

Saranac Community School

Board of Education Agenda

Regular Meeting

July 9, 2015

7:00 PM

Library, Jr/Sr High School

1. Call to Order_____	
2. Pledge of Allegiance	
3. Approval of Minutes	2
4. Additions & Deletions	
5. Comments from Guests - Agenda Items	
6. Reports/Presentations	
a. Series A Bond Resolution	6
b. Series B Bond Resolution	14
c. Depository of Funds	19
d. Authorized Signatures	20
e. Investment of Funds	21
f. Pay Bills	26
g. Elementary School Handbook	44
h. Varsity Football Coach	76
i. Partial Leave of Absence - Administration	78
7. Comments from Guests - Non Agenda Items	
8. Superintendent's Report	
a. Student Enrollment	80
9. Board Requests/Reports	
10. Communications	
11. Approve Executive Session Minutes	
12. Other	
13. Adjournment_____	

Saranac Community Schools
Board of Education
Meeting #24

The Saranac Community Schools Board of Education held a regular meeting on Thursday, June 18, 2015 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

The meeting was called to order by President, Brent Denny at 6:01 p.m.

Present: Coulson, Denny, Hawkins, LaWarre, Price, and VanKuiken.
Absent: Doll

Teri Bergy led in the Pledge of Allegiance.

STUDENT REQUEST: The parent and student requested a closed hearing. Motion by LaWarre, supported by Coulson that the Saranac Board of Education go into Closed Session for the purpose of a student request at 6:01 p.m. returning to open session at 6:20 p.m. Yes Votes: Coulson, Denny, Hawkins, LaWarre, Price & VanKuiken. Motion Carried.

Motion by Coulson, supported by LaWarre that the Saranac Board of Education approve the student request. Yes Votes: Coulson, Denny, Hawkins, LaWarre, Price & VanKuiken. Motion Carried.

STUDENT HEARING: The parent and student requested a closed hearing. Motion by VanKuiken, supported by Hawkins that the Saranac Board of Education go into Closed Session for the purpose of a student hearing at 6:27 p.m. returning to open session at 6:53 p.m. Yes Votes: Coulson, Denny, Hawkins, LaWarre, Price & VanKuiken. Motion Carried.

Motion by Coulson, supported by VanKuiken 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: Coulson, Denny, Hawkins, LaWarre, Price & VanKuiken. Motion Carried.

Board member Sarah Doll joined the meeting at 6:56 p.m.

APPROVAL OF MINUTES: Minutes from regular meeting dated June 4, 2015 were approved as written with the exception of a correction to the Closed Session for Superintendent's Evaluation. ***Board Member, Steve LaWarre was listed as voting yes and he was absent at this meeting.***

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

ADDITIONS & DELETIONS: Superintendent Geiger would like to add Presentation/Action Items 13.f., 2015-16 Calendar, and 13.g., S.E.A. Letter of Understanding #1 to the agenda.

COMMENTS FROM GUESTS: None

BUDGET HEARING FOR 2015-16 SCHOOL YEAR: Superintendent Maury Geiger conducted the budget hearing for the projected 2015-2016 fiscal year budget for General Fund, Debt Fund and School Service Fund.

PRESENTATION/ACTION FOR THE 3RD & FINAL 2014-2015 BUDGET

AMENDMENT: Superintendent Geiger presented the final budget amendment showing a fund balance of 10.9%.

Motion by LaWarre, supported by Price and unanimously approved that the Saranac Board of Education approve the 3rd budget amendment for the 2014-15 school year as presented.

APPROVE THE 2015-2016 BUDGET: Superintendent Geiger presented the 2015-2016 budget for adoption.

Motion by Doll, supported by VanKuiken and unanimously approved that the Saranac Board of Education approve the 2015-2016 budget as presented.

CONSENT AGENDA: Motion by Hawkins, supported by LaWarre and unanimously approved that the Saranac Board of Education approve the Consent Agenda items as listed:

- ✓ Authorize the payment of May/June bills from General Fund totaling \$930,240.17
- ✓ Accept Gifts totaling \$7,019.27
- ✓ Approve the 2015-2020 Strategic Plan
- ✓ Approve 2015-16 MHSAA Membership Resolution
- ✓ Approve 2015-16 Jr/Sr High Course Offering Book
- ✓ Approve 2015-16 Jr/Sr High Student Handbook
- ✓ Approve 2015-16 Extracurricular Assignments

JR HIGH STUDENT COUNCIL ADVISOR: Co-Principal, Josh Leader received two applications for the posting of the Jr High Student Council Advisor. Mr. Leader interviewed both candidates, and would like to recommend Mr. Joel Manion to this position.

Motion by Coulson, supported by Hawkins and unanimously approved that the Saranac Board of Education waive past practice and approve the appointment of Joel Manion as the Jr High Student Council Advisor for the 2015-2016 school year as presented.

HONEYWELL AGREEMENT: Mr. Kurt Carter from Performance Contracting Owners Representatives LLC presented an update on the Energy Savings Performance Contract with costs and timeline of the project.

Motion by Hawkins, supported by LaWarre and unanimously approved that the Saranac Board of Education waive past practice and approve the Honeywell Contract upon final approval from Thrun Law Firm and Performance Contracting Owners Representatives as presented.

APPROVE GENERAL FUND OPERATING LOAN: Superintendent, Maury Geiger reported that Finance Director, Jammie Sprank is working on the preliminary cash flow projection for the 2015-2016 school year and has projected that we will need to borrow up to \$2,800,000 to get us through the months with cash flow problems. Our shortfall for the last two years 2014-2015 was \$1,200,000, and 2013-2014 was \$1,200,000.

The Michigan Municipal Bond Authority is again processing loan applications for school districts with cash flow problems. We would borrow the money in August and repay the loan through the next 12 months.

Motion by LaWarre, supported by VanKuiken and unanimously approved that the Saranac Board of Education waive past practice and adopt the attached resolution: *Resolution Authorizing Issuance of Notes in Anticipation of State School Aid (August Borrowing)*.

MATH CURRICULUM UPDATE AND APPROVAL: Curriculum Director, Connie Hamilton presented the 2015 textbook selection process and the Math Coherence Team recommendation. The team consisted of Connie Hamilton, Bridget Harder, Nancy Helminski, Tara Rasmus, Katie Rottier, Brien Simpson, Stephanie Smith, and Steve Tompkins.

The K-5 textbook selection is Bridges (Math Learning Center); grades 6-8 selection is CMP3 (Pearson out of MSU), and grades 9-12 is CMP (College Preparatory Math). Mrs. Hamilton went through the cost breakout for the materials and professional development costs.

These books and materials for the K-12 was suggested of being paid over the course of two years.

Motion by VanKuiken, supported by Price and unanimously approved that the Saranac Board of Education approve the recommendation of Math Textbooks as presented.

DISTRICT SCHOOL IMPROVEMENT PLAN: Curriculum Director, Connie Hamilton has been working on the District School Improvement Plan, which needs board approval and sent to the State Department of Ed.

Motion by Price, supported by Hawkins and unanimously approved that the Saranac Board of Education approve the District School Improvement Plan for 2015-16 as presented.

2015-16 CALENDAR: Superintendent Geiger has met with S.E.A. representatives and they have a tentative agreement on the calendar for the 2015-16 school year.

Motion by LaWarre, supported by VanKuiken and unanimously approved that the Saranac Board of Education waive past practice and approve the 2015-16 school calendar as presented.

S.E.A. LETTER OF UNDERSTANDING #1: Superintendent Geiger reported that with the approve of the new calendar for the 2015-16 school year there is a need for a letter of understanding in three sections of the collective bargaining agreement.

Motion by Coulson, supported by Hawkins and unanimously approved that the Saranac Board of Education waive past practice and approve the S.E.A. Letter of Understanding #1 as presented.

COMMENTS FROM GUESTS: None.

SUPERINTENDENT REPORT: Superintendent Geiger reported on the projected student count for the fall, and presented the administrative restructuring Proposal D, which the

board gave approval to move forward with postings. The Focal Point will be going out in the Shoppers Guide this weekend. Mr. Geiger attended the Alumni Banquet, which was very well attended with over 200 in attendance. Mr. Geiger will begin the process of reviewing all the policies with Neola and also discussed staffing for the fall.

BOARD REQUESTS/REPORTS: Board President, Brent Denny would like to schedule a meeting for Superintendent Geiger's mid-year evaluation. All board members selected August 13, 2015 for a special board meeting.

COMMUNITICATION: A thank you card was received from the 2015 Senior Parents for the use of the school bus and drivers for the senior overnight trip.

APPROVE EXECUTIVE SESSION MINUTES: Executive Session minutes dated June 4, 2015 were approved as written.

OTHER: None.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 10:50 p.m.

Respectfully submitted,

Steve LaWarre
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2015 Refunding Bonds Series A Resolution

As a follow up to the board resolution on April 16th, 2015 to refinance the 2005 school bond loan, we have successfully agreed to terms and conditions of a "bond purchase agreement." Fredric Heidemann, from Thrun Law Inc., will be here to present the resolution and explain the terms and conditions of the agreement.

