

Saranac Community School

**Board of Education Agenda
Regular Meeting
May 18, 2017
7:00 PM
Jr/Sr High School Library**

1. Call to Order_____	
2. Pledge of Allegiance	
3. Approval of Minutes	2
4. Additions & Deletions to the Agenda	
5. Comments from Guests - Agenda Items	
6. Consent - Action Items	6
a. Pay Bills	7
b. ISD 2017-2018 Budget Resolution	28
c. Schools of Choice Resolutions	31
d. Teacher's Partial Leave of Absence	35
7. Presentation Items	
a. Retirement Resolutions	37
b. 2017-18 Extracurricular Assignments	38
c. Annual Budget Hearing Resolution	40
d. 2017-2018 Budget Review	43
e. ISD Board Member Election	44
f. Home School Initiative	48
g. ISD Shared Services-Business & Technology	49
8. Comments from Guests - Non Agenda Items	
9. Superintendent's Report	
10. Board Requests/Reports	
11. Communications	
12. Closed Session for Negotiations Purposes	
13. Other	
14. Adjournment_____	

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

Saranac Community Schools
Board of Education
Meeting #9

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, May 4, 2017 in the Activity Room, Saranac Elementary School, 250 Pleasant Street, Saranac, MI.

The meeting was called to order by Brent Denny, President at 7:04 p.m.

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

Maury Geiger led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated April 20 and Finance Committee meeting minutes dated 5/2/17 were approved as presented.

ADDITIONS & DELETIONS TO THE AGENDA: Superintendent, Maury Geiger would like to delete Instructional Highlight-Elementary PTSO, and add Home School Initiative and Legislative Update to the agenda.

COMMENTS FROM GUESTS – AGENDA ITEMS: None

House of Representative, Mrs. Julie Calley attended the meeting and spoke regarding school funding and the foundation allowance.

STUDENT REPORT: Drew Ward, new Student Council Mayor for next school year reported that school elections are completed. Student Council held their last blood drive on March 24 and was able to give 42 pints of blood. There were 13 first time donors.

Spirit Club held a Powder Puff Volleyball game last Friday.

FFA students are going to help the Elementary School students plant Mother's Day flowers. The National Honor Society held their induction ceremony.

ADMINISTRATOR'S UPDATE: Jason Smith, Elementary Principal, reported 1st grade V.I.P. day is tomorrow. They have been celebrating Teacher Appreciation Week. They are working on M-Step testing. Field days begin next Friday.

Josh Leader, JSH Principal, reported they are finishing up with testing. They will be working on scheduling for next year. They are working on graduation preparations. The top academic list has been published.

Prom was held last Saturday and thanked Mrs. Plumley and the Prom Committee for organizing this event. This year's Prom was held at the University Club in Grand Rapids. Prom King was Michael Wojcik and Prom Queen was Kayla Young.

Baseball & Softball Districts will be held at Maple Valley on June 3, and Track Districts will be held on May 19.

The High School band is performing Friday at the State Band Festival in Charlotte. Mr. Stauffer will also lead the 6th-12th grade bands in their annual spring concert next Thursday, May 11 at 7 p.m. Mr. Leader thanked Nancy Helminski, National Honor Society Sponsor, for organizing the annual NHS Induction Ceremony. Congratulations to the newest NHS members. Tomorrow there is a 7th & 8th grade dance.

John Milewski, Technology Director, reported that the Technology Department continues to work hard in expanding and enhancing the services provide at Saranac Community Schools. 2016-17 began with a lesson in click-bait/email phishing scams and finding out our backup solution had failed to do its task. The recovery of the data is still ongoing. We have had very few problems with the MSTEP this year with the use of computers. The Saranac Community Schools website has been revamped. The Technology Department works daily to handle work orders.

CONSENT – ACTION ITEMS: Motion by Hawkins, supported by Doll and unanimously approved that the Saranac Board of Education approve the Consent Agenda items as presented.

- Approved 2017 Scholarships
- Approved 1st Budget Amendment for 2016-2017

IONIA ISD 2017-2018 BUDGET PRESENTATION: The State requires that local Boards review proposed budgets for Intermediate School Districts. Jason Mellema, Ionia County ISD Superintendent and Jamie Carnes, Director of Fiscal Services presented their proposed budgets for next school year. This will be brought back for action at the May 18 meeting.

ISD SPECIAL EDUCATION HEADLEE RESTORATION MILLAGE ELECTION: Jason Mellema, Ionia County ISD Superintendent presented information on the Special Education Headlee Restoration Millage Election, which will be held on Tuesday, August 8. The millage proposal funds special education services for all local districts. This would restore 0.4122 mills back to the original 4.75, and would generate approximately \$715,000 per year if approved.

The cost of restoration to taxpayers – for a \$100,000 home (with a taxable value of \$50,000) the cost would be \$20.61 per year for the Special Education Millage. The median value of Ionia County homes is \$110,000 (US Census Bureau).

RESOLUTION FOR SCHOOLS OF CHOICE: Superintendent, Maury Geiger, reported the State requires board action to “opt in” or “opt out” of the State’s plan. The resolutions for *Opt Out of Section 105; Ionia County ISD Open Enrollment Program; and Opt in to Section 105c* the board will need to take action at the May 18 meeting on these resolutions.

TEACHER PARTIAL LEAVE OF ABSENCE: Superintendent, Maury Geiger reported that per the SEA collective Bargaining Agreement any tenured bargaining unit member (teacher) who was at one time a full-time employee and is currently less than full-time is considered to be on a partial leave of absence. An employee on a partial leave of absence is entitled to return to a comparable position for which he/she is certified and qualified, even if such a return necessitates displacement of a bargaining unit member. Those employees on a partial leave of absence must notify the Board of Education in writing by April 15th if they wish to return to full time employment for the following year or request a continued partial leave of absence.

We have been notified by one of the teachers that they wish to remain on a partial leave of absence for the 2017-2018 school year. The request can be handled in one of two ways.

1. Agree to the request as submitted. This will allow the teacher to continue to work half time but have the right to request to return to full time at the end of the year.
2. Deny the request. This will require the teacher to either return to full time employment next year or resign half of their position and become a half time teacher. This would only entitle them to half time employment in future years.

This will be brought back at the May 18 meeting for action.

1ST DRAFT OF THE 2017-2018 BUDGET: Superintendent, Maury Geiger presented the 1st draft of the 2017-18 budget showing 3 scenarios based on the Governor's Proposal, House Proposal, and Senate Proposal. All 3 of these proposals show a negative fund balance. This will be brought back at the May 18 meeting for more discussion.

HOME SCHOOL PRESENTATION: Board member, David Price presented information from their sub-committee for the homeschool partnership. They met on Monday and reviewed the information from the monkey survey. They have approximately 29 students whom might be interested in a home-school program through Saranac Community Schools.

Tara Rasmus has volunteered to be the Mentor Teacher/Teacher of Record and will work at no cost to the district to get the partnership website and docs up and running. Once the program is going with enrolled students she would like to work half time as a teacher in the elementary and halftime as the homeschool partnership Mentor Teacher/Teacher of Record, beginning in August of the 2017-18 school year. If the partnership fails to launch by August then we will not need the half time position.

There was discussion on what the set up costs would be, and there was no real answer.

There was a motion by Price, and supported by Jackson that the Saranac Board of Education waive past board practice and move forward with establishing a home school partnership web page with all the necessary functionality (Student Handbook, list of classes, etc.) to enable enrollment of homeschool partnership students for the 2017-18 school year. Roll Call vote was taken: Yes: Jackson & Price; No: Courtney, Denny, Doll, Hawkins & VanKuiken. Motion failed.

The board asked Mr. Price to come back with more information on approximate costs.

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

SUPERINTENDENT'S REPORT: Mr. Geiger reported that the Staff Appreciation Day is next week. The scholarship committees have been meeting to review applications. Consumers Energy is starting preliminary work.

BOARD REQUESTS/REPORTS: Mr. Price has looked into the W.K. Kellogg Foundation and reported there are grants available and wondered if the school district should be pursuing this avenue.

COMMUNICATIONS: None

CLOSED SESSION FOR NEGOTIATIONS PURPOSES: Motion by VanKuiken, supported by Hawkins that the Saranac Board of Education go into closed session at 9:49 p.m. for the purpose of negotiations purposes returning to open session at 10:06 p.m. Yes Votes: Courtnay, Denny, Doll, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 10:06 p.m.

