash	\$40.00
Cash Change Funds	\$0.00
Due From Other Governmental Units	\$13,233.53
Inventory Supplies	\$6,204.37
TOTAL ASSETS	<u><u>\$25,351.87</u></u>
Due to Other Funds	(\$139.81)
Deferred Revenue	\$7,863.23
TOTAL LIABILITIES	<u><u>\$7,723.42</u></u>
Beginning Fund Balance	\$17,113.61
Fund Revenues	\$131,645.16
Fund Expenses	(\$131,130.32)
TOTAL FUND BALANCE	<u><u>\$17,628.45</u></u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$25,351.87</u></u>

SARANAC COMMUNITY SCHOOLS
 FOOD SERVICE REVENUES AND EXPENDITURES
 AS OF DECEMBER 31, 2016

Function* Code	Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources	\$101,549.00	\$0.00	\$46,461.93	\$55,087.07	45.75%
300 - Revenue from State Sources	\$18,800.00	\$0.00	\$5,027.74	\$13,772.26	26.74%
400 - Revenues from Federal Sources	\$179,743.00	\$0.00	\$80,155.49	\$99,587.51	44.59%
600 - Fund Modifications	\$34,337.00	\$0.00	\$0.00	\$34,337.00	0.00%
	\$334,429.00	\$0.00	\$131,645.16	\$202,783.84	39.36%

Expenditures all in Function 1297 Food Service \$334,429.00 \$0.00 \$131,130.32 \$203,298.68 39.21%

TRUST FUND ACCOUNTS

December 31, 2016

Athletic Activities	36,511.57
Athletics-"Catching A Dream"	1,538.66
Auditorium	5.43
Band Boosters	6,091.14
Band	1,680.81
DI	260.92
Compagner Memorial Fund	13,791.57
Elementary School Activities	21,738.95
E.S. Summer Enrichment Program	1,838.33
High School Activities	27,310.47
High School Spirit Store	475.81
Interest Earned	(740.16)
ICCF Grant	2,772.16
Jenkins Educational Fund	247.56
Middle School Activities	15,873.55
Red & White	2,683.71
Relay	751.00
Revolving	3,545.20
Robotics	138.72
Saranac Education Foundation	49,558.07
Saranac One	1,965.30
Simons Memorial	7,290.75
Saranac Promise	29,712.26
Teachers Pop - Elementary School	1,564.89
Teachers Pop - High School	1,160.19
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	63.01
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	231,742.27

TRUST FUND ACCOUNTS

Cash In Checking	203,178.87
Certificates of Deposit	28,563.40
Total	231,742.27

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approval of Action Items – Consent Agenda

- Bills Paid: \$1,011,748.20 from General Fund for December/January
- Accept Gifts Totaling \$82,176.42
- Approve Updated NEOLA policies

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 _____

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 Promise	Donation	\$ 2,000.00
Purple Game - Relay for Life	Donation	\$ 50.00
Saranac Promise	Donation	\$ 25.00
Saranac Promise	Donation	\$ 200.00
Saranac Promise	Donation	\$ 100.00
Saranac Promise	Donation	\$ 50.00
Saranac Promise	Donation	\$ 100.00
Elementary School	Donation	\$ 700.00
McGee Memorial Scholarship	Donation	\$ 50.00
Saranac Promise	Donation	\$ 100.00
Saranac Promise	Donation	\$ 50.00
Saranac Promise	Donation	\$ 50.00
Saranac Promise	Donation	\$ 5,000.00
Saranac Jr/Sr High	Donation of TI-83 Calculator	\$ -
Saranac Promise	Donation	\$ 100.00
Saranac Promise	Donation	\$ 100.00
Saranac Promise	Donation	\$ 50.00
Saranac Promise	Donation	\$ 1,000.00
Saranac Education Foundation	Donation for Tutoring	\$ 70,000.00
Saranac Jr/Sr High	Donation for Library	\$ 200.00
Saranac Promise	Donation	\$ 586.50
Purple Game - Relay for Life	Donation	\$ 500.00
Purple Game - Relay for Life	Donation	\$ 250.00
Purple Game - Relay for Life	Donation	\$ 25.00
Purple Game - Relay for Life	Donation	\$ 25.00
Purple Game - Relay for Life	Donation	\$ 100.00
Purple Game - Relay for Life	Donation	\$ 100.00
Purple Game - Relay for Life	Donation	\$ 10.00
Purple Game - Relay for Life	Donation	\$ 100.00
Saranac Promise	Donation	\$ 38.52
Saranac Promise	Donation	\$ 146.40
Saranac Promise	Donation	\$ 100.00
Saranac Promise	Donation	\$ 20.00
Saranac Promise	Donation	\$ 200.00
Saranac Promise	Donation	\$ 50.00
Total This Month		\$ 82,176.42
Total Gifts for 2016-2017 Including This Month		\$ 168,250.52