Suggested Resolution

I move that the Saranac Board of Education waive past practice and approve the bond resolution as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools, Ionia County, Michigan (the "Issuer")

A _____ meeting of the board of education of the District (the "Board") was held in the _____, within the boundaries of the Issuer, on the 9th day of July, 2015, 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. By resolution adopted on April 16, 2015 (the "Bond Resolution"), this Board authorized not to exceed Fourteen Million Dollars (\$14,000,000) 2015 Refunding Bonds, Series A (the "Bonds") for the purpose of refunding all or part of that portion of the Issuer's 2005 Refunding Bonds, dated December 22, 2005, which are callable on or after November 1, 2015, and are due and payable May 1, 2016 through May 1, 2027, inclusive, May 1, 2029 and May 1, 2031 (the "Refunded Bonds"); and

2. In the Bond Resolution, the Issuer authorized the Superintendent of Schools to accept the offer of William Blair & Company, L.L.C., Southfield, Michigan, on behalf of itself and Stifel, Nicolaus & Company, Incorporated (together, the "Underwriter"), within the parameters set forth in such resolution; and

3. Based upon information provided by the Issuer's financial consulting firm and the Underwriter, the Issuer selected a negotiated sale to allow for flexibility in the timing, sale and structure of the Bonds in response to changing market conditions and to allow for flexibility in sizing the defeasance escrow necessary to accomplish the refunding of the Refunded Bonds; and

4. The Underwriter presented an offer to purchase the Bonds to the Superintendent on June 26, 2015.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The offer of the Underwriter as set forth in the bond purchase agreement (the "Bond Purchase Agreement"), and the terms and conditions set forth therein, presented to the Superintendent on June 26, 2015, to purchase the Bonds in the principal amount of \$5,825,000 at a purchase price of \$6,091,324.80, which is the par value of the Bonds, plus an original issue premium of \$305,857.90, less the Underwriter's discount of \$25,047.50, less the original issue discount of \$14,485.60, is hereby ratified and affirmed. The Bonds shall be issued in the aggregate principal sum of \$5,825,000 and designated 2015 Refunding Bonds, Series A (General Obligation - Unlimited Tax).

2. The Bonds shall be dated August 4, 2015, and shall mature on May 1 of the years 2016 to 2029, inclusive, and 2031, on which interest is payable commencing May 1, 2016 and semi-annually thereafter on November 1 and May 1, at the rates and in the principal amounts set forth in Exhibit A and shall be subject to optional and mandatory redemption as set forth herein. The Bonds shall be initially offered to the public at the initial offering yields as set forth in Exhibit A hereto.

3. The Bonds or portions of Bonds in multiples of \$5,000, maturing on or after May 1, 2026, shall be subject to redemption prior to maturity, at the option of the Issuer in such order as the Issuer may determine and by lot within any maturity, on any date occurring on or after May 1, 2025, at par plus accrued interest to the redemption date.

4. The Bonds due May 1, 2031, are term bonds subject to mandatory redemption in part, by lot, on the redemption dates and in the principal amounts set forth below and at a redemption price equal to the principal amount thereof, without premium, together with interest thereon to the redemption date, as set forth below.

Bonds due May 1, 2031

<u>Redemption Date</u>	<u>Principal Amount</u>
May 1, 2030	\$380,000
May 1, 2031 (maturity)	380,000

When term bonds are purchased by the Issuer and delivered to the Paying Agent for cancellation or are redeemed in a manner other than by mandatory redemption, the principal amount of the term bonds affected shall be reduced by the principal amount of the Bonds so redeemed or purchased in the order determined by the Issuer.

5. Notice of redemption of any Bond shall be given not less than thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption by mail to the registered owner's or owners' registered address shown on the registration books kept by the Paying Agent (the "Paying Agent"). The Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of Bonds obtained by dividing the denomination of the Bond by \$5,000, and such Bonds may be redeemed in part. The notice of redemption for Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed a new Bond or Bonds in an aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the registered owner thereof.

If less than all of the Bonds of any maturity shall be called for redemption prior to maturity, unless otherwise provided, the particular Bonds or portions of Bonds to be redeemed shall be selected by the Paying Agent, in such manner as the Paying Agent in its discretion may deem proper, in the principal amounts designated by the Issuer. Any Bonds selected for redemption which are deemed to be paid in accordance with the provisions of the Bond Resolution and this resolution will cease to bear interest on the date fixed for redemption. Upon presentation and surrender of such Bonds at the corporate trust office of the Paying Agent, such Bonds shall be paid and redeemed.

6. Blank Bonds with the manual or facsimile signatures of the President and Secretary of the Board affixed thereto, shall, upon issuance and delivery and from time to time thereafter as necessary, be delivered to the Paying Agent for safekeeping to be used for registration and transfer of ownership.

The Bonds are registered as to principal and interest and are transferable as provided in the Bond Resolution only upon the books of the Issuer kept for that purpose by the Paying Agent, by the registered owner thereof in person or by an agent of the owner duly authorized in writing, upon the surrender of the Bond together with a written instrument of transfer satisfactory to the Paying Agent duly executed by the registered owner or agent thereof and thereupon a new Bond or Bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the Bond Resolution, and upon payment of the charges, if any, therein provided. The Bonds are issuable in denominations of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bonds, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution of the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft and indemnity may be submitted to the Paying Agent, and if satisfactory to the Paying Agent and the Issuer, the Issuer at the expense of the owner, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver a new Bond of like tenor and bearing the statement required by Act 354, Public Acts of Michigan, 1972, as amended, being sections 129.131 to 129.134, inclusive, of the Michigan Compiled Laws, or any applicable law hereafter enacted, in lieu of and in substitution of the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

7. The Bank of New York Mellon Trust Company, N.A., Detroit, Michigan, is hereby approved as Escrow Agent under the proposed Escrow Agreement (the "Escrow Agreement") presented to the Board. The Escrow Agreement providing for payment and redemption of the Refunded Bonds is hereby approved. The President or Secretary shall execute and deliver the Escrow Agreement substantially in the form presented to the Board with such changes and completions as shall be necessary as determined by Thrun Law Firm, P.C., in order to accomplish refunding the Refunded Bonds in accordance with the law and the Bond Resolution. The Escrow Agent is further authorized to act as the Issuer's Agent, an attorney-in-fact for the purpose of acquiring on behalf of the Issuer the federal securities, if necessary, as defined in the Escrow Agreement to meet the Board's obligations under the Escrow Agreement.

8. Upon delivery of the Bonds, the accrued interest, if any, shall be deposited in the Debt Retirement Fund for the Bonds and the balance of the Bond proceeds shall be used as follows:

A. The approximate sum of \$42,074.80 shall be used to pay the cost of issuance of the Bonds, and any balance remaining from that sum after paying the cost of issuance shall be deposited in the Debt Retirement Fund for the Bonds.

B. The sum of \$6,049,250 from the Bonds, together with funds on hand from the 2005 Debt Retirement Fund Account in the amount of \$74,500, shall be paid to the Escrow Agent and then invested by it as provided in the Bond Resolution and Exhibit D of the Escrow Agreement for payment of principal and interest on the Refunded Bonds. Any funds from the Bond proceeds not used for the Escrow Account shall be deposited in the Bond Issuance Fund.

9. The Issuer hereby designates the Bonds of this issue as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended; provided, however, that to the extent the Prior Bonds were designated by the Issuer as a "qualified tax-exempt obligation" and provided that the other conditions required by the Code to deem all or a portion of the Bonds as designated as "qualified tax-exempt obligations" are satisfied, then only that portion of the par amount of the Bonds that exceeds the par amount of the Prior Bonds are hereby designated as "qualified tax-exempt obligations" under this paragraph and the remaining portion of the Bonds are deemed designated as "qualified tax-exempt obligations." In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which issue obligations on behalf of the Issuer during calendar year 2015 will not exceed \$10,000,000, excluding only those tax-exempt obligations as permitted by Section 265(b)(3)(C)(ii) of the Code.

10. The President and Secretary be, and they are hereby authorized to provide the Bonds in conformity with the specifications of this resolution by causing their manual or facsimile signatures to be affixed thereto, and upon the manual execution by the authorized signatory of the Paying Agent, the Treasurer be and is hereby authorized and directed to cause said Bonds to be delivered to the Underwriter upon receipt of the purchase price and accrued interest, if any.

11. The Preliminary Official Statement, dated June 22, 2015, is deemed final for purposes of SEC Rule 15c2-12(b)(1), relating to the Bonds and its use and distribution by the Underwriter is hereby authorized, approved and confirmed.

12. The Superintendent is authorized and directed to execute and deliver the final Official Statement on behalf of the Issuer. The Superintendent is further authorized to approve, execute and deliver any amendments and supplements to the final Official Statement necessary to assure that the statements therein are true, as of the time the Bonds are delivered to the Underwriter, and that it does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements, in light of the circumstances under which they were made, not misleading. In the absence of the Superintendent, the President may execute the above documents.

13. The President or Vice President, the Secretary, the Treasurer, the Superintendent, and/or all other officers, agents and representatives of the Issuer and each of them shall execute, issue and deliver any certificates, statements, warranties, representations, or documents necessary to effect the purposes of this resolution, the Bonds or the Bond Purchase Agreement.