Respectfully submitted,

David Price
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approval of Action Items – Consent Agenda

- Pay Bills from General Fund totaling \$578,239.72 for April/May
- Ionia ISD 2017-2018 Budget Resolution
- Schools of Choice Resolutions
- Teacher’s Partial Leave of Absence

Background:

Suggested Resolution

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

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/20/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/21/2017	58989 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice		Date	Description	Amount
		2017-00000415	04/21/2017	ROTH IRA - ROTH IRA	200.00
Check	04/21/2017	58990 Accounts Payable	AFLAC		80.67
	Invoice		Date	Description	Amount
		2017-00000416	04/21/2017	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	04/21/2017	58991 Accounts Payable	HORACE MANN		1,881.56
	Invoice		Date	Description	Amount
		2017-00000417	04/21/2017	H MANN - Horace Mann Insurance	1,881.56
Check	04/21/2017	58992 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice		Date	Description	Amount
		2017-00000418	04/21/2017	FOC - Child Support FOC	201.61
Check	04/21/2017	58993 Accounts Payable	STATE OF MICHIGAN		4,909.99
	Invoice		Date	Description	Amount
		2017-00000419	04/21/2017	MI TAX - Michigan Withholding Tax	4,909.99
Check	04/21/2017	58994 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		32.41
	Invoice		Date	Description	Amount
		2017-00000420	04/21/2017	TRANS SELECT - Trans Select Life Ins *	32.41
GF CHECKING General Fund Checking Totals:			Transactions: 6		\$7,306.24
Checks:		6	\$7,306.24		

Saranac Community Schools
Payment Batch Register
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 Batch Date: 04/21/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/20/2017	58995 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		388.41
	Invoice	Date	Description		Amount
	197078	04/11/2017	HS Copier Supplies		134.65
	198211	04/11/2017	Copier Supplies-ES		253.76
Check	04/20/2017	58996 Accounts Payable	A PARTS WAREHOUSE		289.58
	Invoice	Date	Description		Amount
	134160	04/11/2017	Parts		289.58
Check	04/20/2017	58997 Accounts Payable	AT&T		112.26
	Invoice	Date	Description		Amount
	MG41117	04/11/2017	Phone Bill		112.26
Check	04/20/2017	58998 Accounts Payable	BELDING AREA SCHOOLS		7,512.65
	Invoice	Date	Description		Amount
	2016-17MMMEL	04/11/2017	Mid Michigan Migrant & EL Consortium Charges		7,512.65
Check	04/20/2017	58999 Accounts Payable	BERT'S GLASS		363.24
	Invoice	Date	Description		Amount
	43463	04/11/2017	Bus Windsheild-960		363.24
Check	04/20/2017	59000 Accounts Payable	CRYSTAL FLASH ENERGY		2,906.49
	Invoice	Date	Description		Amount
	158992372	04/11/2017	Diesel Fuel		1,305.37
	158992852	04/11/2017	Diesel Fuel		1,601.12
Check	04/20/2017	59001 Accounts Payable	Encore Technology Group, LLC		2,549.21
	Invoice	Date	Description		Amount
	130096	04/11/2017	Phone Bill		2,549.21
Check	04/20/2017	59002 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		111.00
	Invoice	Date	Description		Amount
	J363625	04/11/2017	Installed Remote Point Modules For Fire System-HS		111.00
Check	04/20/2017	59003 Accounts Payable	Gallagher Uniform		185.36

Saranac Community Schools
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 Batch Date: 04/21/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
		10516676	04/11/2017	Towels & Uniforms	63.52
		10517589	04/11/2017	Towels & Uniforms	58.32
		10518491	04/11/2017	Towels & Uniforms	63.52
Check	04/20/2017	59004 Accounts Payable		GARTER, STARR , DBA TECHPLEX	358.27
	Invoice		Date	Description	Amount
		3526	04/11/2017	USF Assistance Work	358.27
Check	04/20/2017	59005 Accounts Payable		GORDON FOOD SERVICE	468.95
	Invoice		Date	Description	Amount
		177258072	04/11/2017	Community Dinner	468.95
Check	04/20/2017	59006 Accounts Payable		Grand River Physical Therapy , Specialists, P.C.	120.00
	Invoice		Date	Description	Amount
		MG41017	04/11/2017	Athletic Training Hours	80.00
		MG41917	04/11/2017	Athletic Training	40.00
Check	04/20/2017	59007 Accounts Payable		Hi-Tech Building Services	4,382.71
	Invoice		Date	Description	Amount
		014243	04/11/2017	March Custodial Hours	4,382.71
Check	04/20/2017	59008 Accounts Payable		Hurst Mechanical	3,138.78
	Invoice		Date	Description	Amount
		S10522	04/11/2017	Labor to Inspect Pneumatic Controls Throughout School-ES	1,516.98
		S10523	04/11/2017	Provided Labor to Inspect Heat for Library-Jr/Sr	1,621.80
Check	04/20/2017	59009 Accounts Payable		LINDEN LIGHTING SUPPLY	273.90
	Invoice		Date	Description	Amount
		126418	04/11/2017	Lighting supplies	131.70
		126419	04/11/2017	Lighting Supplies	142.20
Check	04/20/2017	59010 Accounts Payable		M.A.S.S.P.	319.00
	Invoice		Date	Description	Amount
		MG41217	04/11/2017	Conference-Josh Leader	319.00
Check	04/20/2017	59011 Accounts Payable		MENARDS-IONIA	119.36

Saranac Community Schools
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Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	33088		04/11/2017	Maint. Supplies	3.78
	33767		04/11/2017	Maint. Supplies	115.58
Check	04/20/2017	59012 Accounts Payable		METS	3,483.11
	Invoice		Date	Description	Amount
	11840		04/11/2017	Salaries & Fees	3,483.11
Check	04/20/2017	59013 Accounts Payable		NAPA AUTO & TRUCK PARTS	604.04
	Invoice		Date	Description	Amount
	792284		04/11/2017	Parts	13.99
	792311		04/11/2017	Parts	58.66
	792369		04/11/2017	Parts	172.84
	792430		04/11/2017	Parts	376.50
	792447		04/11/2017	Core Deposit	(81.00)
	492491		04/11/2017	Warranty	(51.69)
	792510		04/11/2017	Part	17.00
	792549		04/11/2017	Garage Supplies	168.62
	792644		04/11/2017	Part	29.60
	792688		04/11/2017	Part	7.56
	792713		04/11/2017	Part	(48.04)
	792668		04/11/2017	Part	(60.00)
Check	04/20/2017	59014 Accounts Payable		PCMI	3,399.44
	Invoice		Date	Description	Amount
	49610		04/11/2017	Sub Salaries & Fees	2,302.21
	49725		04/11/2017	Salaries & Fees	1,097.23
Check	04/20/2017	59015 Accounts Payable		Peterson, , Dawn	127.35
	Invoice		Date	Description	Amount
	MG41817		04/11/2017	ES Teaching Supplies	127.35
Check	04/20/2017	59016 Accounts Payable		RENAISSANCE LEARNING, INC.	39.00
	Invoice		Date	Description	Amount
	INV4314503		04/11/2017	Accelerated Reader Subscription Add-On	39.00
Check	04/20/2017	59017 Accounts Payable		SARANAC COMMUNITY SCHOOLS	19.31