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/15/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	12/16/2016	58578 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
		2017-00000240	12/16/2016	ROTH IRA - ROTH IRA	200.00
Check	12/16/2016	58579 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2017-00000241	12/16/2016	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	12/16/2016	58580 Accounts Payable	HORACE MANN		1,843.66
	Invoice	Date	Description		Amount
		2017-00000242	12/16/2016	H MANN - Horace Mann Insurance	1,843.66
Check	12/16/2016	58581 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2017-00000243	12/16/2016	FOC - Child Support FOC	201.61
Check	12/16/2016	58582 Accounts Payable	STATE OF MICHIGAN		5,425.81
	Invoice	Date	Description		Amount
		2017-00000244	12/16/2016	MI TAX - Michigan Withholding Tax	5,425.81
Check	12/16/2016	58583 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		32.41
	Invoice	Date	Description		Amount
		2017-00000245	12/16/2016	TRANS SELECT - Trans Select Life Ins *	32.41
GF CHECKING General Fund Checking Totals:					
			Transactions: 6		\$7,784.16
Checks:		6		\$7,784.16	

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/19/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	12/16/2016	58584 Accounts Payable	AT&T		112.26
	Invoice		Date	Description	Amount
		MG121316	12/02/2016	Phone Cost	112.26
Check	12/16/2016	58585 Accounts Payable	BERT'S GLASS		418.00
	Invoice		Date	Description	Amount
		42976	12/02/2016	Material & Labor-Commercial Door Repairs	418.00
Check	12/16/2016	58586 Accounts Payable	BUYERS GUIDE		12.60
	Invoice		Date	Description	Amount
		MG12116	12/02/2016	JSH Class Room Parapro Ad	12.60
Check	12/16/2016	58587 Accounts Payable	CATRELL, MIKE		98.10
	Invoice		Date	Description	Amount
		MG12516	12/02/2016	ES Teaching Supplies	98.10
Check	12/16/2016	58588 Accounts Payable	CATRELL, TINA		9.00
	Invoice		Date	Description	Amount
		MG12116	12/02/2016	ES Teaching Supplies	9.00
Check	12/16/2016	58589 Accounts Payable	CHROUCH COMMUNICATIONS		2,850.00
	Invoice		Date	Description	Amount
		80000795	12/02/2016	Repeater Rental-BG	2,850.00
Check	12/16/2016	58590 Accounts Payable	Class A Auto Parts Inc.		21.98
	Invoice		Date	Description	Amount
		810665	12/02/2016	Magnets-Driver Ed	32.97
		815049	12/02/2016	Magnets-Drs Ed	(10.99)
Check	12/16/2016	58591 Accounts Payable	CONSUMERS ENERGY		24,783.90
	Invoice		Date	Description	Amount
		MG121416	12/02/2016	District Natural Gas & Electric Bills	24,783.90
Check	12/16/2016	58592 Accounts Payable	CRAWFORD, MICHAEL		207.90
	Invoice		Date	Description	Amount

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/19/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		MG12916	12/02/2016	Mileage Reimbursement-Home to School	207.90
Check	12/16/2016	58593 Accounts Payable	CRYSTAL FLASH ENERGY		1,778.90
		Invoice	Date	Description	Amount
		000894873	12/02/2016	Propane-Bus Garage	61.83
		158992380	12/02/2016	Diesel Fuel	1,717.07
Check	12/16/2016	58594 Accounts Payable	ENERCO CORPORATION		2,796.00
		Invoice	Date	Description	Amount
		107921	12/02/2016	Boiler Treatment	2,796.00
Check	12/16/2016	58595 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		391.74
		Invoice	Date	Description	Amount
		A1021113	12/02/2016	Monthly Monitorin-JSH	179.52
		A1021114	12/02/2016	MOnthly Monitoring-Admin/Tech	212.22
Check	12/16/2016	58596 Accounts Payable	Gallagher Uniform		171.58
		Invoice	Date	Description	Amount
		10500644	12/02/2016	Towels & Uniforms	55.46
		10496913	12/02/2016	Towels & Uniforms	55.46
		10501619	12/02/2016	Towels & Uniforms	60.66
Check	12/16/2016	58597 Accounts Payable	GREAT LAKES SYSTEMS, INC.		5,500.00
		Invoice	Date	Description	Amount
		24828	12/02/2016	Roof Repairs-MS	600.00
		24834	12/02/2016	Roof Repairs-HS	2,800.00
		24835	12/02/2016	Roof Repairs-ES	2,100.00
Check	12/16/2016	58598 Accounts Payable	Hi-Tech Building Services		4,246.90
		Invoice	Date	Description	Amount
		013335	12/02/2016	November Custodial Hours	4,246.90
Check	12/16/2016	58599 Accounts Payable	HONEYWELL , ACS-SERVICE		9,300.00
		Invoice	Date	Description	Amount
		5238381944	12/02/2016	Temperture Control Maintenance	9,300.00
Check	12/16/2016	58600 Accounts Payable	HOUSTON, KEITH		136.95