14. The officers, agents and employees of the Issuer are authorized to take all other actions necessary and convenient to facilitate sale and delivery of the Bonds.

15. The Issuer hereby appoints The Bank of New York Mellon Trust Company, N.A., Detroit, Michigan, as Paying Agent-Bond Registrar and directs the Superintendent of Schools to execute for and on behalf of the Issuer a Paying Agent-Bond Registrar Agreement.

16. The debt levy heretofore certified for the 2015 tax year is hereby reallocated for the December 2015 levy as shown on the attached Exhibit B.

17. 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 Saranac Community Schools, Ionia County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a _____ meeting held on July 9, 2015, 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

JJS/klg

BOND PRICING

Saranac Community Schools
2015 Refunding Bonds, Series A
County of Ionia, State of Michigan
\$5,825,000

(General Obligation - Unlimited Tax)

FINAL VERIFIED PRICING

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)
Bond Component:									
	05/01/2016	155,000	2.000%	0.830%	100.862				1,336.10
	05/01/2017	375,000	2.000%	1.190%	101.391				5,216.25
	05/01/2018	375,000	3.000%	1.520%	103.958				14,842.50
	05/01/2019	375,000	3.000%	1.790%	104.358				16,342.50
	05/01/2020	375,000	3.000%	2.030%	104.362				16,357.50
	05/01/2021	375,000	4.000%	2.340%	108.867				33,251.25
	05/01/2022	375,000	4.000%	2.580%	108.732				32,745.00
	05/01/2023	380,000	4.000%	2.740%	108.732				33,181.60
	05/01/2024	380,000	4.000%	2.890%	108.517				32,364.60
	05/01/2025	380,000	4.000%	3.010%	108.301				31,543.80
	05/01/2026	380,000	4.000%	3.140%	107.165 C	3.206%	05/01/2025	100.000	27,227.00
	05/01/2027	380,000	4.000%	3.260%	106.129 C	3.363%	05/01/2025	100.000	23,290.20
	05/01/2028	380,000	4.000%	3.350%	105.360 C	3.475%	05/01/2025	100.000	20,368.00
	05/01/2029	380,000	4.000%	3.430%	104.682 C	3.566%	05/01/2025	100.000	17,791.60
		5,065,000							305,857.90
Term Bond 1:									
	05/01/2031	760,000	3.500%	3.660%	98.094				-14,485.60
		5,825,000							291,372.30

EXHIBIT A

COUNTY OF IONIA, STATE OF MICHIGAN

2015 Tax Base:

\$198,848,004	Taxable Value
70,720	Plus Equivalent IFT Valuation
747,000	Plus Small Taxpayer Personal Property Tax Loss Valuation
<u>\$199,665,724</u>	Total Taxable Value
0	Less TIFA/DDA Captures
<u>\$199,665,724</u>	Net Taxable Valuation

DEBT RETIREMENT MILLAGE ALLOCATIONS

	2005	2006	2013	2015 Ser. A	2015 Ser. A	Total
	Debt Fund	Debt Fund	Debt Fund	Debt Fund	Debt Fund	
2015 December Mills	2.9000	3.2000	2.9000	0.0000	0.0000	9.0000
Re-Allocated Mills	(2.9000)	0.0000	(0.1000)	2.0000	1.0000	0.0000
Total Mills	0.0000	3.2000	2.8000	2.0000	1.0000	9.0000
Millage as % of Total	0.0000%	35.5556%	31.1111%	22.2222%	11.1111%	100.0000%

DEBT RETIREMENT FUND CASH FLOW

06/30/15 Fund Balance	\$75,110	\$75,053	\$78,360	\$0	\$0	\$228,523
Refunding Contribution	(74,500)	0	0	0	0	(74,500)
Revenue from July '15 levy (92%)	0	0	0	0	0	0
Revenue prior to Nov. '15 Payments	\$610	\$75,053	\$78,360	\$0	\$0	\$154,023
11/1/15 Payment	0	(154,772)	(32,175)	0	0	(186,947)
11/1/15 SBLF Borrowing	0	79,719	0	0	0	79,719
11/2/15 Balance	\$610	\$0	\$46,185	\$0	\$0	\$46,795
Revenue from Dec. '15 levy (92%)	0	587,816	514,339	367,385	183,692	1,653,232
Revenue prior to May '16 Payments	\$610	\$587,816	\$560,524	\$367,385	\$183,692	\$1,700,028
5/1/16 Payments	0	(554,772)	(552,175)	(285,806)	(2,471,112)	(3,863,865)
Account Re-Allocation	(610)	0	0	610	0	0
5/1/16 Transfer Agent Fees	0	(500)	(500)	(500)	(500)	(2,000)
5/1/16 SBLF Borrowing	0	0	0	0	2,287,920	2,287,920
5/2/16 Balance	\$0	\$32,544	\$7,849	\$81,689	\$0	\$122,082
Plus: County Delinq. Reimbursement	0	51,114	44,725	31,947	15,973	143,759
Account Re-Allocation	0	0	0	0	0	0
Estimated 6/30/16 Fund Balance	0	83,658	52,574	113,635	15,973	265,841
11/1/16 Payment	0	(144,772)	(24,375)	(133,250)	(137,815)	(440,211)
11/1/16 Transfer Agent Fees	0	(250)	0	0	(250)	(500)
11/1/16 SBLF Borrowing	0	61,363	0	19,615	122,091	203,069
11/2/16 Balance	\$0	\$0	\$28,199	\$0	\$0	\$28,199

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2015 Refunding Bonds Series B Resolution

As a follow up to the board resolution on April 16th, 2015 to refinance all or portions of the school bond loan fund and school loan revolving fund balances, we have successfully agreed to terms and conditions of a "bond purchase agreement." Fredric Heidemann, from Thrun Law Inc., will be here to present the resolution and explain the terms and conditions of the agreement.

Suggested Resolution

I move that the Saranac Board of Education waive past practice and approve the bond resolution as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools, Ionia County, Michigan (the "Issuer")

A _____ meeting of the board of education of the District (the "Board") was held in the _____, within the boundaries of the Issuer, on the 9th day of July, 2015, 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. By resolution adopted on April 16, 2015 (the "Bond Resolution"), this Board authorized not to exceed Nineteen Million Nine Hundred Ninety-Five Thousand Dollars (\$19,995,000) 2015 Refunding Bonds, Series B (the "Bonds"), for the purpose of refunding all or portions of the Issuer's School Bond Loan Fund and School Loan Revolving Fund balances (the "Refunded Obligations"); and

2. In the Bond Resolution, the Issuer authorized the Superintendent of Schools to accept the offer of William Blair & Company, L.L.C., Southfield, Michigan, on behalf of itself and Stifel, Nicolaus & Company, Incorporated (together, the "Underwriter"), within the parameters set forth in such resolution; and

3. Based upon information provided by the Issuer's financial consulting firm and the Underwriter, the Issuer selected a negotiated sale to allow for flexibility in the timing, sale and structure of the Bonds in response to changing market conditions and to allow for flexibility in sizing the defeasance escrow necessary to accomplish the refunding of the Refunded Obligations; and

4. The Underwriter presented an offer to purchase the Bonds to the Superintendent on June 26, 2015.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The offer of the Underwriter as set forth in the bond purchase agreement (the "Bond Purchase Agreement"), and the terms and conditions set forth therein, presented to the Superintendent on June 26, 2015, to purchase the Bonds in the principal amount of \$13,010,000 at a purchase price of \$12,955,748.30, which is the par value of the Bonds, less the Underwriter's discount of \$54,251.70, is hereby ratified and affirmed. The Bonds shall be issued in the aggregate principal sum of \$13,010,000 and designated 2015 Refunding Bonds, Series B (Federally Taxable) (General Obligation - Unlimited Tax).

2. The Bonds shall be dated August 4, 2015, and shall mature on May 1 of the years 2016 to 2021, inclusive, on which interest is payable commencing May 1, 2016 and semi-annually thereafter on November 1 and May 1, at the rates and in the principal amounts set forth in Exhibit A. The Bonds shall be initially offered to the public at the initial offering yields as set forth in Exhibit A hereto.

3. Bonds of this issue are not subject to redemption prior to maturity.

4. Blank Bonds with the manual or facsimile signatures of the President and Secretary of the Board affixed thereto, shall, upon issuance and delivery and from time to time thereafter as necessary, be delivered to the Paying Agent for safekeeping to be used for registration and transfer of ownership.