User: Chris Updyke

Pages: 3 of 5

4/21/2017 7:17:11 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/21/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	BE42017		04/11/2017	Petty Cash Reimb-ES	19.31
Check	04/20/2017	59018 Accounts Payable		SARANAC HARDWARE	86.79
	Invoice		Date	Description	Amount
	84432		04/11/2017	Maint. Supplies	86.79
Check	04/20/2017	59019 Accounts Payable		SCHOOL SPECIALTY INC.	47.92
	Invoice		Date	Description	Amount
	20811803511		04/11/2017	ES Office Order	47.92
Check	04/20/2017	59020 Accounts Payable		SIMPLEXGRINNELL	1,465.00
	Invoice		Date	Description	Amount
	78723557		04/11/2017	Service Contract	1,465.00
Check	04/20/2017	59021 Accounts Payable		SMG Ionia Occupational Health Services	200.00
	Invoice		Date	Description	Amount
	192307		04/11/2017	Bus Driver Physicals	200.00
Check	04/20/2017	59022 Accounts Payable		STATE WIRE & TERMINAL INC.	187.34
	Invoice		Date	Description	Amount
	307389		04/11/2017	Misc. Transportation Supplies	187.34
Check	04/20/2017	59023 Accounts Payable		SUNRISE SUPPLIES, INC.	436.55
	Invoice		Date	Description	Amount
	19522		04/11/2017	Maint. Supplies	59.41
	19528		04/11/2017	Maint. Supplies	28.02
	19529		04/11/2017	Maint. Supplies	251.00
	19251		04/11/2017	Maint. Supplies	98.12
Check	04/20/2017	59024 Accounts Payable		SUPERIOR FIELDS, INC.	2,650.00
	Invoice		Date	Description	Amount
	519135		04/11/2017	Field Dirt & Field Chalk	2,650.00
Check	04/20/2017	59025 Accounts Payable		U. S. POSTMASTER	343.00
	Invoice		Date	Description	Amount
	BE42017		04/11/2017	Postage-ES	343.00

User: Chris Updyke

Pages: 4 of 5

4/21/2017 7:17:11 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/21/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	04/20/2017	59026 Accounts Payable	Unity School Bus Parts		87.79
	Invoice		Date	Description	Amount
		0389502-IN	04/11/2017	Parts	87.79
Check	04/20/2017	59027 Accounts Payable	West Michigan International		6,223.46
	Invoice		Date	Description	Amount
		X101068207:01	04/11/2017	Parts	232.01
		X101068320:01	04/11/2017	Parts	549.80
		X101041133:01	04/11/2017	Parts	(136.00)
		R101009434:01	04/11/2017	Bus Repairs-071	172.50
		X101061468:01	04/11/2017	Parts	1,059.04
		X101069692:01	04/11/2017	Parts	208.66
		X101069838:01	04/11/2017	Parts	4,035.00
		X101069886:01	04/11/2017	Parts	102.45
Check	04/20/2017	59028 Accounts Payable	WINZER CORPORATION		86.52
	Invoice		Date	Description	Amount
		5828580	04/11/2017	Transportation Supplies	86.52
GF CHECKING General Fund Checking Totals:					\$43,085.79
Checks:		34			\$43,085.79

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/27/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/27/2017	59029 Accounts Payable	Class A Auto Parts Inc.		41.64
	Invoice	Date	Description		Amount
		826831	04/24/2017	Parts	41.64
Check	04/27/2017	59030 Accounts Payable	Courtland Consulting		856.40
	Invoice	Date	Description		Amount
		12096	04/24/2017	Website Move & Hostint	856.40
Check	04/27/2017	59031 Accounts Payable	Eaton Lubricants LLC.		132.57
	Invoice	Date	Description		Amount
		MG42017	04/24/2017	Semi Synthetic Air COmpressor Oil	132.57
Check	04/27/2017	59032 Accounts Payable	Gallagher Uniform		58.32
	Invoice	Date	Description		Amount
		10519390	04/24/2017	Towels & Uniforms	58.32
Check	04/27/2017	59033 Accounts Payable	GORDON FOOD SERVICE		71.24
	Invoice	Date	Description		Amount
		177408443	04/24/2017	Cups-Athletics	71.24
Check	04/27/2017	59034 Accounts Payable	IONIA PUBLIC SCHOOLS		2,274.39
	Invoice	Date	Description		Amount
		MG42417	04/24/2017	Parapro Cost	2,274.39
Check	04/27/2017	59035 Accounts Payable	LANSING SANITARY SUPPLY, INC.		399.88
	Invoice	Date	Description		Amount
		931743	04/24/2017	Custodial Supplies	116.76
		932690	04/24/2017	Custodial Supplies	283.12
Check	04/27/2017	59036 Accounts Payable	M.A.S.S.P.		129.00
	Invoice	Date	Description		Amount
		MG52117	04/24/2017	Student Growth & Assessment Data-Josh Leader	129.00
Check	04/27/2017	59037 Accounts Payable	MENARDS-IONIA		101.28
	Invoice	Date	Description		Amount

User: Chris Updyke

Pages: 1 of 3

4/27/2017 1:51:48 PM

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 04/27/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		34664	04/24/2017	Maint. Supplies	101.28
Check	04/27/2017	59038 Accounts Payable	NAPA AUTO & TRUCK PARTS		152.87
		Invoice	Date	Description	Amount
		793721	04/24/2017	Parts	86.10
		794000	04/24/2017	Parts	66.77
Check	04/27/2017	59039 Accounts Payable	REYNOLDS & SONS, INC		182.85
		Invoice	Date	Description	Amount
		099061	04/24/2017	Athletic Equipment-Game Baseballs	182.85
Check	04/27/2017	59040 Accounts Payable	SARANAC COMMUNITY SCHOOLS		120.00
		Invoice	Date	Description	Amount
		MG42517	04/24/2017	Payback Revolving Account Conference-Becky Hoople	120.00
Check	04/27/2017	59041 Accounts Payable	SIMON ELECTRIC, INC		360.00
		Invoice	Date	Description	Amount
		170403	04/24/2017	Labor To Wire UPS	360.00
Check	04/27/2017	59042 Accounts Payable	SMITH, CARRIE		135.55
		Invoice	Date	Description	Amount
		MG41917	04/24/2017	ES Teaching Supplies	135.55
Check	04/27/2017	59043 Accounts Payable	SMITH, GREG		40.00
		Invoice	Date	Description	Amount
		MG42417	04/24/2017	Cell Phone	40.00
Check	04/27/2017	59044 Accounts Payable	SPEEDWAY LLC		260.21
		Invoice	Date	Description	Amount
		MG42517	04/24/2017	Gas District Vehicles	260.21
Check	04/27/2017	59045 Accounts Payable	TASC-CLIENT INVOICES		213.25
		Invoice	Date	Description	Amount
		IN1017206	04/24/2017	Admin & Claim Card Fees	213.25
Check	04/27/2017	59046 Accounts Payable	U. S. POSTMASTER		196.00
		Invoice	Date	Description	Amount

User: Chris Updyke

Pages: 2 of 3

4/27/2017 1:51:48 PM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
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Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		CU42517	04/24/2017	Stamps	196.00
Check	04/27/2017	59047 Accounts Payable	Unity School Bus Parts		209.58
		Invoice	Date	Description	Amount
		0390537-IN	04/24/2017	Parts	41.88
		0391076-IN	04/24/2017	Parts	167.70
Check	04/27/2017	59048 Accounts Payable	West Michigan International		247.37
		Invoice	Date	Description	Amount
		X101070705:01	04/24/2017	Part	1.06
		X101071011:01	04/24/2017	Parts	126.89
		X101071174:01	04/24/2017	Parts	119.42
GF CHECKING General Fund Checking Totals:			Transactions: 20		\$6,182.40
Checks:	20	\$6,182.40			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/01/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/28/2017	59049 Accounts Payable	Lakewood Public Schools		8,117.27
	Invoice	Date	Description		Amount
	MG42517	04/24/2017	Return Transportation Cost/subtract Skye Smith Cost		8,117.27
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$8,117.27
Checks:	1		\$8,117.27		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/01/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/01/2017	59050 Accounts Payable	BLUE CROSS BLUE SHIELD		8,440.63
	Invoice	Date	Description		Amount
	007043024710-May	05/01/2017	MaY Insurance Premium		8,440.63
Check	05/01/2017	59051 Accounts Payable	Priority Health		60,777.18
	Invoice	Date	Description		Amount
	171050001072	05/01/2017	May Insurance Premium		60,777.18
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$69,217.81
Checks:	2	\$69,217.81			