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/19/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	MG12916		12/02/2016	HS Teraching Supplies	136.95
Check	12/16/2016	58601 Accounts Payable		Hurst Mechanical	7,995.48
	Invoice		Date	Description	Amount
	S58239		12/02/2016	Air Condition Repair-Jr/Sr High	219.73
	S8240		12/02/2016	Pump Upper Mechanical Room-Jr/Sr High	851.96
	S8241		12/02/2016	CSD-1 Testing-Jr/Sr High	1,045.29
	S8242		12/02/2016	Boiler Repairs-Jr/Sr High	2,532.37
	S8243		12/02/2016	CSD-1 Test Jr/Sr High	940.48
	S8244		12/02/2016	Inspect Honeywell VAV For RM 140-ES	2,143.59
	S8245		12/02/2016	Honeywell Actuator-ES	262.06
Check	12/16/2016	58602 Accounts Payable		IONIA COUNTY INT. SCH. DIST.	1,868.53
	Invoice		Date	Description	Amount
	2017-02		12/02/2016	Check Stock/Skyward Renewal/Skyward Conference	1,868.53
Check	12/16/2016	58603 Accounts Payable		IONIA COUNTY SHOPPER'S GUIDE	34.00
	Invoice		Date	Description	Amount
	14347		12/02/2016	ES & JSH Parapro Ads	34.00
Check	12/16/2016	58604 Accounts Payable		Jackson , Ryan or Lisa	150.00
	Invoice		Date	Description	Amount
	MG12216		12/02/2016	Refund Family Pass-Reissue Check	150.00
Check	12/16/2016	58605 Accounts Payable		LANSING SANITARY SUPPLY, INC.	62.56
	Invoice		Date	Description	Amount
	914021		12/02/2016	Vacuum Parts	62.56
Check	12/16/2016	58606 Accounts Payable		LINDEN LIGHTING SUPPLY	357.95
	Invoice		Date	Description	Amount
	125597		12/02/2016	Fix Wallpack Fixtures On Bus Garage	357.95
Check	12/16/2016	58607 Accounts Payable		M.E.S.S.A.	2,341.13
	Invoice		Date	Description	Amount
	17-0070569		12/02/2016	Jan. Insurance Premium	2,341.13

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/19/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	12/16/2016	58608 Accounts Payable	MARSHALL MUSIC COMPANY		7.99
	Invoice	Date	Description		Amount
		10802817	12/02/2016	School Guitar Repair	7.99
Check	12/16/2016	58609 Accounts Payable	MENARDS-IONIA		14.99
	Invoice	Date	Description		Amount
		22739	12/02/2016	Custodial Supplies	14.99
Check	12/16/2016	58610 Accounts Payable	METS		5,895.15
	Invoice	Date	Description		Amount
		11344	12/02/2016	Salaries/Fees/Bus Driver Physicals	5,895.15
Check	12/16/2016	58611 Accounts Payable	MPAAA		70.00
	Invoice	Date	Description		Amount
		MG12916	12/02/2016	Workshop-Teri Bergy	70.00
Check	12/16/2016	58612 Accounts Payable	Mulder & Associates, Inc.		2,400.00
	Invoice	Date	Description		Amount
		16-218	12/02/2016	Survey-Harker MS	2,400.00
Check	12/16/2016	58613 Accounts Payable	NAPA AUTO & TRUCK PARTS		150.70
	Invoice	Date	Description		Amount
		784260	12/02/2016	Parts	73.57
		60871	12/02/2016	Parts	(22.22)
		784416	12/02/2016	Transportation Supplies	37.69
		784651	12/02/2016	Parts	30.60
		782814	12/02/2016	Parts	24.93
		784116	12/02/2016	Parts	(24.93)
		784933	12/02/2016	Parts	71.47
		784934	12/02/2016	Parts	(40.41)
Check	12/16/2016	58614 Accounts Payable	Neola, Inc.		3,708.81
	Invoice	Date	Description		Amount
		60871	12/02/2016	Conversion To The Electronic Program	2,450.00
		68552	12/02/2016	Shipping	33.81
		69151	12/02/2016	Continuing Policy Updates	1,225.00