The Bonds are registered as to principal and interest and are transferable as provided in the Bond Resolution only upon the books of the Issuer kept for that purpose by the Paying Agent, by the registered owner thereof in person or by an agent of the owner duly authorized in writing, upon the surrender of the Bond together with a written instrument of transfer satisfactory to the Paying Agent duly executed by the registered owner or agent thereof and thereupon a new Bond or Bonds in the same aggregate principal amount and of the same maturity shall be issued to the transferee in exchange therefor as provided in the Bond Resolution, and upon payment of the charges, if any, therein provided. The Bonds are issuable in denominations of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

If any Bond shall become mutilated, the Issuer, at the expense of the holder of the Bonds, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution of the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft and indemnity may be submitted to the Paying Agent, and if satisfactory to the Paying Agent and the Issuer, the Issuer at the expense of the owner, shall furnish or cause to be furnished, and the Paying Agent shall authenticate and deliver a new Bond of like tenor and bearing the statement required by Act 354, Public Acts of Michigan, 1972, as amended, being sections 129.131 to 129.134, inclusive, of the Michigan Compiled Laws, or any applicable law hereafter enacted, in lieu of and in substitution of the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

5. Upon delivery of the Bonds, the accrued interest, if any, shall be deposited in the Debt Retirement Fund for the Bonds and the balance of the Bond proceeds shall be used as follows:

A. The approximate sum of \$73,748.30 shall be used to pay the cost of issuance of the Bonds, and any balance remaining from that sum after paying the cost of issuance shall be deposited in the Debt Retirement Fund for the Bonds.

B. The approximate sum of \$12,882,000 from the Bonds shall be paid to the Michigan Department of Treasury for payment of the Refunded Obligations.

6. The President and Secretary be, and they are hereby authorized to provide the Bonds in conformity with the specifications of this resolution by causing their manual or facsimile signatures to be affixed thereto, and upon the manual execution by the authorized signatory of the Paying Agent, the Treasurer be and is hereby authorized and directed to cause said Bonds to be delivered to the Underwriter upon receipt of the purchase price and accrued interest, if any.

7. The Preliminary Official Statement, dated June 22, 2015, is deemed final for purposes of SEC Rule 15c2-12(b)(1), relating to the Bonds and its use and distribution by the Underwriter is hereby authorized, approved and confirmed.

8. The Superintendent is authorized and directed to execute and deliver the final Official Statement on behalf of the Issuer. The Superintendent is further authorized to approve, execute and deliver any amendments and supplements to the final Official Statement necessary to assure that the statements therein are true, as of the time the Bonds are delivered to the Underwriter, and that it does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements, in light of the circumstances under which they were made, not misleading. In the absence of the Superintendent, the President may execute the above documents.

9. The President or Vice President, the Secretary, the Treasurer, the Superintendent, and/or all other officers, agents and representatives of the Issuer and each of them shall execute, issue and deliver any certificates, statements, warranties, representations, or documents necessary to effect the purposes of this resolution, the Bonds or the Bond Purchase Agreement.

10. The officers, agents and employees of the Issuer are authorized to take all other actions necessary and convenient to facilitate sale and delivery of the Bonds.

11. The Issuer hereby appoints The Bank of New York Mellon Trust Company, N.A., Detroit, Michigan, as Paying Agent-Bond Registrar and directs the Superintendent of Schools to execute for and on behalf of the Issuer a Paying Agent-Bond Registrar Agreement.

12. 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 Saranac Community Schools, Ionia County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a meeting held on July 9, 2015, 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

JJS/klg

EXHIBIT A

Jun 25, 2015 3:06 pm Prepared by William Blair & Company

(Finance 7.012 Saranac Community Schools:SARANAC-2015) Page 4

BOND PRICING

Saranac Community Schools
2015 Refunding Bonds, Series B
County of Ionia, State of Michigan
\$13,010,000
(General Obligation - Unlimited Tax)
(Federally Taxable)
FINAL PRICING

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Bond Component:					
	05/01/2016	2,000,000	1.030%	1.030%	100.000
	05/01/2017	2,000,000	1.580%	1.580%	100.000
	05/01/2018	2,000,000	1.960%	1.960%	100.000
	05/01/2019	2,250,000	2.310%	2.310%	100.000
	05/01/2020	2,350,000	2.660%	2.660%	100.000
	05/01/2021	2,410,000	2.970%	2.970%	100.000
		13,010,000			

Dated Date	08/04/2015	
Delivery Date	08/04/2015	
First Coupon	05/01/2016	
Par Amount	13,010,000.00	
Original Issue Discount		
Production	13,010,000.00	100.000000%
Underwriter's Discount	-54,251.70	-0.417000%
Purchase Price	12,955,748.30	99.583000%
Accrued Interest		
Net Proceeds	12,955,748.30	

Note: Pricing Date: 6/25/2015

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Depository of Funds

POLICY: 3400 Depository of Funds

Background

Policy 3400, Depository of Funds, states that: "At the annual organizational meeting, the board shall designate the bank(s) or trust companies in which the funds of the district shall be deposited and the proportion of funds to be deposited in each." The banking institutions that we would like approved for our deposits are as follows:

Fund/Bank	Note	Proratio n
Building and Site Funds		
Currently not used		
American Express Financial Advisors, Inc.		
Bank One		0%
Citizens Commercial Savings, Flint		
Commonwealth Financial Network	2006 Bldg & Site Fund	0%
Fifth Third, Grand Rapids		0%
Huntington Bank, Lowell		
Franklin Bank, Southfield		
Ionia County National Bank, Ionia		
J.P. Morgan Trust Co.		0%
Michigan National Bank		0%
Michigan School District Liquid Asset Fund Plus (MILAF)		0%
Multi-Bank, Southfield		
Debt Fund		
U.S. Bank	Payment Only (from Ind. Bank)	0%
The Bank of New York	Payment Only (from Ind. Bank)	0%
General Fund		
Independent Bank, Saranac		100%
Scholarship Funds		
Independent Bank, Saranac		5%
Grand Rapids Community Foundation		95%
School Service Fund (Ath/FS/Trust)		
Independent Bank, Saranac		100%

Suggested Resolution

I move that the Saranac Board of Education waive board practice and approve the list of bank(s) or trust companies as listed above for the FY: 2015-2016 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

37246928

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Authorized Signatures

POLICY: 3550 Authorized Signatures

Background:

Policy 3550, Authorized Signatures, states that: "At the annual organizational meeting, the board shall authorize the signatures of those persons who may sign checks upon the various accounts of the district. Facsimile signatures may be used as authorized by the board."

The following shall be authorized to sign checks from the various accounts:

General Fund Checking	Central Office Secretary
	Assistant Bookkeeper, Superintendent & Office Manager Finance Director
General Fund Payroll Checking	Superintendent
	Board Treasurer
General Fund Savings	Superintendent
	Assistant Bookkeeper
Food Service Checking	Assistant Bookkeeper
	Central Office Secretary
Trust & Agency Fund Checking.....	Assistant Bookkeeper
	Central Office Secretary
Red and White Enterprises.....	Assistant Bookkeeper
	Central Office Secretary
2001 Debt Fund Checking Account.....	Board President or
Electronic Transfer	Board Treasurer, Superintendent & Office Manager
2003 (Series I) Refunded Debt Fund Checking Account	Board President or
Electronic Transfer	Board Treasurer, Superintendent & Office Manager
2003 (Series II) Refunded Debt Fund Checking Account	Board President or
Electronic Transfer	Board Treasurer, Superintendent & Office Manager
2005 Refunded Debt Fund Checking Account.....	Board President
Electronic Transfer	Board Treasurer, Superintendent & Office Manager Finance Director
2006 Refunded Debt Fund Checking Account.....	Board President
2013 Refunded Debt Fund Checking Account.....	Board President
Electronic Transfer	Board Treasurer, Superintendent & Finance Director
Building & Site Fund.....	Central Office Secretary
	Or Assistant Bookkeeper & Office Manager
General Fund Account A (Sweep) (2 sign)	Assistant Bookkeeper
	Superintendent & Office Manager

Suggested Resolution

I move that the Saranac Board of Education waive board practice and approve the above signatures on accounts for the FY: 2015-2016 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Investment of Funds

POLICY: 3300 Investment of Funds

Board Policy 3300 reads: "Annually, the board shall pass a resolution authorizing the superintendent to invest surplus funds of the district."

We typically invest the proceeds from the operating loan and surplus funds in the Trust, Scholarship, and Debt Funds.

Suggested Resolution

I move that the Saranac Board of Education waive board practice and approve the superintendent to invest of surplus funds of the district for the FY: 2015-2016 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

3300 Investment of Funds

3300

Annually, the board shall pass a resolution authorizing the superintendent to invest surplus funds of the district.

Approved: July 1, 1997
LEGAL REF: MCL 380.1223

The superintendent, as the designated agent for the Board Treasurer, is responsible for maximizing the interest earnings of the district while also maintaining the security of the investment in accordance with state law. Such authorized investments shall be restricted to those investments permitted by Section 1223 of the Revised School Code, including:

1. Bonds, bills or notes of the United States, obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the state.
2. Certificates of deposit issued by a financial institution or share certificates of a state or federal credit union that is a financial institution.
3. Commercial paper rated prime at the time of purchase and maturing not more than 270 days after the date of purchase.
4. Securities issued or guaranteed by agencies or instrumentalities of the United States government.
 1. United States government or federal agency obligation repurchase agreements.
 2. Bankers' acceptances issued by a bank that is a member of the federal deposit insurance corporation.
7. Mutual funds composed entirely of investments vehicles that are legal for direct investment by a school district.
8. Investment pools, as authorized by the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118, composed entirely of instruments that are legal for direct investment by a school district.