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/01/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/01/2017	59052 Accounts Payable	Priority Health		5,866.24
	Invoice	Date	Description		Amount
	171050001150	05/01/2017	May Insurance Premium		5,866.24
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$5,866.24
Checks:	1		\$5,866.24		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/04/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/03/2017	59053 Accounts Payable	UNUM Life Insurance Company of America		211.21
	Invoice	Date	Description		Amount
	04135500019-May	05/01/2017	May Insurance Premium		211.21
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$211.21
Checks:	1		\$211.21		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/05/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/04/2017	59054 Accounts Payable	UNUM Life Insurance Company of America		672.77
	Invoice	Date	Description		Amount
	04135490013-May	05/01/2017	May Insurance Premium		672.77
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$672.77
Checks:	1		\$672.77		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/05/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/05/2017	59055 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
		2017-00000434	05/05/2017	ROTH IRA - ROTH IRA	200.00
Check	05/05/2017	59056 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2017-00000435	05/05/2017	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	05/05/2017	59057 Accounts Payable	HORACE MANN		1,888.22
	Invoice	Date	Description		Amount
		2017-00000436	05/05/2017	H MANN - Horace Mann Insurance	1,888.22
Check	05/05/2017	59058 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2017-00000437	05/05/2017	FOC - Child Support FOC	201.61
Check	05/05/2017	59059 Accounts Payable	STATE OF MICHIGAN		5,461.59
	Invoice	Date	Description		Amount
		2017-00000438	05/05/2017	MI TAX - Michigan Withholding Tax	5,461.59
GF CHECKING General Fund Checking Totals:					\$7,832.09
Checks: 5			Transactions: 5		
					\$7,832.09

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/05/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/05/2017	59060 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		298.45
	Invoice	Date	Description		Amount
	199263	05/04/2017	Copy Machine Supplies-HS		121.05
	199631	05/04/2017	Printer Charges		177.40
Check	05/05/2017	59061 Accounts Payable	A PARTS WAREHOUSE		168.00
	Invoice	Date	Description		Amount
	134446	05/04/2017	Parts		168.00
Check	05/05/2017	59062 Accounts Payable	APPLE INC.		50.00
	Invoice	Date	Description		Amount
	4436640633	05/04/2017	Volume Purchase Program Credit For Education		50.00
Check	05/05/2017	59063 Accounts Payable	BUYERS GUIDE		8.85
	Invoice	Date	Description		Amount
	MG41817	05/04/2017	Varsity Boys Basketball Coach Ad		8.85
Check	05/05/2017	59064 Accounts Payable	CONSUMERS ENERGY		21,365.47
	Invoice	Date	Description		Amount
	MG5417	05/04/2017	Electric & Matural Gas Bill		21,365.47
Check	05/05/2017	59065 Accounts Payable	CRYSTAL FLASH ENERGY		1,313.49
	Invoice	Date	Description		Amount
	158992554	05/04/2017	Diesel Fuel		1,313.49
Check	05/05/2017	59066 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		210.00
	Invoice	Date	Description		Amount
	A1041150	05/04/2017	Quarterly Monitoring-ES		210.00
Check	05/05/2017	59067 Accounts Payable	Gallagher Uniform		63.52
	Invoice	Date	Description		Amount
	10520284	05/04/2017	Towels & Uniforms		63.52
Check	05/05/2017	59068 Accounts Payable	Grand River Physical Therapy , Specialists, P.C.		80.00

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/05/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount	
			Invoice	Date	Description	Amount
			MG5217	05/04/2017	Athletic Training	80.00
Check	05/05/2017	59069	Accounts Payable	Hale , Abbigail		146.33
			Invoice	Date	Description	Amount
			MG42017	05/04/2017	ES Teaching Supplies	146.33
Check	05/05/2017	59070	Accounts Payable	HOOPER PRINTING		261.19
			Invoice	Date	Description	Amount
			51453	05/04/2017	ES Office Supplies-Envelopes	261.19
Check	05/05/2017	59071	Accounts Payable	Hurst Mechanical		689.33
			Invoice	Date	Description	Amount
			S10989	05/04/2017	Repair Leak on Boiler Piping-ES	689.33
Check	05/05/2017	59072	Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE		505.42
			Invoice	Date	Description	Amount
			15095	05/04/2017	Ads	505.42
Check	05/05/2017	59073	Accounts Payable	Jackson , Valerie		195.00
			Invoice	Date	Description	Amount
			MG42817	05/04/2017	Fitness Class Profit	195.00
Check	05/05/2017	59074	Accounts Payable	JOSTENS		1,105.55
			Invoice	Date	Description	Amount
			20022773	05/04/2017	Graduation Supplies	149.01
			20028490	05/04/2017	Graduation Supplies	929.50
			20029191	05/04/2017	Graduation Supplies	27.04
Check	05/05/2017	59075	Accounts Payable	METS		5,821.60
			Invoice	Date	Description	Amount
			11891	05/04/2017	Salaries & Fees	5,821.60
Check	05/05/2017	59076	Accounts Payable	NAPA AUTO & TRUCK PARTS		74.49
			Invoice	Date	Description	Amount
			794130	05/04/2017	Parts	62.99
			794182	05/04/2017	Parts	11.50

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/05/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	05/05/2017	59077 Accounts Payable	PCMI		5,660.44
	Invoice	Date	Description		Amount
	49985	05/04/2017	Salaries & Fees		1,974.25
	49870	05/04/2017	Sub Salaries & Fees		3,686.19
Check	05/05/2017	59078 Accounts Payable	PLUMLEY, PHYLLIS		6.00
	Invoice	Date	Description		Amount
	MG42617	05/04/2017	HS Teaching Supplies		6.00
Check	05/05/2017	59079 Accounts Payable	SARANAC COMMUNITY SCHOOLS		34.17
	Invoice	Date	Description		Amount
	C42817	05/04/2017	Community Dinner Supplies		34.17
Check	05/05/2017	59080 Accounts Payable	SCHOOL SPECIALTY INC.		53.78
	Invoice	Date	Description		Amount
	208118145650	05/04/2017	ES Classroom Order		53.78
Check	05/05/2017	59081 Accounts Payable	SENTINEL STANDARD		14.00
	Invoice	Date	Description		Amount
	300651638	05/04/2017	Coaches Ad		14.00
Check	05/05/2017	59082 Accounts Payable	SIMPLEXGRINNELL		511.00
	Invoice	Date	Description		Amount
	83599765	05/04/2017	Alarm & Detection Labor-ES		511.00
Check	05/05/2017	59083 Accounts Payable	SUNRISE SUPPLIES, INC.		202.00
	Invoice	Date	Description		Amount
	19676	05/04/2017	Maint. Supplies		202.00
Check	05/05/2017	59084 Accounts Payable	SUPERIOR FIELDS, INC.		265.00
	Invoice	Date	Description		Amount
	519142	05/04/2017	Freight		265.00
Check	05/05/2017	59085 Accounts Payable	THRUN LAW FIRM, P.C.		245.00
	Invoice	Date	Description		Amount
	239478	05/04/2017	Legal Services		245.00
Check	05/05/2017	59086 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,080.50

User: Chris Updyke

Pages: 3 of 4

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/05/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	776763923336		05/04/2017	Trash removal-ES	465.43
	776763823338		05/04/2017	Trash Removal HS	499.96
	776764023334		05/04/2017	Trash Removal-BG	115.11
Check	05/05/2017	59087 Accounts Payable		WELLER AUTO PARTS	650.00
	Invoice		Date	Description	Amount
	8661089		05/04/2017	Recored Bus Radiator-982	650.00
Check	05/05/2017	59088 Accounts Payable		WESTERN TEL-COM, INC.	487.50
	Invoice		Date	Description	Amount
	029517		05/04/2017	1st Quarter Cable Protection	487.50
GF CHECKING General Fund Checking Totals:				Transactions: 29	\$41,566.08
Checks:	29	\$41,566.08			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/09/2017

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/09/2017	59089 Accounts Payable	East Grand Rapids High School		150.00
	Invoice		Date	Description	Amount
	MG5517		05/08/2017	Varsity Softball Invite	150.00
Check	05/09/2017	59090 Accounts Payable	LESLIE HIGH SCHOOL		150.00
	Invoice		Date	Description	Amount
	MG5817		05/08/2017	Track Invite	150.00
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$300.00
Checks:	2		\$300.00		

Payment Register

From Payment Date: 4/12/2017 - To Payment Date: 5/10/2017

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
EFT									
315	04/21/2017	Open			Accounts Payable	HealthEquity, Inc.	\$3,286.07		
316	04/21/2017	Open			Accounts Payable	TASC-CLIENT INVOICES	\$752.67		
317	04/21/2017	Open			Accounts Payable	INDEPENDENT BANK	\$134,552.18		
318	04/25/2017	Open			Accounts Payable	M.P.S.E.R.S.	\$48,795.82		
319	04/25/2017	Open			Accounts Payable	M.P.S.E.R.S.	\$47,471.15		
320	05/05/2017	Open			Accounts Payable	HealthEquity, Inc.	\$2,909.15		
321	05/05/2017	Open			Accounts Payable	TASC-CLIENT INVOICES	\$752.67		
322	05/05/2017	Open			Accounts Payable	INDEPENDENT BANK	\$149,362.11		
Type EFT Totals:									
GF CHECKING - General Fund Checking Totals									
								\$387,881.82	

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$387,881.82	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$387,881.82	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$387,881.82	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$387,881.82	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$387,881.82	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$387,881.82	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$387,881.82	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$387,881.82	\$0.00

ISD BUDGET RESOLUTION

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the _____ day of _____, 2017, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.