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/19/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	12/16/2016	58615 Accounts Payable	PCMI		5,942.64
	Invoice	Date	Description		Amount
		47238	12/02/2016	Sub Salaries & Fees	2,646.01
		47354	12/02/2016	Aides Salaries & Fees	3,296.63
Check	12/16/2016	58616 Accounts Payable	Peterson, , Dawn		33.98
	Invoice	Date	Description		Amount
		MG12116	12/02/2016	ES Teaching Supplies	33.98
Check	12/16/2016	58617 Accounts Payable	SCHAEFFER MFG CO		401.28
	Invoice	Date	Description		Amount
		AHP2529-INV1	12/02/2016	All Trans Supreme	401.28
Check	12/16/2016	58618 Accounts Payable	SMG Ionia Occupational Health Services		200.00
	Invoice	Date	Description		Amount
		187944	12/02/2016	Bus Driver Physicals	200.00
Check	12/16/2016	58619 Accounts Payable	SMITH, GREG		40.00
	Invoice	Date	Description		Amount
		MG121216	12/02/2016	Cell Phone Reimb.	40.00
Check	12/16/2016	58620 Accounts Payable	SMITH, JASON		95.74
	Invoice	Date	Description		Amount
		MG121216	12/02/2016	Conference Fees & Meals-Jason Smith	95.74
Check	12/16/2016	58621 Accounts Payable	STATE WIRE & TERMINAL INC.		240.74
	Invoice	Date	Description		Amount
		303373	12/02/2016	Transportation Supplies	150.19
		303485	12/02/2016	Transportation Supplies	90.55
Check	12/16/2016	58622 Accounts Payable	SUNRISE SUPPLIES, INC.		114.23
	Invoice	Date	Description		Amount
		19070	12/02/2016	Custodial Supplies	45.52
		19110	12/02/2016	Custodial Supplies	68.71
Check	12/16/2016	58623 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,056.69
	Invoice	Date	Description		Amount

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/19/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		773497523334	12/02/2016	ES Trash Removal	455.17
		773497423337	12/02/2016	JSH Trash Removal	488.95
		773497623332	12/02/2016	Bus Garage Trash Removal	112.57
Check	12/16/2016	58624 Accounts Payable	West Michigan International		208.89
	Invoice	Date	Description		Amount
		X101056045:01	12/02/2016	Parts	(80.18)
		X101056785:01	12/02/2016	Parts	289.07
Check	12/16/2016	58625 Accounts Payable	WINZER CORPORATION		52.09
	Invoice	Date	Description		Amount
		5740220	12/02/2016	Transportation Supplies	52.09
Check	12/16/2016	58626 Accounts Payable	X-CEL CHEMICAL SPECIALTIES CO.		109.35
	Invoice	Date	Description		Amount
		63601	12/02/2016	Custodial Supplies	109.35
GF CHECKING General Fund Checking Totals:				Transactions: 43	\$86,388.73
Checks:	43	\$86,388.73			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/21/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	12/21/2016	58627 Accounts Payable	CATRELL, MIKE		26.52
	Invoice	Date	Description		Amount
		MG122016	12/16/2016	ES Teaching Supplies	26.52
Check	12/21/2016	58628 Accounts Payable	Chromebookparts.com		159.98
	Invoice	Date	Description		Amount
		7399	12/16/2016	Chromebook Parts-HS	159.98
Check	12/21/2016	58629 Accounts Payable	CRYSTAL FLASH ENERGY		1,449.51
	Invoice	Date	Description		Amount
		177145374	12/16/2016	Diesel Fuel	1,449.51
Check	12/21/2016	58630 Accounts Payable	Encore Technology Group, LLC		2,562.83
	Invoice	Date	Description		Amount
		127689	12/16/2016	Phone Bill-Dec.	2,562.83
Check	12/21/2016	58631 Accounts Payable	Gallagher Uniform		55.46
	Invoice	Date	Description		Amount
		10502603	12/16/2016	Towels & Uniforms	55.46
Check	12/21/2016	58632 Accounts Payable	GORDON FOOD SERVICE		26.68
	Invoice	Date	Description		Amount
		174627061-2	12/16/2016	Graham Crackers	26.68
Check	12/21/2016	58633 Accounts Payable	J.W. PEPPER & SON INC.		414.75
	Invoice	Date	Description		Amount
		07779307	12/16/2016	HS Teaching Supplies-Music	120.00
		07780988	12/16/2016	HS Teaching Supplies-Music	45.00
		07802393	12/16/2016	HS Teaching Supplies-Music	52.00
		07802392	12/16/2016	HS Teaching Supplies	48.75
		07777931	12/16/2016	MS Teaching Supplies-Music	94.00
		07798474	12/16/2016	MS Teaching Supplies-Music	55.00
Check	12/21/2016	58634 Accounts Payable	Johnstone Muskegon		547.80
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/21/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		S4061433.001	12/16/2016	Pump	547.80
Check	12/21/2016	58635 Accounts Payable	KENT I.S.D. , ACCOUNTS RECEIVABLE		195.00
		Invoice	Date	Description	Amount
		18893	12/16/2016	Workshops-Amy Frias	150.00
		18949	12/16/2016	Workshop-Tina Catrell	45.00
Check	12/21/2016	58636 Accounts Payable	M.A.S.A.		325.00
		Invoice	Date	Description	Amount
		MG122116	12/16/2016	Conference-Maury Geiger	325.00
Check	12/21/2016	58637 Accounts Payable	MIDWEST AIR FILTER		900.44
		Invoice	Date	Description	Amount
		G0629467	12/16/2016	Air Filters	900.44
Check	12/21/2016	58638 Accounts Payable	Priority Health		60,416.33
		Invoice	Date	Description	Amount
		163500001510	12/21/2016	Insurance Premium	60,416.33
Check	12/21/2016	58639 Accounts Payable	SCHOOL SPECIALTY INC.		241.99
		Invoice	Date	Description	Amount
		308102657257	12/16/2016	Board & Office Supplies	50.87
		208117591163	12/16/2016	ES Office Supplies	148.12
		208117598868	12/16/2016	ES Classroom Supplies	43.00
Check	12/21/2016	58640 Accounts Payable	SUNRISE SUPPLIES, INC.		75.36
		Invoice	Date	Description	Amount
		19133	12/16/2016	Batteries-AA	33.60
		19150	12/16/2016	Maint. Supplies	41.76
Check	12/21/2016	58641 Accounts Payable	SYNCB/Amazon		1,107.49
		Invoice	Date	Description	Amount
		206971170985	12/16/2016	ES Spec Ed Teaching Supplies	23.18
		146174331805	12/16/2016	ES Teaching Supplies	31.64
		246998377819	12/16/2016	HS Auditorium Equipment	156.00
		249450854307	12/16/2016	HS Auditorium Equipment	134.70
		086599302192	12/16/2016	ES Sepec Ed Teaching Supplies	76.71