School district funds are required to be deposited in a "financial institution" as defined in Section 1223 of the Revised School Code.

The superintendent, in determining the best investment, shall consider three factors: (1) quality and security of the investment, (2) interest rate available, and (3) accessibility of funds on short notice. Only prime one or two commercial paper shall be considered.

Consideration will also be given to the spread of interest rates between commercial paper and certificates of deposit (savings deposit receipts) issued by banks, savings and loans or credit unions. When appropriate, banks having accounts of the district, or those from whom the district has recently secured loans, shall be given preference for the investment of funds.

The superintendent is authorized to utilize the services of a registered investment advisor to manage the school district's investments or to provide on-going advice regarding the quality and security of authorized investments. Any contracts regarding the use of investment advisory services or the investment of school funds may be reviewed by legal counsel prior to board approval.

Depository banks, financial institutions or other entities acquiring investments on behalf of the school district shall be requested to certify that the investments are in compliance with Section 1223 of the Revised School Code prior to any deposit or investment of school funds in that institution.

A bank whose combined capital and surplus exceeds \$50,000 may receive deposits of school funds in an amount not more than double the combined and unimpaired surplus of the bank.

The board also authorizes the superintendent to open passbook savings accounts from general fund monies to earn interest while not being used for operating purposes or invested otherwise. Such accounts shall be used when the cash flow pattern does not permit the purchases of longer term investments or when the rate of return is comparable or greater than is available from other investments. The superintendent, assistant superintendent, and/or the executive secretary are authorized to make deposits and withdrawals from this account, only for authorized and approved expenditures.

Money in several funds of the school district shall not be co-mingled for the purpose of making an investment authorized by this policy except that the board may

establish and maintain one common debt retirement fund for issues of bonds of similar character for investment purposes only.

Interest from investments shall accrue to the fund from which the investment was made as determined by the board and permitted by current law.

The superintendent shall assume the responsibility of developing cash flow patterns for all funds in order to determine the availability of funds for investment. The superintendent shall report monthly to the board on the status of all investments.

Revised: July 13, 2006

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Bills to Pay

Background

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

Suggested Resolution

"I move that the Saranac Board of Education waive board practice and authorize the payment of June/July bills from General Fund totaling \$605,754.23."

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/12/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/12/2015	56462 Accounts Payable	Saranac Community Association		20.00
	Invoice	Date	Description		Amount
		2015-00000511	06/12/2015	Bridge Festival 2015 T-Shirt Sponsorship	20.00
Check	06/12/2015	56463 Accounts Payable	Speedway		36.97
	Invoice	Date	Description		Amount
		MG61215	06/12/2015	Pizza	36.97
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$56.97
Checks: 2			\$56.97		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/18/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/15/2015	56464 Accounts Payable	MiBLSi/Nancy Centers		120.00
	Invoice	Date	Description		Amount
	MG61515	06/15/2015	Conference		120.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$120.00</u>
Checks:	1	\$120.00			

User: Chris Updyke

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/18/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/19/2015	56465 Accounts Payable	Advanced Pension Solution Inc.		182.00
	Invoice	Date	Description		Amount
		2015-00000513	06/19/2015	ROTH IRA - ROTH IRA	182.00
Check	06/19/2015	56466 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2015-00000514	06/19/2015	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	06/19/2015	56467 Accounts Payable	HealthEquity, Inc.		150.00
	Invoice	Date	Description		Amount
		2015-00000515	06/19/2015	HSA - Health Savings Account *	150.00
Check	06/19/2015	56468 Accounts Payable	HORACE MANN		1,742.77
	Invoice	Date	Description		Amount
		2015-00000516	06/19/2015	H MANN - Horace Mann Insurance	1,742.77
Check	06/19/2015	56469 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2015-00000517	06/19/2015	FOC - Child Support FOC	201.61
Check	06/19/2015	56470 Accounts Payable	STATE OF MICHIGAN		6,862.88
	Invoice	Date	Description		Amount
		2015-00000518	06/19/2015	MI TAX - Michigan Withholding Tax	6,862.88
Check	06/19/2015	56471 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		56.11
	Invoice	Date	Description		Amount
		2015-00000519	06/19/2015	TRANS SELECT - Trans Select Life Ins *	56.11
Check	06/19/2015	56472 Accounts Payable	UNITED WAY MONTCALM IONIA COUNTIES		3.00
	Invoice	Date	Description		Amount
		2015-00000520	06/19/2015	UNITED WAY - United Way	3.00
GF CHECKING General Fund Checking Totals:			Transactions: 8		\$9,279.04

User: Laurie McDiarmid

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Saranac Community Schools
Payment Batch Register
Bank Account: GF CHECKING - General Fund Checking
Batch Date: 06/18/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Checks:		8				\$9,279.04

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/23/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/23/2015	56473 Accounts Payable	A PARTS WAREHOUSE		14.99
	Invoice	Date	Description		Amount
	121385	06/05/2015	Seat Patch		14.99
Check	06/23/2015	56474 Accounts Payable	ARROW UNIFORM		309.24
	Invoice	Date	Description		Amount
	13-760018	06/05/2015	Towels & Uniforms		83.06
	13-767815	06/05/2015	Towels & Uniforms		71.56
	13-775520	06/19/2015	Uniforms & Towels		83.06
	13-783135	06/19/2015	Uniforms & Towels		71.56
Check	06/23/2015	56475 Accounts Payable	AT&T		80.58
	Invoice	Date	Description		Amount
	MG61515	06/05/2015	Phone Bill		80.58
Check	06/23/2015	56476 Accounts Payable	BATTERIES PLUS		180.00
	Invoice	Date	Description		Amount
	383-314728	06/05/2015	HS Teaching Supplies		180.00
Check	06/23/2015	56477 Accounts Payable	BERT'S GLASS		712.99
	Invoice	Date	Description		Amount
	40133	06/19/2015	Bus Windows & Labor		712.99
Check	06/23/2015	56478 Accounts Payable	Brevos		226.45
	Invoice	Date	Description		Amount
	009	06/19/2015	Sign Language Interpreter		103.45
	010	06/19/2015	Sign Language Interpreter		123.00
Check	06/23/2015	56479 Accounts Payable	CAPITAL CITY INTERNATIONAL , TRUCKS, INC.		910.63
	Invoice	Date	Description		Amount
	229284	06/05/2015	Parts		54.02
	228958	06/19/2015	Parts		103.75
	229628	06/19/2015	Parts		257.51
	229702	06/19/2015	Parts		186.06

User: Chris Updyke

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/23/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	229861	06/19/2015	Parts		309.29
Check	06/23/2015	56480 Accounts Payable	CRYSTAL FLASH ENERGY		2,028.96
	Invoice	Date	Description		Amount
	157111918	06/05/2015	Diesel Fuel		2,028.96
Check	06/23/2015	56481 Accounts Payable	EMS of Grand Rapids, Inc		4,039.76
	Invoice	Date	Description		Amount
	0009978	06/19/2015	Pump		4,039.76
Check	06/23/2015	56482 Accounts Payable	FIRE PROS, INC.		150.00
	Invoice	Date	Description		Amount
	1508768	06/05/2015	Fixed Leak		150.00
Check	06/23/2015	56483 Accounts Payable	Five-Star Technology Solutions, LLC		1,350.00
	Invoice	Date	Description		Amount
	9902	06/19/2015	Admin Evaluation Software		1,350.00
Check	06/23/2015	56484 Accounts Payable	GEIGER, MAURY		40.00
	Invoice	Date	Description		Amount
	MG6915	06/05/2015	Cell Phone Reimb.		40.00
Check	06/23/2015	56485 Accounts Payable	GORDON FOOD SERVICE		63.54
	Invoice	Date	Description		Amount
	163627594-1	06/05/2015	Year End Luncheon		63.54
Check	06/23/2015	56486 Accounts Payable	GRODY, STEVE		1,500.00
	Invoice	Date	Description		Amount
	MG6915	06/05/2015	Robotic Coach Stopped		1,500.00
Check	06/23/2015	56487 Accounts Payable	Hi-Tech Building Services		4,314.07
	Invoice	Date	Description		Amount
	009580	06/19/2015	May Custodial Hours		4,314.07
Check	06/23/2015	56488 Accounts Payable	HOOPER PRINTING		498.27
	Invoice	Date	Description		Amount
	44359	06/05/2015	Commencements & Inserts		498.27