2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2016.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2017, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

kd

**Ionia County Intermediate School District
General Fund Budget
2017-2018**

	June 23rd, 2016-2017 Original Budget	December 8th, 2016-2017 GF Amended Budget #1	March 9th, 2016-2017 GF Amended Budget #2	June 20th, 2017-2018 Original Budget	Difference Between Original Budget and February Amended
REVENUES:					
Local	\$371,151.00	\$375,961.00	\$394,105.00	\$385,579.00	(\$8,526.00)
Non-Educational Entities	\$76,044.00	\$48,103.00	\$48,551.00	\$48,657.00	\$106.00
State	\$2,129,936.00	\$2,244,238.00	\$2,332,443.00	\$2,309,082.00	(\$23,361.00)
Federal	\$64,842.00	\$73,335.00	\$76,463.00	\$71,688.00	(\$4,775.00)
Incoming Transfers and Others	\$1,057,698.00	\$1,068,065.00	\$1,082,837.00	\$954,332.00	(\$128,505.00)
Grand Total - Revenues	\$3,699,671.00	\$3,809,702.00	\$3,934,399.00	\$3,769,338.00	(\$165,061.00)
EXPENDITURES:					
Basic Instruction	\$783,562.00	\$832,442.00	\$823,918.00	\$860,231.00	\$36,313.00
Added Needs	\$59,035.00	\$64,913.00	\$64,577.00	\$64,516.00	(\$61.00)
Support Services:					
Pupil Support	\$154,958.00	\$124,872.00	\$122,988.00	\$81,318.00	(\$41,670.00)
Instructional Staff Services	\$560,256.00	\$555,526.00	\$633,713.00	\$709,060.00	\$75,347.00
General Administration	\$278,145.00	\$202,011.00	\$204,450.00	\$203,848.00	(\$602.00)
Business Services	\$619,718.00	\$713,463.00	\$715,648.00	\$742,154.00	\$26,506.00
Operation & Maintenance	\$103,949.00	\$229,072.00	\$232,017.00	\$158,854.00	(\$73,163.00)
Transportation	\$70,037.00	\$43,206.00	\$43,204.00	\$42,694.00	(\$510.00)
Support Services Central	\$529,794.00	\$459,575.00	\$460,658.00	\$413,609.00	(\$47,049.00)
Community Services	\$241,348.00	\$230,346.00	\$247,534.00	\$241,190.00	(\$6,344.00)
Payments To Other Schools	\$233,360.00	\$206,404.00	\$223,584.00	\$135,930.00	(\$87,654.00)
Prior Year Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Modifications/Transfers Out	\$57,050.00	\$116,730.00	\$116,730.00	\$114,730.00	(\$2,000.00)
Grand Total - Expenditures	\$3,691,212.00	\$3,778,560.00	\$3,889,021.00	\$3,768,134.00	(\$120,887.00)
Grand Total					
Total Expenditures	\$3,691,212.00	\$3,778,560.00	\$3,889,021.00	\$3,768,134.00	(\$120,887.00)
Total Revenues	\$3,699,671.00	\$3,809,702.00	\$3,934,399.00	\$3,769,338.00	(\$165,061.00)
Revenues/Expenditures	\$8,459.00	\$31,142.00	\$45,378.00	\$1,204.00	(\$44,174.00)
Fund Balance July 1st, 2017	\$324,929.00				
Estimated Gain/Loss 2017-2018	\$1,204.00				
Fund Balance June 30th, 2018	\$326,133.00				
Fund Balance Percentage of Expenditures		8.66%			

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Resolution for Schools of Choice

The State requires board action to “opt in” or “opt out” of the State’s plan. I recommend that the following resolutions be approved, which adopts the Open Enrollment Release Plan and acknowledges that Saranac Community Schools will opt out of the State’s plan. As required by law my recommendation is that we pass the suggested resolutions for the 2017-2018 school year.

Opt Out of Section 105 – The Board of Education can exercise the option permitted by Section 105 of the State School Aid Act of 1979, as amended by Public Act 300 of 1996, will not accept *Section 105* applications of non-resident students from outside our district, for purposes of operating an intermediate school district-wide schools of choice program in accordance with *Section 105* for the 2017-2018 school year.

Ionia County ISD Open Enrollment Program – The Board of Education will participate in the Ionia County Intermediate School District Open Enrollment Program for 2017-2018 school year.

Opt in to Section 105c – The Board of Education exercises the option permitted by *Section 105c* of the State School Aid Act, Public Act 119 of 1999, as amended by Public Act 297 of 2000, will accept applications for enrollment from residents of contiguous intermediate school districts for the 2017-2018 school year.

_____ School District
 105C Schools of Choice Application – 2017-18 School Year
 Applications are Due by: **September 8, 2017**

Student's Name _____ Date of Birth _____ Grade Entering _____
 (Please note: a separate application must be completed for each child)

School presently attending _____
 Parent/Guardian (s) _____
 Street Address _____ City _____ Zip _____
 Phone (home) _____ Phone (mother's) _____ Phone (father's) _____
 School District where you currently reside: _____

Please Note: If your application for enrollment is accepted and the student is eligible for special education programs and services under the requirements of Section 105c(18) of the State School Aid Act of 1997, actual enrollment cannot occur until this district reaches a written agreement with the district in which you reside. This Agreement is for the purpose of providing a free appropriate public education to the student and must include an Agreement between both districts related to responsibility for the payment of the added costs of special education programs and services for the student. If an Agreement cannot be reached, enrollment is not allowed.

Has your child ever been expelled? _____ Yes _____ No
 Has your child been suspended from a school within the last two years? _____ Yes _____ No

A signed statement from all prior schools verifying that there have been no prior suspensions or expulsions must accompany each application. It is your responsibility to provide this information by the application deadline or this application will not be considered. Falsification of information will be grounds for immediate dismissal.

Sibling Information: Please list siblings for which you have also submitted an application. This gives us a cross check to place siblings at the same building when possible.

<u>Sibling Name</u>	<u>Grade in 2017-18</u>	<u>Prior Suspensions</u>	<u>Prior Expulsions</u>
_____	_____	Yes ___ No ___	Yes ___ No ___
_____	_____	Yes ___ No ___	Yes ___ No ___

 Parent/Guardian Signature

 Date

I understand that if my child is accepted for enrollment it is my responsibility to transport my child to school and from school and to insure that my child arrives in time for the start of instruction and will be picked up or have other arrangements at the end of the school day.