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Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/21/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		2732031146900	12/16/2016	ES Teaching Supplies	642.12
		51618165938	12/16/2016	ES Teaching Supplies	43.14
Check	12/21/2016	58642 Accounts Payable	VALLEY TRUCK PARTS INC.		71.16
		Invoice	Date	Description	Amount
		1-1354706	12/16/2016	Parts	71.16
GF CHECKING General Fund Checking Totals:				Transactions: 16	\$68,576.30
Checks:		16	\$68,576.30		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/21/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	12/21/2016	58643	Accounts Payable	Priority Health	5,557.99
	Invoice		Date	Description	Amount
	163500001528		12/21/2016	Insurance Premium	5,557.99
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$5,557.99
Checks:		1		\$5,557.99	

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 12/28/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	12/30/2016	58644 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice		Date	Description	Amount
		2017-00000262	12/30/2016	ROTH IRA - ROTH IRA	200.00
Check	12/30/2016	58645 Accounts Payable	AFLAC		80.67
	Invoice		Date	Description	Amount
		2017-00000263	12/30/2016	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	12/30/2016	58646 Accounts Payable	HORACE MANN		1,840.44
	Invoice		Date	Description	Amount
		2017-00000264	12/30/2016	H MANN - Horace Mann Insurance	1,840.44
Check	12/30/2016	58647 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice		Date	Description	Amount
		2017-00000265	12/30/2016	FOC - Child Support FOC	201.61
Check	12/30/2016	58648 Accounts Payable	STATE OF MICHIGAN		5,600.71
	Invoice		Date	Description	Amount
		2017-00000266	12/30/2016	MI TAX - Michigan Withholding Tax	5,600.71
GF CHECKING General Fund Checking Totals:					\$7,923.43
Checks: 5			Transactions: 5		
		\$7,923.43			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 01/06/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	01/05/2017	58649 Accounts Payable	UNUM Life Insurance Company of America		889.40
	Invoice	Date	Description		Amount
	04135500019-1	12/21/2016	Insurance Premium		211.21
	04135490013-1	12/21/2016	Insurance Premium		678.19
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$889.40
Checks:	1	\$889.40			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 01/11/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	01/11/2017	58650 Accounts Payable	A PARTS WAREHOUSE		548.00
	Invoice		Date	Description	Amount
		132067	01/06/2017	Parts	548.00
Check	01/11/2017	58651 Accounts Payable	BIGGS, HAUSSERMAN, THOMPSON		5,820.00
	Invoice		Date	Description	Amount
		88413	01/06/2017	2015/2016 Audit Cost	5,820.00
Check	01/11/2017	58652 Accounts Payable	Canfield Plumbing and Heating Inc.		6,995.00
	Invoice		Date	Description	Amount
		57178	01/06/2017	Winterize Domestic Water & Heating System-MS	6,995.00
Check	01/11/2017	58653 Accounts Payable	Chromebookparts.com		169.97
	Invoice		Date	Description	Amount
		4036	01/06/2017	Dell Com,puter Parts	169.97
Check	01/11/2017	58654 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		1,525.48
	Invoice		Date	Description	Amount
		J361789	01/06/2017	Monthly Monitoring-ES	25.48
		J361788	01/06/2017	Alarm Installation-District	1,500.00
Check	01/11/2017	58655 Accounts Payable	Gallagher Uniform		60.66
	Invoice		Date	Description	Amount
		10503522	01/06/2017	Towels & Uniforms	60.66
Check	01/11/2017	58656 Accounts Payable	Hi-Tech Building Services		4,353.26
	Invoice		Date	Description	Amount
		013568	01/06/2017	December Custodial Hours	4,353.26
Check	01/11/2017	58657 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		190,356.67
	Invoice		Date	Description	Amount
		2017-01	01/06/2017	Semi Annual Billing- 2016 /2017	190,356.67
Check	01/11/2017	58658 Accounts Payable	Johnstone Muskegon		1,095.60
	Invoice		Date	Description	Amount