User: Chris Updyke

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/23/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	06/23/2015	56489 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		93,622.40
	Invoice	Date	Description		Amount
	2015-003	06/05/2015	Semi Annual Billing		89,864.00
	2015-12	06/05/2015	A2 Tuition-2 Semester		3,758.40
Check	06/23/2015	56490 Accounts Payable	Ionia Occupational Health Services		100.00
	Invoice	Date	Description		Amount
	173058	06/19/2015	Bus Driver Physical		100.00
Check	06/23/2015	56491 Accounts Payable	JOSTENS		42.23
	Invoice	Date	Description		Amount
	17732799	06/05/2015	Graduation Supplies		42.23
Check	06/23/2015	56492 Accounts Payable	LEADER, JOSHUA		80.00
	Invoice	Date	Description		Amount
	MG61815	06/19/2015	Cell Phone		80.00
Check	06/23/2015	56493 Accounts Payable	LINDEN LIGHTING SUPPLY		495.65
	Invoice	Date	Description		Amount
	121428	06/19/2015	2 Light Pole Repairs		304.85
	121431	06/19/2015	Lights		190.80
Check	06/23/2015	56494 Accounts Payable	MENARDS-IONIA		94.15
	Invoice	Date	Description		Amount
	78020	06/05/2015	Misc. Maint. Supplies		62.97
	78195	06/05/2015	Maint. Supplies		31.18
Check	06/23/2015	56495 Accounts Payable	METS		10,911.22
	Invoice	Date	Description		Amount
	9246	06/19/2015	Salaries & Fees		10,911.22
Check	06/23/2015	56496 Accounts Payable	Michiana Timing		14,150.00
	Invoice	Date	Description		Amount
	573067A	06/05/2015	F.A.T. Track Timing System		14,150.00
Check	06/23/2015	56497 Accounts Payable	MPAAA		115.00
	Invoice	Date	Description		Amount

User: Chris Updyke

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/23/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	MG61115	06/05/2015	Membership		115.00
Check	06/23/2015	56498 Accounts Payable	NAPA AUTO & TRUCK PARTS		1,017.16
	Invoice	Date	Description		Amount
	744859	06/05/2015	Parts		110.00
	744860	06/05/2015	Parts		(62.11)
	744908	06/05/2015	Parts		51.98
	744976	06/19/2015	Parts		(15.00)
	745606	06/19/2015	Parts		508.05
	745607	06/19/2015	Parts		(638.55)
	745729	06/19/2015	Parts		102.39
	745921	06/19/2015	Parts		566.19
	745957	06/19/2015	Parts		43.52
	745998	06/19/2015	Parts		2.26
	746513	06/19/2015	Parts		213.71
	746531	06/19/2015	Parts		102.72
	746797	06/19/2015	Parts		32.00
Check	06/23/2015	56499 Accounts Payable	O'Mara Plumbing, Heating & Cooling		1,070.00
	Invoice	Date	Description		Amount
	70281	06/05/2015	ES A/C Repair		901.00
	70364	06/05/2015	A/C Repairs-HS		169.00
Check	06/23/2015	56500 Accounts Payable	PCMI		6,158.73
	Invoice	Date	Description		Amount
	38484	06/05/2015	Subs & Fees		3,221.82
	38559	06/05/2015	Consultants & Fees		2,936.91
Check	06/23/2015	56501 Accounts Payable	PIONEER MANUFACTURING COMPANY		525.00
	Invoice	Date	Description		Amount
	INV556876	06/19/2015	Athletic Supplies		525.00
Check	06/23/2015	56502 Accounts Payable	QUILL CORP.		255.78
	Invoice	Date	Description		Amount
	4591589	06/05/2015	Admin Office Supplies		14.70
	4603154	06/05/2015	Admin Office Supplies		223.20

User: Chris Updyke

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/23/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	4930143	06/05/2015	Admin Office Supplies		17.88
Check	06/23/2015	56503 Accounts Payable	Riverside Repairs		198.53
	Invoice	Date	Description		Amount
	3198	06/05/2015	Rear Brake Installation		198.53
Check	06/23/2015	56504 Accounts Payable	SARANAC COMMUNITY SCHOOLS		109.72
	Invoice	Date	Description		Amount
	CU61015	06/05/2015	Petty Cash		97.75
	MG61915	06/19/2015	End of Year LunchCommunity Dinner		11.97
Check	06/23/2015	56505 Accounts Payable	SARANAC HARDWARE		81.54
	Invoice	Date	Description		Amount
	83500	06/19/2015	Misc Maint. Supplies		81.54
Check	06/23/2015	56506 Accounts Payable	SCHOOL SPECIALTY INC.		32.99
	Invoice	Date	Description		Amount
	208114375295	06/05/2015	ES Teaching Supplies		32.99
Check	06/23/2015	56507 Accounts Payable	SCOTTY'S REAL PRO AUTO		159.89
	Invoice	Date	Description		Amount
	0026308	06/05/2015	Van Repairs		159.89
Check	06/23/2015	56508 Accounts Payable	SENTINEL STANDARD		16.90
	Invoice	Date	Description		Amount
	300239169	06/05/2015	ES Secretary Ad		16.90
Check	06/23/2015	56509 Accounts Payable	Signature Photography Studios		258.15
	Invoice	Date	Description		Amount
	MG61115	06/05/2015	Board Business Cards		258.15
Check	06/23/2015	56510 Accounts Payable	SMITH, GREG		20.00
	Invoice	Date	Description		Amount
	MG61915	06/19/2015	Cell Phone		20.00
Check	06/23/2015	56511 Accounts Payable	SMITH, JASON		120.00
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/23/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	MG6815	06/05/2015	Cell Phone		120.00
Check	06/23/2015	56512 Accounts Payable	Strohkirch , Brett		640.50
	Invoice	Date	Description		Amount
	20150608A	06/05/2015	6/1/15-6/4/15-Payroll		320.25
	20150608B	06/05/2015	Salary		320.25
Check	06/23/2015	56513 Accounts Payable	SUNRISE SUPPLIES, INC.		281.77
	Invoice	Date	Description		Amount
	16294	06/05/2015	Field Paint		149.66
	16521	06/19/2015	Batteries		36.00
	16522	06/19/2015	Maint. Supplies		56.15
	16584	06/19/2015	Custodial Supplies		39.96
Check	06/23/2015	56514 Accounts Payable	SYNCB/Amazon		18.40
	Invoice	Date	Description		Amount
	071595444494	06/05/2015	ES Library Book		18.40
Check	06/23/2015	56515 Accounts Payable	THOMAS, KELLI		137.28
	Invoice	Date	Description		Amount
	MG6215	06/19/2015	ES Teaching Supplies		137.28
Check	06/23/2015	56516 Accounts Payable	THRUN LAW FIRM, P.C.		216.00
	Invoice	Date	Description		Amount
	223466	06/05/2015	Legal Services		216.00
Check	06/23/2015	56517 Accounts Payable	VILLAGE FLORAL & GIFTS		164.50
	Invoice	Date	Description		Amount
	161	06/05/2015	Graduation Flowers		164.50
Check	06/23/2015	56518 Accounts Payable	WINZER CORPORATION		209.87
	Invoice	Date	Description		Amount
	5351531	06/19/2015	Transportation Supplies		209.87
GF CHECKING General Fund Checking Totals:			Transactions: 46		\$147,722.84
Checks:	46		\$147,722.84		

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/30/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	06/30/2015	56519 Accounts Payable	ACCO BRANDS USA LLC		437.72
	Invoice		Date	Description	Amount
		2398702	06/23/2015	Laminating Film	437.72
Check	06/30/2015	56520 Accounts Payable	BIGGS, HAUSSERMAN, THOMPSON		1,000.00
	Invoice		Date	Description	Amount
		83737	06/23/2015	Bond Consent Letter	1,000.00
Check	06/30/2015	56521 Accounts Payable	BUYERS GUIDE		8.70
	Invoice		Date	Description	Amount
		MG6915	06/23/2015	Ad	8.70
Check	06/30/2015	56522 Accounts Payable	Capital Equipment Ionia		696.28
	Invoice		Date	Description	Amount
		111260	06/23/2015	Maint. Supplies	554.10
		113186	06/23/2015	Maint. Supplies	22.80
		113690	06/23/2015	Maint. Supplies	119.38
Check	06/30/2015	56523 Accounts Payable	CMC TELECOM INC.		1,089.96
	Invoice		Date	Description	Amount
		151660127	06/23/2015	Phone Bill	1,089.96
Check	06/30/2015	56524 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		194.64
	Invoice		Date	Description	Amount
		S628954	06/23/2015	Motion Detector Repair	194.64
Check	06/30/2015	56525 Accounts Payable	FERGUSON SUPPLY COMPANY		13.80
	Invoice		Date	Description	Amount
		737991	06/23/2015	Maint. Supplies	13.80
Check	06/30/2015	56526 Accounts Payable	HARDER, BRIDGET		91.39
	Invoice		Date	Description	Amount
		MG61715	06/23/2015	ES Teaching Supplies	91.39
Check	06/30/2015	56527 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		553.78
	Invoice		Date	Description	Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/30/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	2015-004	06/23/2015	Additional Payroll Expenses		350.00
	2015.008	06/23/2015	thrun Presentation/Pay Pal Fee		203.78
Check	06/30/2015	56528 Accounts Payable	KENOWA COMPANIES		189.00
	Invoice	Date	Description		Amount
	32003	06/23/2015	Sprinkler Heads Repairs		189.00
Check	06/30/2015	56529 Accounts Payable	LINDEN LIGHTING SUPPLY		395.31
	Invoice	Date	Description		Amount
	121553	06/23/2015	Electrical Supplies		119.70
	121554	06/23/2015	Misc Electrical Supplies		275.61
Check	06/30/2015	56530 Accounts Payable	SARANAC COMMUNITY SCHOOLS		58.57
	Invoice	Date	Description		Amount
	TB62315	06/23/2015	Petty Cash		51.83
	CU63015	06/23/2015	Postage		6.74
Check	06/30/2015	56531 Accounts Payable	SPEEDWAY LLC		475.29
	Invoice	Date	Description		Amount
	MG62315	06/23/2015	Gas-District Vehicles		475.29
Check	06/30/2015	56532 Accounts Payable	Strohkirch , Brett		407.18
	Invoice	Date	Description		Amount
	20150608A3	06/23/2015	Tech Hours		260.78
	20150608C	06/23/2015	Tech Pay		146.40
Check	06/30/2015	56533 Accounts Payable	SUNRISE SUPPLIES, INC.		121.11
	Invoice	Date	Description		Amount
	16605	06/23/2015	Misc Maint. Supplies		33.11
	16663	06/23/2015	Maint. Supplies		88.00
Check	06/30/2015	56534 Accounts Payable	TASC-CLIENT INVOICES		224.75
	Invoice	Date	Description		Amount
	IN564892	06/23/2015	Fees		224.75
Check	06/30/2015	56535 Accounts Payable	THRUN LAW FIRM, P.C.		3,485.00
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 06/30/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	224085	06/23/2015	Legal Services		1,613.00
	224086	06/23/2015	Legal Services		1,872.00
Check	06/30/2015	56536 Accounts Payable	Wilbur-Ellis Company		114.40
	Invoice	Date	Description		Amount
	9123947	06/23/2015	Buccaneer Plus Herbicide		114.40
GF CHECKING General Fund Checking Totals:			Transactions: 18		<u>\$9,556.88</u>
Checks:	18		\$9,556.88		