Ionia County ISD and constituent local districts comply with all federal state laws and regulations prohibiting discrimination, and with all requirements and regulations of the United States Department of Education and the Michigan Department of Education. The following signature indicates acceptance of the student:

For Office Use Only

Student was accepted as a Schools of Choice student: ___ Yes ___ No
 If yes, at which building will the student enroll? _____ Date Enrolled _____
 Authorized Signature: _____

Ionia County Intermediate School District
Open Enrollment Release Form

Student(s) who reside within the Ionia County Intermediate School District and wish to attend any other Ionia County public school district, other than their resident district, shall be released for purposes of Section 21 of the State Aid Act, to attend such other public school district; such release shall be subject to the following provisions:

Operational Aspects of the Open Enrollment Procedures:

- 1) The parent(s) of any child(ren) who desire(s) to attend school in a building outside of the school district of residence shall complete and submit a common Open Enrollment Application. The form shall be submitted to the office of the superintendent of the district where the parent(s) desire(s) the child(ren) to attend (the accepting district), and a copy of the form will be sent to the office of the superintendent of the resident district (releasing district) for his/her signature of acceptance.
- 2) The parent(s) of any child(ren) who attend school in a building outside of the school district of residence (releasing) will be responsible for all transportation of their child(ren) to and from school. There are two scenarios on how the parent(s) may make arrangements for transportation with the accepting district:
 - A) If the releasing district no longer offers a student's grade level, the accepting district may enter the releasing district's borders to pick up the student.
 - B) If the releasing district *does* offer the child's grade level, the parent may make arrangements with the accepting district to provide transportation at one of the accepting district's bus stops. The accepting district may not pick up these students inside the releasing district's borders.
- 2) Each district will establish criteria for acceptance of non-resident students.
 - A) A non-resident applicant residing within the same intermediate district shall not be granted or refused enrollment based upon religion, race, color, national origin, sex, height, weight, marital status, or athletic ability, or generally, in violation of any state or federal law prohibiting discrimination.
 - B) A district may refuse to enroll a non-resident applicant if the applicant is, or has been within the preceding two (2) years, expelled from another school.
 - C) A district may refuse to enroll a non-resident applicant if the applicant has been a disciplinary problem for the resident district.
 - D) If upon review a district refuses to accept a student, but has received any foundation allowance for the current year, they will return that revenue to the resident district.
- 3) Notification of acceptance or rejection of an Open Enrollment Application shall be provided to the parent(s) completing the application. Copies of the completed, signed application form will be provided to the parent(s) upon request. Otherwise, copies will be kept in the files of both school districts.
- 4) The Ionia County Intermediate K-12 Public Schools Open Enrollment Project for each school year shall become operational in each K-12 district upon the approval of each of the County's local K-12 Boards of Education.
- 5) There will be **no student tuition charges**.

**Ionia County Intermediate School District
Open Enrollment Release Form**

IMPORTANT: Completion of this form does not automatically enroll a child in another district. The parent(s) is responsible for contacting the district in which the child/children wishes to attend; completing enrollment papers, supplying shot records and birth certificate(s) and any other required forms. Once an agreement is reached between two districts, this form is no longer required in the future. If you elect to enroll your student in a new nonresident Ionia County ISD local district, a new form is required.

Name of Parent: _____ Date: _____
 Address: _____ Phone: _____
 City, State, Zip _____

<u>Name of Child</u>	<u>Grade</u>	<u>Date of Birth</u>

Name of School District of Residence: _____

Name of School District You are Currently Attending: _____

Name of School District You Wish Your Child to Attend: _____

Has the student(s) been expelled from a school? Yes No

Are charges for expulsion pending against the student(s)? Yes No

Please State Why You Want Your Child Released: _____

NOTE: The signature of the parent/guardian/student(if over 18 years of age) found below indicates understanding of, and adherence to, the stipulations, operational aspects of the Open Enrollment procedures found on the attached page and the Hold Harmless Clause found below.

 Signature of Parent(s)/Guardian(s) or Student if Over 18 Years of Age:

HOLD HARMLESS CLAUSE: (read carefully)The parent(s), guardian(s) or student of over 18 years of age making application for participation in the Ionia County Intermediate School Districts Open Enrollment Project agree(s) to hold harmless each Ionia County Intermediate public school district, its employees, and Board of Education members for any decision in the selection process and/or potential participation or actual participation as an Open Enrollment child/student relative to academic achievement, co-curricular participation, student discipline related to behavior, and/or all other aspects of participation as a member of a student body.

Please release all information regarding the above named student(s) to the receiving school district. Information should include all documents in the following categories: CA60 and CA39 records, MEAP scores, EDP, portfolios, disciplinary files, psychological evaluations, social worker or teacher consultant reports, reports from other agencies i.e., Department of Social Services, mental health recommendations, grade reports, transcripts, records of special education placement, evaluation or referrals and any other pertinent information.

By Board Policy, you may not attend any Ionia County Public School until that school has received complete and up-to-date immunization records.

I hereby **RELEASE** the above named student(s) to the _____ school district.

Releasing Superintendent: _____ Date: _____

I hereby **Accept/Deny** the above name student(s) to our school district.

Accepting Superintendent: _____ Date: _____

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Teacher Partial Leave of Absence

Per the SEA collective Bargaining Agreement any tenured bargaining unit member (teacher) who was at one time a full-time employee and is currently less than full-time is considered to be on a partial leave of absence. An employee on a partial leave of absence is entitled to return to a comparable position for which he/she is certified and qualified, even if such a return necessitates displacement of a bargaining unit member. Those employees on a partial leave of absence must notify the Board of Education in writing by April 15th if they wish to return to full time employment for the following year or request a continued partial leave of absence.

We have been notified by one of the teachers that they wish to remain on a partial leave of absence for the 2017-2018 school year. The request can be handled in one of two ways.

1. Agree to the request as submitted. This will allow the teacher to continue to work half time but have the right to request to return to full time at the end of the year.
2. Deny the request. This will require the teacher to either return to full time employment next year or resign half of their position and become a half time teacher. This would only entitle them to half time employment in future years.

April 11, 2017

Dear Superintendent Maury Geiger and Board of Education Members,

I am requesting to continue my half-time leave of absence for next year. My family is very important to me and I would like the opportunity to be able to work part-time and raise my young children at home as well. I hope the Board will grant my half-time leave as you have done in previous years. The Board has always been supportive of teachers' decisions to be part-time and for that I am truly gracious.

Sincerely,

A handwritten signature in cursive script that reads "Tina Catrell". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Tina Catrell

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Retirement Resolutions

We have received three notices from staff of their plans to retire at the end of the school year. Teri Bergy has prepared retirement resolutions for the board. I will have them at the meeting on Thursday for the board to review, with action taken at the June 1 meeting.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2017-2018 Extracurricular Positions

The S.E.A. contract requires the appointment of individuals to extracurricular positions by June 30th for the following year. I have attached a listing of extracurricular positions. I will ask for Board action on the list at the June 1 meeting.

A list of recommended appointments is attached.

2017-2018 Extracurricular Positions

Middle School Student Council	Joel Manion
Music Director	Matt Stauffer
High School Student Council.....	Diana Smith
Yearbook Advisor.	Diana Smith
National Honor Society Sponsor	Nancy Helminski
FFA Sponsors.....	Tracy Dahms & Susann Young
Junior Class Sponsor.....	Phyllis Plumley
Head Varsity Football.....	Andy Lytle
Head Junior Varsity Football	Jayson Potter
Assistant Football	Branden Bowen & John Nummer
Varsity & JV Fall Sports Cheerleading	Self Funded
Varsity Girls Basketball	Steve Tompkins
JV Girls Basketball.....	Todd Chipman
8th Grade Girls Basketball	Self-Funded
7th Grade Girls Basketball	Self-Funded
Cross Country	Diana Smith
Varsity Volleyball	Amy McElvain
JV Volleyball	Amy Miles
7 th & 8 th Grade Volleyball	Self Funded
Varsity Boys Basketball	OPEN
Winter Varsity & JV Cheerleading.....	Self Funded
JV Boys Basketball	Gelan Dibaba
8th Grade Boys Basketball	Self-Funded
7th Grade Boys Basketball	Self-Funded
Varsity Softball.....	Todd Chipman
JV Softball.....	Marcy Couturier
Varsity Baseball	Jason Smith
JV Baseball.....	Ethan Veenstra
Track.....	Diana Smith
Assistant Track	Erric Smith
Jr. High Track.....	Self-Funded
Boys/Girls Golf.....	Self Funded
Soccer	Self Funded

Updated: 5/12/17

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Budget Hearing Resolution

The attached resolution takes action to set a time, date, and place for a public hearing on the proposed budget for the 2017-2018 school year. The budgets will be presented at the June 15 hearing, with action for approval of the budgets to be requested following the hearing.

We will need to take action on this so that we can have the posting in a local newspaper. This will be brought back for action at the June 1 meeting.

Saranac Community Schools, Ionia County, Michigan

A regular meeting of the Board of Education of the Saranac Community Schools was held in the Library at Saranac Jr/Sr High School on 1st day of June, 2017, at 7:00 p.m.