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 01/11/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		S4068493.001	01/06/2017	CW Pump Motor	1,095.60
Check	01/11/2017	58659 Accounts Payable	MENARDS-IONIA		101.64
		Invoice	Date	Description	Amount
		24172	01/06/2017	Heaters	101.64
Check	01/11/2017	58660 Accounts Payable	METS		5,737.59
		Invoice	Date	Description	Amount
		11405	01/06/2017	Salaries & Fees	5,737.59
Check	01/11/2017	58661 Accounts Payable	NAPA AUTO & TRUCK PARTS		171.13
		Invoice	Date	Description	Amount
		785043	01/06/2017	Transportation Supplies	4.99
		786002	01/06/2017	Parts	92.40
		786011	01/06/2017	Parts	73.74
Check	01/11/2017	58662 Accounts Payable	PCMI		6,904.36
		Invoice	Date	Description	Amount
		47617	01/06/2017	Salaries & Fees	2,861.92
		47502	01/06/2017	Sub Salaries & Fees	4,042.44
Check	01/11/2017	58663 Accounts Payable	R.E. RUEHS GARAGE INC.		291.00
		Invoice	Date	Description	Amount
		80000	01/06/2017	Towing Charge Bus 551	291.00
Check	01/11/2017	58664 Accounts Payable	SARANAC HARDWARE		48.96
		Invoice	Date	Description	Amount
		84341	01/06/2017	Maint. Supplies	48.96
Check	01/11/2017	58665 Accounts Payable	Schaeffer's		80.92
		Invoice	Date	Description	Amount
		MG122816	01/06/2017	Full Syn 5W-30-90030	80.92
Check	01/11/2017	58666 Accounts Payable	SCHOOL SPECIALTY INC.		46.18
		Invoice	Date	Description	Amount
		308102662832	01/06/2017	Office Supplies	46.18
Check	01/11/2017	58667 Accounts Payable	SIMPLEXGRINNELL		703.26