Payment Register

From Payment Date: 6/6/2015 - To Payment Date: 6/30/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
<u>EFT</u>									
117	06/16/2015	Open			Accounts Payable	M.P.S.E.R.S.	\$63,028.09		
118	06/19/2015	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,942.21		
119	06/19/2015	Open			Accounts Payable	INDEPENDENT BANK	\$186,431.73		
120	06/22/2015	Open			Accounts Payable	M.P.S.E.R.S.	\$34,994.61		
121	06/29/2015	Open			Accounts Payable	M.P.S.E.R.S.	\$66,478.65		
Type EFT Totals:							\$352,875.29		
GF CHECKING - General Fund Checking Totals							5 Transactions		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	5	\$352,875.29	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	5	\$352,875.29	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	5	\$352,875.29	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	5	\$352,875.29	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	5	\$352,875.29	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	5	\$352,875.29	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	5	\$352,875.29	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	5	\$352,875.29	\$0.00

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/02/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/02/2015	56537 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		512.10
	Invoice	Date	Description		Amount
	A948921	07/01/2015	Monthly Monitoring		179.52
	A948922	07/01/2015	Monthly Monitoring		120.36
	A948923	07/01/2015	Monthly Monitoring		212.22
Check	07/02/2015	56538 Accounts Payable	FIRST AGENCY		12,699.50
	Invoice	Date	Description		Amount
	33727	07/01/2015	Student Insurance		10,752.00
	133957	07/01/2015	Catastrophic Insurance		1,947.50
Check	07/02/2015	56539 Accounts Payable	KENT I.S.D. , ACCOUNTS RECEIVABLE		352.00
	Invoice	Date	Description		Amount
	90001585	07/01/2015	Curriculum Crafter		352.00
Check	07/02/2015	56540 Accounts Payable	M.A.S.A.		300.00
	Invoice	Date	Description		Amount
	MG61515	07/01/2015	2015 Fall Conference		300.00
Check	07/02/2015	56541 Accounts Payable	M.A.S.B.		2,000.00
	Invoice	Date	Description		Amount
	15555	07/01/2015	Board Books		2,000.00
Check	07/02/2015	56542 Accounts Payable	M.A.S.S.P.		330.00
	Invoice	Date	Description		Amount
	MG61115	07/01/2015	Membership Renewal		330.00
Check	07/02/2015	56543 Accounts Payable	MASB-SEG Property/Casualty Pool, Inc.		41,280.00
	Invoice	Date	Description		Amount
	162423	07/01/2015	District Insurance Renewal		41,280.00
Check	07/02/2015	56544 Accounts Payable	Michigan Dept of State		75.00
	Invoice	Date	Description		Amount
	MG62315	07/01/2015	Drivers Ed License Renewal		75.00
Check	07/02/2015	56545 Accounts Payable	MPAAA		60.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/02/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	Invoice	Date	Description		Amount
	MG7115	07/01/2015	Membership Renewal		60.00
	07/02/2015	56546 Accounts Payable	SEG WORKERS COMPENSATION FUND		5,152.00
	Invoice	Date	Description		Amount
Check	MG7115	07/01/2015	Worker Comp Installment		5,152.00
	07/02/2015	56547 Accounts Payable	U. S. POSTMASTER		245.00
	Invoice	Date	Description		Amount
	CU7115	07/01/2015	Stamps		245.00
GF CHECKING General Fund Checking Totals:			Transactions: 11		\$63,005.60
Checks:		11	\$63,005.60		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 07/02/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	07/02/2015	56548 Accounts Payable	CONSUMERS ENERGY		14,869.96
	Invoice	Date	Description		Amount
	MG7215	07/02/2015	Electric & Natural Gas Bill		14,869.96
Check	07/02/2015	56549 Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE		1,718.50
	Invoice	Date	Description		Amount
	11828	07/02/2015	Focal Point		1,426.00
	11832	07/02/2015	District Calendar/FB Coaches Ad		292.50
Check	07/02/2015	56550 Accounts Payable	METS		5,322.17
	Invoice	Date	Description		Amount
	9307	07/02/2015	Salaries & Fees		5,322.17
Check	07/02/2015	56551 Accounts Payable	SHERWIN WILLIAMS COMPANY		10.70
	Invoice	Date	Description		Amount
	4351-8	07/02/2015	Paint		10.70
Check	07/02/2015	56552 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,216.28
	Invoice	Date	Description		Amount
	761391523336	07/02/2015	Trash Removal		438.70
	761391423339	07/02/2015	Trash Removal		197.83
	761391323331	07/02/2015	Trash Removal		471.26
	761391623334	07/02/2015	Trash Removal		108.49
GF CHECKING General Fund Checking Totals:			Transactions: 5		\$23,137.61
Checks:	5		\$23,137.61		

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7/2/2015 11:45:57 AM

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2015-16 Elementary School Student Handbook

POLICY: Numerous Policies in 5000, 7000, and 8000 Sections

Annually the Board of Education is asked to review and consider changes to the various student handbooks used at Saranac Community Schools.

Jason Smith has prepared proposed changes (attached) to the Elementary School Student Handbook for use in 2015-16.

Suggested Resolution

I move that the Saranac Board of Education waive board practice and approve the changes to the Elementary Student Handbook for FY: 2015-2016 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Elementary

Proposed Handbook Changes for 2015-16

BULLYING AND CYBERBULLYING

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct

1. For the purposes of this policy, "bullying and cyberbullying" shall be defined as: Any written, verbal, physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:
 - a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
 - b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

Penalty: Reprimand up to an expulsion, including possible police contact. This may include a step on the Discipline Policy.

B. Reporting a Bullying Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official.

ELECTRONIC DEVICES and HAZARDOUS ARTICLES

Problems arise because students have articles that are hazardous to the safety of others or interfere with school procedures. Such items include, but are not limited to: lighters, water pistols, laser pointers, and water balloons. All electronic devices (CD players, I-pods, MP-3 players, cell phones, etc.) must be used respectfully and responsibly. If there is a medical or personal reason the devices need to be used, prior permission must be granted by administration. These items will be confiscated and not returned.

Students may use cell phones in between classes or at lunch. Electronic devices will be taken if they **are seen whether in use or not, heard in the classroom and/or sitting on a table/desk**, unless prior permission from the teacher is granted. The devices will only be used for instructional purposes in the classroom. If there is a medical or personal reason the devices need to be used, prior permission must be granted by the teacher or administration.

Consequence:

First offense – device confiscated and returned at the end of the day

Second offense – device confiscated, lunch detention, parental notification

Third offense – device confiscated, after school detention, parental notification

Fourth offense – device confiscated, parental notification and pick-up

Fifth and subsequent offense – considered persistent disobedience, possible suspension

BIRTHDAY TREATS/BOOKS:

A child is welcome to provide a birthday treat for the class. For safety purposes, please don't send suckers or hard candies. **Also, several of our students have severe nut allergies.** Please keep this in mind when sending treats and snacks to school. We do encourage that the snacks/treats brought be healthy for all students. If you have any questions please contact your child's teacher or the elementary office. A child may also wish to donate a book to the elementary school library in honor of his/her birthday. Please contact the librarian for ideas. Because we have had problems with hurt feelings in the classroom, we will not be handing out birthday invitations in class unless the whole class, **or everyone of that gender**, is receiving them.

ATTENDANCE:

School is not just textbooks or workbooks, but also consists of many social and emotional experiences. To provide your child with maximum instructional time, this attendance policy has been developed.