The meeting was called to order at 7:00 o'clock, in the p.m. by:

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, Tonight this Board will review a proposed budget and desires to establish a hearing thereon for the fiscal year 2017-2018.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby set 7:00 o'clock, in the p.m. Thursday, June 15, 2017 in the Library at Saranac Jr/Sr High School, Michigan, as the time, date and location for the public hearing on the proposed budget for the 2017-2018 fiscal year.
2. The Board authorizes and directs the Superintendent to cause the Notice of a Public Hearing on Proposed 2017-2018 Budget, a copy of which is attached hereto as Exhibit A, to be published in a newspaper of general circulation in the district, not less than six (6) days prior to the hearing.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Yes: Members

No: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Saranac Community Schools, Ionia County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on Thursday, June 1, 2017, the original of which is part of the Board's minutes. The undersigned further certified that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Secretary, Board of Education

NOTICE OF A PUBLIC HEARING ON PROPOSED 2017-2018 BUDGET

PLEASE TAKE NOTICE that on Thursday, June 15, 2017 at 7:00 p.m., in the Library at Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, Michigan, the Board of Education of Saranac Community Schools will hold a public hearing to consider the district's proposed 2017-2018 budget.

The Board may not adopt its proposed 2017-2018 budget until after the public hearing. A copy of the proposed 2017-2018 budget including the proposed property tax millage rate is available for public inspection during normal business hours at the Superintendent's Office, 225 Pleasant Street, Saranac, Michigan.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

This notice is given by order of the Board of Education.

David Price, Secretary

The third paragraph must be printed in 11-point boldface type as show.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2nd Draft of the 2017-2018 Budget

Mr. Geiger will be presenting a second draft of the 2017-2018 budget.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: ISD Board Member Election

Attached you will find 2 resolutions which need to be completed by your Boards between May 15 and June 2nd designating:

1. A representative of your board to vote
2. An alternate representative of your board should your representative not be available
3. Which candidate(s) your Board supports voting for

The election is on June 5, 2017 at 12:00 p.m. here at the ISD. This is the only order of business, so I expect the meeting to last approximately 10 minutes or less. As you will see, each candidate is running unopposed for the respective position.

**NOTICE OF BIENNIAL ELECTION OF THE BOARD OF EDUCATION OF
IONIA COUNTY INTERMEDIATE SCHOOL DISTRICT, MICHIGAN
TO BE HELD MONDAY, JUNE 5, 2017**

TO: Secretaries of the Constituent School Boards (*via certified mail*)
FROM: Secretary, Ionia County Intermediate School District (the “ISD”)
DATE: May 12, 2017
RE: Meeting of Electoral Body to Elect ISD Board Members

In accordance with Section 614 of 1976 PA 451, as amended (the “Revised School Code”), you are hereby notified that the biennial election of the ISD Board by an electoral body composed of one (1) person designated by each of the ISD’s constituent school districts will be held on Monday, June 5, 2017, at 12:00 o’clock, p.m., at Ionia County ISD.

RECOMMENDED

To be eligible to vote, a certified copy of the resolution of the constituent school district designating its representative must be filed with the Secretary of the ISD prior to the meeting of the electoral board.*

(*This is because the electoral body should have copies of the local boards’ resolutions on file at the commencement of the meeting to have a *record* of who is eligible to vote.)

RESOLUTION DESIGNATING DISTRICT'S ELECTION REPRESENTATIVE

[To be adopted on or after May 15, 2017]

_____ (the "District")

A _____ meeting of the board of education of the District (the "Board") was held in the _____, within the boundaries of the District, on the _____ day of _____, 2017, at _____ o'clock in the ____m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. The biennial election of the Board of Ionia County Intermediate School District, Michigan (the "ISD Board") will be held on Monday, June 5, 2017; and
2. The members of the ISD Board will be elected by an electoral body composed of one (1) person designated by the board of each of the constituent school districts; and
3. In accordance with Section 614(2) of the Revised School Code, MCL 380.614(2), this Board desires to designate _____ as this District's proposed representative and _____ as an alternate designated representative in the event the designated representative is unable to attend and further desires to direct said representative and alternate to vote on behalf of this Board for a specific candidate.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby approve the designation of _____ as the representative of this Board for the electoral body, which body will elect three (3) candidates to the vacancies on the ISD Board on Monday, June 5, 2017 and _____ as an alternate in the event the designated representative is unable to attend.
2. The designated representative and alternate are further directed to cast a vote on the first ballot on behalf of this Board for (select from vacancies listed below):

ISD Board - 4 year term (vote for not more than one)

Linda Hoxie-Green



ISD Board - 6 year term (vote for not more than two)

Brian R. Talbot

Robert Insley

3. The Secretary of this Board is hereby further directed to file a certified copy of this resolution with the Secretary of the ISD Board.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a _____ meeting held on _____, 2017, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

MDG/kmh

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Home School Initiative

Jason Smith and I will be reviewing the Home School information with the board Finance Committee on Tuesday evening. We will bring this information to the board meeting on Thursday.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Ionia ISD and Saranac Service Agreements

The Board Finance Committee has been reviewing the business office and technology service agreements since January. It was discussed at our last board meeting to continue these services.

Overall, I am very pleased with the services that we have been able to provide for our school district in the areas of technology and business with the ISD in providing programs and services for our students and staff.

You have the option of approving this tonight with a motion, or this can be brought back at the June 1 meeting for action.

BUSINESS SERVICES CONTRACT

This Business Services Contract to provide business operational services is made by and between Saranac Community Schools, 225 S Pleasant St, Saranac, MI 48881, hereinafter referred to as “SCS”, and the Ionia County Intermediate School District, Ionia, MI 48846, hereinafter referred to as “ICISD”.

Preamble

- A. *Revised School Code Section 627(4) generally authorizes intermediate school districts to provide to constituent districts business services that can be accomplished more cost effectively by an intermediate school district, and to charge a fee for such services.*
- B. *The parties, after careful consideration, have concluded that ICISD can furnish SCS certain business services on a more cost-effective basis.*
- C. *ICISD is willing to furnish, and SCS desires to receive, such services for the consideration and on the terms and conditions stated in this Contract.*

Effective Dates: July 1, 2017 through June 30, 2019

1. ICISD and SCS mutually agree that ICISD will provide Business Services for SCS as set forth in Appendix A. Further Appendix A may be amended by mutual agreement of the parties.
2. ICISD and SCS also mutually agree as follows:
 - a. ICISD shall be responsible for ensuring that the individuals assigned to perform services for SCS adhere to professional standards and perform all services in a manner consistent with generally accepted proficiency and competency for the type of services rendered.
 - b. ICISD shall be regarded at all times as performing services as an independent contractor of SCS. SCS shall not have the right to exercise control or direction over the means and methods utilized by ICISD in providing services. ICISD shall have the right to facilitate and direct work with SCS central office staff.
 - c. All individuals assigned by ICISD to perform services for SCS shall be considered employees of ICISD and shall not be considered employees, individual agents, or contractors of SCS. ICISD shall be solely responsible for compensating, hiring, evaluating, disciplining, dismissing, and otherwise regulating the employment conditions and rights relative to all individuals whom ICISD utilizes to provide services to SCS.
 - d. The term of this contract shall commence on July 1, 2017 and remain in full force and effect through June 30, 2019. Unless SCS provides written

notice of non-renewal at least 60 (sixty) days before the contract termination date, this contract will, without further action, be automatically renewed for an additional one year period, on each June 30th.

- e. Early Termination. This contract may be terminated for any reason by either party upon 60 (sixty) days written notice to the other Party. In the event this Contract is terminated during its term, SCS will pay ICISD for services provided up to and including the date of termination.
- f. Compensation and Payment. In consideration of the services provided to SCS by ICISD as specified in Appendix A, SCS will compensate ICISD ninety one thousand, seven hundred and fifty dollars (\$91,750) for fiscal year 2017-2018 and one hundred thousand dollars (\$100,000) for fiscal year 2018-2019. Further it is mutually agreed that this fee does not include any cost associated with additional work that may result from the district incurring a deficit fund balance.
- g. Invoice Procedure. ICISD shall submit invoices to SCS in December and June of each fiscal year. SCS will remit payment to ICISD within thirty (30) days of receipt. If SCS disputes the accuracy of any invoice delivered by ICISD, SCS shall deliver a written notice and explanation to ICISD within sixty (60) days of receipt. ICISD will meet with SCS to review the invoice and attempt to resolve the dispute within ten (10) business days of receipt of the notice of dispute.
- h. Indemnification. Each party to this Contract must seek its own legal representative and bear its own costs, including judgments, in any litigation which may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other in litigation.
- i. Minimum Insurance. ICISD shall carry comprehensive general liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence, combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect ICISD and SCS against liability or claims of liability which may arise out of ICISD provision of services under this contract.
- j. Confidentiality. ICISD shall observe the policies and directives of SCS to preserve the confidentiality of SCS records and information, including student records and student information, to the extent ICISD (its employees and agents) are permitted to access such records or information.