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 01/11/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	83242341		01/06/2017	Smoke Detector Repairs-ES	703.26
Check	01/11/2017	58668 Accounts Payable	SMITH, GREG		40.00
	Invoice		Date	Description	Amount
	MG1517		01/06/2017	Cell Phone	40.00
Check	01/11/2017	58669 Accounts Payable	SPEEDWAY LLC		176.48
	Invoice		Date	Description	Amount
	MG1517		01/06/2017	Gas District Vehicles	176.48
Check	01/11/2017	58670 Accounts Payable	SUNRISE SUPPLIES, INC.		325.00
	Invoice		Date	Description	Amount
	19167		01/06/2017	Maint. Supplies	57.00
	19179		01/06/2017	Maint. Supplies	268.00
Check	01/11/2017	58671 Accounts Payable	TASC-CLIENT INVOICES		226.75
	Invoice		Date	Description	Amount
	IN942047		01/06/2017	Admin Fees & Claim Cards	226.75
Check	01/11/2017	58672 Accounts Payable	TERPSTRA, SPENCER		300.00
	Invoice		Date	Description	Amount
	MG1417		01/06/2017	Tuition Reimb.	300.00
Check	01/11/2017	58673 Accounts Payable	THE DATACOM GROUP, INC.		15,395.00
	Invoice		Date	Description	Amount
	1912080		01/06/2017	New Intercom/Paging Head	15,395.00
Check	01/11/2017	58674 Accounts Payable	THRUN LAW FIRM, P.C.		2,544.14
	Invoice		Date	Description	Amount
	236799		01/06/2017	Legal Services	594.14
	237258		01/06/2017	Annual Retainer Fee	1,950.00
Check	01/11/2017	58675 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		1,069.90
	Invoice		Date	Description	Amount
	464066		01/06/2017	Bus Parts	129.90
	464087		01/06/2017	Bus Parts	940.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 01/11/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	01/11/2017	58676 Accounts Payable	U. S. POSTMASTER		141.00
	Invoice		Description		Amount
	MG1617	01/06/2017	Stamps		141.00
Check	01/11/2017	58677 Accounts Payable	VALLEY TRUCK PARTS INC.		1,838.25
	Invoice		Description		Amount
	1-1354262	01/06/2017	Bus Parts-961		1,838.25
Check	01/11/2017	58678 Accounts Payable	VILLAGE OF SARANAC		6,458.79
	Invoice		Description		Amount
	MG1617	01/06/2017	District-Water & Sewage/Oct-Dec.		6,458.79
GF CHECKING General Fund Checking Totals:			Transactions: 29		\$253,524.99
Checks:	29	\$253,524.99			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 01/13/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	01/13/2017	58679 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice		Date	Description	Amount
		2017-00000279	01/13/2017	ROTH IRA - ROTH IRA	200.00
Check	01/13/2017	58680 Accounts Payable	AFLAC		80.67
	Invoice		Date	Description	Amount
		2017-00000280	01/13/2017	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	01/13/2017	58681 Accounts Payable	HORACE MANN		1,851.44
	Invoice		Date	Description	Amount
		2017-00000281	01/13/2017	H MANN - Horace Mann Insurance	1,851.44
Check	01/13/2017	58682 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice		Date	Description	Amount
		2017-00000282	01/13/2017	FOC - Child Support FOC	201.61
Check	01/13/2017	58683 Accounts Payable	STATE OF MICHIGAN		5,205.77
	Invoice		Date	Description	Amount
		2017-00000283	01/13/2017	MI TAX - Michigan Withholding Tax	5,205.77
GF CHECKING General Fund Checking Totals:			Transactions: 5		\$7,539.49
Checks:	5		\$7,539.49		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 01/13/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	01/13/2017	58684 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		2,425.06
	Invoice		Date	Description	Amount
		190761	01/09/2017	Copiers	2,129.37
		190764	01/09/2017	Printers	158.57
		190237	01/09/2017	HS Copier Supplies	137.12
Check	01/13/2017	58685 Accounts Payable	AT&T		112.22
	Invoice		Date	Description	Amount
		MG11217	01/09/2017	Phone Bill	112.22
Check	01/13/2017	58686 Accounts Payable	BERT'S GLASS		117.94
	Invoice		Date	Description	Amount
		43089	01/09/2017	Bus Window Repair-961	117.94
Check	01/13/2017	58687 Accounts Payable	CONSUMERS ENERGY		30,934.61
	Invoice		Date	Description	Amount
		MG1917	01/09/2017	District Natural Gas & Electric Bill	30,934.61
Check	01/13/2017	58688 Accounts Payable	CRYSTAL FLASH ENERGY		1,680.98
	Invoice		Date	Description	Amount
		676571	01/09/2017	Diesel Fuel For Buses	1,680.98
Check	01/13/2017	58689 Accounts Payable	DIESEL INJECTION SERVICES, INC		2,229.69
	Invoice		Date	Description	Amount
		S28549	01/09/2017	Bus Parts-960	2,229.69
Check	01/13/2017	58690 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		1,503.34
	Invoice		Date	Description	Amount
		J361984	01/09/2017	Monthly Monitoring-Admin/Tech	3.34
		J361983	01/09/2017	Alarm System Installation-Admin/Tech	1,500.00
Check	01/13/2017	58691 Accounts Payable	FERGUSON SUPPLY COMPANY		976.83
	Invoice		Date	Description	Amount
		802430	01/09/2017	Maint. Supplies	976.83

User: Chris Updyke

Pages: 1 of 3

1/13/2017 10:50:01 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 01/13/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	01/13/2017	58692 Accounts Payable	Gallagher Uniform		60.66
	Invoice	Date	Description		Amount
	10505387	01/09/2017	Towels & Uniforms		60.66
Check	01/13/2017	58693 Accounts Payable	GEIGER, MAURY		98.37
	Invoice	Date	Description		Amount
	MG1917	01/09/2017	Books-Butterfly Effect		98.37
Check	01/13/2017	58694 Accounts Payable	Haviland Products Company		366.00
	Invoice	Date	Description		Amount
	219930	01/09/2017	Calccium Chloride		366.00
Check	01/13/2017	58695 Accounts Payable	Hurst Mechanical		3,991.15
	Invoice	Date	Description		Amount
	S8688	01/09/2017	HS Boiler Repairs		3,991.15
Check	01/13/2017	58696 Accounts Payable	LANSING SANITARY SUPPLY, INC.		62.56
	Invoice	Date	Description		Amount
	912831	01/09/2017	Custodial Supplies		62.56
Check	01/13/2017	58697 Accounts Payable	METS		2,683.33
	Invoice	Date	Description		Amount
	11454	01/09/2017	Salaries & Fees		2,683.33
Check	01/13/2017	58698 Accounts Payable	NAPA AUTO & TRUCK PARTS		338.55
	Invoice	Date	Description		Amount
	786530	01/09/2017	Parts		147.17
	786823	01/09/2017	Parts		82.44
	785455	01/09/2017	Parts		16.98
	785456	01/09/2017	Parts-Warranty		(68.77)
	786906	01/09/2017	Parts		50.37
	786938	01/09/2017	Parts		110.36
Check	01/13/2017	58699 Accounts Payable	PCMI		1,139.06
	Invoice	Date	Description		Amount
	47863	01/09/2017	Salaries & Fees		735.48

User: Chris Updyke

Pages: 2 of 3

1/13/2017 10:50:01 AM

Saranac Community Schools

Payment Register

From Payment Date: 12/9/2016 - To Payment Date: 1/11/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference	
GF CHECKING - General Fund Checking										
EFT										
274	12/12/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$57,156.51			
275	12/16/2016	Open			Accounts Payable	HealthEquity, Inc.	\$2,616.84			
276	12/16/2016	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,763.83			
277	12/16/2016	Open			Accounts Payable	INDEPENDENT BANK	\$148,503.95			
278	12/20/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$52,944.98			
279	12/20/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$47,471.15			
280	12/30/2016	Open			Accounts Payable	HealthEquity, Inc.	\$2,616.84			
281	12/30/2016	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,766.49			
282	12/30/2016	Open			Accounts Payable	INDEPENDENT BANK	\$153,017.44			
283	01/09/2017	Open			Accounts Payable	M.P.S.E.R.S.	\$53,233.56			
Type EFT Totals:										
GF CHECKING - General Fund Checking Totals							10 Transactions	\$521,091.59		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$521,091.59	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	10	\$521,091.59	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$521,091.59	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$521,091.59	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$521,091.59	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	10	\$521,091.59	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	10	\$521,091.59	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$521,091.59	\$0.00

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

We will be approving the following Neola Policy's updates:

- 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

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.

[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.

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policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

ADMINISTRATION
1619.02/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 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

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- 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.

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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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.

[X] [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.

[X] 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 (X) 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

The Board hereby appoints the Finance Director to serve as the Security Official of the group health plans.~~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 for six (6) years from the date of its amendment or the date when it

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

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- 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.

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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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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REPLACEMENT POLICY - VOL. 31, NO. 1

GROUP HEALTH PLANS

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[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].**

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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

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~~The Board hereby appoints the Finance Director to serve as the Security Official of the group health plans. 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 for six (6) years from the date of its amendment or the date when it

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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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Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- 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.

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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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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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]

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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]

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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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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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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;

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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.

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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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SARANAC COMMUNITY SCHOOL DISTRICT

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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;

policy

BOARD OF EDUCATION
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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.

policy

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SARANAC COMMUNITY SCHOOL 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.

policy

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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;

policy

**BOARD OF EDUCATION
SARANAC COMMUNITY SCHOOL DISTRICT**

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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 approving the following Neola Tech Policy's updates

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, USB thumb drives and memory chips, 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 t~~ 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 (), in conjunction with the Technology Director _____, **[NOTE: END OF OPTION]** shall review the DTP and

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 Technology Director. Such pre-approval ~~will~~ shall include a review of any copyright infringements or virus problems associated with such outside software.

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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.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: School Board Recognition Month

January is School Board Recognition Month and Saranac Community Schools is honored to thank these community volunteers for their dedication to public education. We proudly salute these advocates for education as they provide the vision and leadership for our school district. Our board is committed to our District Strategic Plan to focus on student achievement, technology, community relations, facilities and learning environment. They have reviewed and updated all our school board policies through NEOLA. The honorable people serving Saranac Community Schools are as follows:

Brent Denny – President
Roy Hawkins – Vice-President
David Price – Secretary
Sarah Doll – Treasurer

Ted VanKuiken, Trustee
Kevin Courtnay - Trustee
Kirk Jackson - Trustee