- k. Notice of Non-Discrimination. The parties shall not discriminate against any employee, applicant for hire, student, or other recipient of service under this contract due to race, color, religion, sex, national origin, age, height, weight, or disability in the delivery of services rendered under this contract.
 - l. Entire Agreement. This contract, and its attached Appendices, constitute the entire contract between the parties regarding its subject matter and supersedes any prior understandings or agreements with respect to the services.
 - m. Amendments. None of the terms and provisions of this contract or its appendices may be modified or amended in any way except by an instrument in writing executed by authorized representatives of ICISD and SCS.
 - n. Governance. This Agreement, and all amendments, modification, and changes hereto will be governed by the laws of the State of Michigan.
2. Authorization and Signer’s Representation. This contract has been duly authorized, executed and delivered by the parties and constitutes a legal, valid and binding obligation upon each of them, enforceable in accordance with its terms. The representatives of Ionia County ISD and Saranac Community Schools affirm that they are authorized to execute and bind their respective parties to the Agreement.

Ionia County ISD

By: _____ Date: _____
 Jason Mellema
 Superintendent

Saranac Community Schools

By: _____ Date: _____
 Maury Geiger
 Superintendent

Appendix A (Scope of Services)

ICISD will provide the following services to SCS under the terms of this contract:

- Review Current Internal Control Processes, Identify Areas for Improvement, Develop Plan to Address Issues, Prepare Timeline, and Implement Plan
 - Payroll
 - Payroll related Accounts Payable
 - Accounts Payable
 - Cash Receipts
 - Financial & Regulatory Reporting

- Cash Management
 - Receipt State Aid deposits (via wire transfer), including food service State Aid
 - Record deposits into the General Ledger (all cash and local collections to be deposited by LEA), for General Fund and Debt Retirement, not including Athletic and Food Service receipts and deposits
 - Invest excess funds in compliance with state law
 - Prepare and maintain cash flow
 - Initiate and request federal cash draws for General Fund
 - Bank Reconciliations for General Fund, Food Service and Debt Retirement

- Financial and Regulatory Reporting
 - Create/complete the monthly, quarterly and annual financial reporting:
 - Monthly Board of Education
 - Quarterly Medicaid financial reports
 - Annual Special Education report – SE4096
 - Annual Special Education Transportation report –SE4094
 - Annual FID Report
 - Grant Final Expenditure Reports
 - Lead and coordinate the annual audit
 - Lead and coordinate the budget development and amendment process
 - Lead and coordinate the cash flow borrowing process
 - Prepare and file the Annual Disclosure Statement
 - Prepare and file the Qualifying Statement
 - Other Reporting as Necessary

- Payroll
 - Collect and review timesheets
 - Prepare and enter payroll deductions

- Prepare, verify and process payroll ACH/electronic transactions
- Resolve payroll discrepancies by collecting and analyzing information
- ORS reporting and reconciliation
- Federal, State, City Tax Withholdings, including 941 reporting
- File quarterly MESC/LARA Wage Detail reporting
- Maintain up-to-date accurate payroll files/data
- Distribute payroll deduction funds to appropriate vendors
- Respond to payroll questions and requests
- Year End Reporting (W-2's and 1095's)
- Process Payroll Accounts Payables
- Process all related year-end wage accruals
- COBRA Processing

- Accounts Payable
 - Review and approve invoice batches
 - Review and approve invoice payment batches

- HR
 - Review and process unemployment claims
 - Assist with contract computations and adjustments as needed

- Other
 - Provide financial support for negotiations
 - File Insurance claims for Workers Compensation and PC
 - Coordinate all month-end and year-end close outs
 - Provide assistance with millage renewals
 - Provide assistance with bond refundings
 - Provide technical assistance to Administrators on financial reporting as necessary

SCS Responsibilities include but not limited to:

- Assist and Review Current Internal Control Processes, Identify Areas for Improvement, Develop Plan to Address Issues, Prepare Timeline, and Implement Plan, in conjunction with ICISD
 - Payroll
 - Payroll related Accounts Payable
 - Accounts Payable
 - Cash Receipts
 - Financial & Regulatory Reporting

- Cash Management
 - Record deposits into the General Ledger (all cash and local collections to be deposited by LEA) for Athletic and Food Service
 - Initiate and request federal cash draws for Food Service Fund
 - Bank Reconciliations for Trust and Agency (Internal Accounts)

- Financial and Regulatory Reporting
 - Create/complete the monthly, quarterly and annual financial reporting:
 - Administrative financial reports
 - Assist with the coordination of the annual audit
 - Assist with the coordination of the budget development and amendment process
 - Assist with the cash flow borrowing process
 - Assist with other reporting as necessary

- Payroll
 - Assist with timesheets and questions that may arise
 - Maintain accrued time for all personnel
 - Process all year end related payroll time accruals
 - Reconcile monthly insurance invoices

- Accounts Payable
 - Maintain contract service agreements file
 - Process checks for Student Activities and Athletic Officials and submit documentation weekly to ICISD for recording and bank reconciliation purposes
 - Process Purchase Orders
 - Process Invoices and submit documentation biweekly to ICISD for invoice batch review
 - Process Invoice Payment batch and issue checks to vendors. Submit documentation biweekly to ICISD for invoice payment batch review and approval.

- HR
 - Personnel responsibilities
 - Hiring
 - Firing
 - Contract negotiations
 - Employee fingerprinting – prior to date of hire
 - Register of Educational Personnel (REP)
 - Change of status for personnel (new hires, change, terminations)
 - Personnel hire/contract information including, but not limited, employee position and rate of pay
 - FMLA paperwork and notices
 - Workers Compensation releases
 - Transfer initial employee hire/set-up information (W-4s, Retirement information, voluntary deductions, etc) to ICISD in a timely manner
 - Annual Personnel Roster with employee assignments and correct account numbers
 - Assist with unemployment claims

- Maintain and update employee degree levels, years of services, lanes, steps and communicate changes with ICISD in a timely manner
- Maintain employee files
- Process all other employee benefits
- Process and maintain employee benefit elections, open enrollment, offers of coverage, benefit changes

- Other
 - Provide and assist with millage and bond refunding's
 - Pupil accounting and days and clock hour reporting
 - Student injury reporting
 - E-rate filings
 - Food Service Administrative Reviews
 - Local grant and scholarship tracking and recording
 - Facility Rentals
 - ACA Tracking and Coding

**SARANAC COMMUNITY SCHOOLS
And
IONIA COUNTY INTERMEDIATE SCHOOL DISTRICT**

TECHNOLOGY SERVICES AGREEMENT

2017-2018 School Year

This agreement is between Saranac Community Schools, hereinafter called Saranac and Ionia County Intermediate School District, hereinafter called Ionia County ISD.

Saranac and Ionia County ISD acknowledge that the following items to the agreement may be altered with mutual consent of the parties when and where applicable. The elements of the agreement are as follows:

1. Ionia County ISD agrees to provide Technology Support Services to Saranac for the 2017-2018 school year.
2. Ionia County ISD agrees to charge Saranac \$120,000 for the 2017-2018 school year. Ionia County ISD will invoice Saranac in two equal installments, in December and June.
3. The person or person(s) hired to perform the services shall be hired, employed, supervised and evaluated by Ionia County ISD. Input from Saranac will be valued when making staffing decisions.
4. All personnel costs, including salary and benefits, conference expenses, continuing education expenses and certification costs shall be the responsibility of Ionia County ISD.
5. All costs that are directly attributable to services provided on behalf of Saranac, such as supplies and materials, travel and equipment shall be the responsibility of Saranac. Ionia County ISD shall invoice Saranac as needed for such costs.
6. Any unforeseen expenditures that are directly attributable to this agreement shall be discussed and decided upon at that time.
7. Termination of this agreement by either district requires a one hundred and twenty (120) day written notification. It is understood that this agreement shall automatically roll over each fiscal year if no notification by either party is received by March 1.

Maury Geiger
Superintendent
Saranac Community Schools

Date

Jason Mellema
Superintendent
Ionia County ISD

Date