1. If a child is absent for any reason, the parent/guardian shall call the school on the day of the absence prior to **8:15 a.m.** It is especially important for children who walk to school to inform the school as soon as possible when a child is absent. This lets the school know that your child is at home and not missing.

- a. All medical and dental appointments should be arranged outside of school hours. In the case that this is not possible, please send a note or call the school prior to the appointment. Students are required to make up all work missed.
 - b. Parents of students with long-term illnesses should make arrangements with the child's teacher to ensure that academic requirements are met. Options include, but are not limited to, tutoring or home-bound teaching.
 - c. Family vacations during school time are discouraged. Contact the teacher if this situation occurs. These days shall be included in the total absences.
2. After **ten (10) excused absences**, a notice will be sent to parent/guardian. This notice is meant for informational purposes. A child arriving after **8:30 a.m.** is counted absent.
 3. After **fifteen (15) excused absences**, a second notice will be sent to the parent/guardian.
 4. After **twenty (20) excused absences**, a third notice will be sent to the parent/guardian. A copy of this notice will be forwarded to the county truant officer.
 5. Any child missing more than forty (40) days within a school year is considered to have excessive absences. These absences may jeopardize reaching basic learning-outcomes for that school year.

EXCUSED ABSENCES: Any absences that are reported to the office, either by phone or note, before or within twenty-four (24) hours of the absence.

SARANAC ELEMENTARY SCHOOL



2015-2016 STUDENT HANDBOOK

(616) 642-1200

www.saranac.k12.mi.us

REV: 2015-07-02 BK

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SARANAC ELEMENTARY SCHOOL
STUDENT - PARENT HANDBOOK
2014-2015

Dear Students and Parents,

Welcome to our school! We hope that you will enjoy the various activities during the school year and participate whenever possible. We, the staff, look forward to experiencing with you our adventures in learning and the joy of friendship.

This handbook was written to provide you with important information about our school. We hope you will find it helpful and retain it for future reference. If you have any questions not answered in this handbook, please call for the information or stop at school for a visit.

Sincerely,

The Saranac Elementary School Staff

STAFF

Board of Education

Brent Denny, Sarah Doll, Chris Coulson, Steve LaWarre, Roy Hawkins, Judy Hill, Dan Lauer

Superintendent Maury Geiger

Principal Connie Hamilton, Jason Smith

Secretaries Beth Kelly, Therese Bergy

ECSE Becky Hoople

GSRP (ISD program) Bethany Cook

Young 5's Renee Brogger

Kindergarten Barb VanPolen, Renee Goff

First Grade Keri Washburn, Carrie Smith, Tammy Howe, Doris McPherson

Second Grade June Truswell, Mo Jorgensen, Bridget Harder

Third Grade Tara Rasmus, Kelly Thomas, Linette Reed, Tina Catrell, Cathy Cooper

Fourth Grade Sally Mutschler, Nancy Houston, Teri Brunette, Sarah Gallagher

Fifth Grade Jason Douma, Don Videtich, Mike Catrell

Sixth Grade Amy McGee, Carol Webb, Sue Chipman

Special Education Beth Hudson

ICT Coordinator/Special Education Roxanne Gullikson

Physical Education Karen Rohrer, Amy Miles

Intervention Specialist Sarah Gallagher, Stephanie Smith, Vicki Wagner, Teri Brunette

Technology Stacy Sanders

Speech Helene Alfano

Music Dawn Peterson, Matt Stauffer

Band Matt Stauffer

Social Worker Nancyann Lufkin

Art Mike McGee

Classroom Paraprofessional Dawn Borup, Abigail Hale, Connie Kauffman, Caroline Dibaba

School Paraprofessional Connie Kauffman, Tammy Blough, Jan Renwick, Anita Hotchkiss, Kelly Herrick, Cindy Voorheis

Head Cook Janet Swiger

Cooks Kim Cahoon, Cheryl Greiner, Michelle Bush, Collette Wheelock

Kitchen Cashier Stacy McKinch, Sue Hendrick

Custodians Doug Van Bennekom, John Stewart

SARANAC ELEMENTARY CALENDAR

2014-2015 School Year

Sept. 1	Labor Day (No school)
Sept. 2	First day for students (half day, dismissal 11:00)
Oct. 13	K-12 Professional Development Day (No school)
Nov. 3	K-12 Professional Development Day (No school)
Nov. 26-28	Thanksgiving Holiday (No school)
Dec. 22-Jan. 2	Christmas/New Year Holiday Vacation
Jan. 19	Teacher work day (No school)
Feb. 16	K-12 Professional Development Day (No school)
April 3	Good Friday (No School)
April 6-10	Spring Break (No School)
May 25	Memorial Day (No school)
June 5	Last Day for students (half day, dismissal 11:00)

School exists for children. Therefore, we as a staff have developed this statement of our beliefs.

SARANAC COMMUNITY SCHOOLS MISSION STATEMENT

Saranac Community School District will provide for all students an education, which prepares them to become contributing, productive members of society. The community, staff, students and families will work together to continually improve an educational environment, which ensures learning and promotes social growth and physical wellness.

SARANAC ELEMENTARY SCHOOL MISSION STATEMENT

The staff of Saranac Elementary School, working together with the community, will provide all students the necessary skills to continually learn throughout their lifetime and interact effectively in our society.

Saranac Elementary School Exit Outcomes

Self-Directed Learners assume responsibility for their actions and create goals for themselves. They are able to consider options, set priorities, monitor, and evaluate their progress.

Collaborative Contributors are able to work cooperatively with others in diverse groups.

Effective Communicators effectively share knowledge with others in today's modern technological society.

Involved Citizens volunteer their time, energies, and talents, resulting in pride in one's self and local community.

Complex Thinkers demonstrate decision-making, reasoning skills, and creative problem solving in their changing world.

Innovative Producers successfully create a product meeting given criteria, using their intellectual and artistic abilities.

STUDENT CODE OF CONDUCT: Respect Yourself! Respect Others! Respect Your School!

SPECIAL SERVICES

Special education opportunities exist locally and in center programs operated by Ionia Public Schools or the Ionia Intermediate School District. The programs range from classrooms full or part time to speech therapy, school social work and/or teacher consultant services. An Individualized Education Planning Committee (IEPC) consisting of parents and staff meet to determine eligibility for services and develop the Individualized Education Plan (IEP) to be followed.

Title I is a federally funded program monitored by the State of Michigan Department of Education. The purpose of the program is to provide supplementary reading, math and science assistance in the classroom to qualifying students who demonstrate difficulties.

TITLE IX COMPLIANCE

It is the policy of the Saranac Community Schools that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training or other educational program, or in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time, under any educational program or activity operated by the school district as required by Title IX of the education amendments of 1972.

DRUG-FREE ZONE:

At the meeting, July 19, 1990, the Saranac Board of Education unanimously passed the following resolution:

WHEREAS, the Saranac Board of Education stands committed to ensure the education of our students in a drug-free environment;

WHEREAS, the Office of the Ionia County Prosecutor is committed to rigorously enforcing the laws of the State of Michigan which outlaws the presence of illicit drugs near school property;

WHEREAS, the school systems in over 36 states, including Michigan, have sought to protect our youth by creating safe havens called "Drug-Free Zones";

WHEREAS, local law enforcement stands committed to vigorously enforce violations of any established "Drug-Free Zone";

WHEREAS, the Saranac Community Schools agree to join forces with law enforcement and other school districts to enforce the establishment of "Drug-Free Zones" and take a zero tolerance stance of illegal drugs;

THEREFORE, be it resolved that the Saranac Board of Education designate Saranac Community Schools as a "Drug-Free Zone".

FURTHER, direct the administration to post appropriate signs and announce this resolution to the public and our students.

HEALTH, SAFETY, AND WELFARE

Severe Weather or Tornado:

School Cancellation:

In the event that school is canceled or released early due to inclement weather, equipment failure, or public crisis, parents will be notified by local radio and TV stations listed below. PARENTS, PLEASE LET YOUR CHILD KNOW WHERE THEY ARE TO GO IN THE EVENT OF AN EARLY DISMISSAL.

Hazardous Weather Information

The decision to keep the schools open or to close because of the weather is not an easy one to make. When evaluating road conditions, the primary concern is for the safety of students and staff. With this in mind, the procedure for making the decision to close school due to weather is:

*Weather reports are monitored closely, and the County Road Commission informs us of road conditions.

*Roads are checked in various parts of the district by school personnel.

*Based on actual road conditions, the Superintendent will make a decision. As soon as the decision is made that school is to be closed, information will be provided to area radio, and television stations.

Parents and students should listen to any of the following radio or television stations to receive the school closing information:

FM RADIO AM RADIO

WAKX	96.1	WJQK	99.3	WBBL	1340
WBCT	93.7	WKLQ	94.5	WCUZ	1230
WCSG	91.3	WLAV	96.9	WGRD	1410
WCUZ	101.3	WLHT	95.7	WGVU	1480
WGRD	97.9	WMUS	106.7	WJQK	1260
WGVU	88.5	WODJ	107.3	WOOD	1300
WGNB	89.3	WOOD	105.7	WION	1430

TELEVISION STATIONS

WOOD CHANNEL 8	WOTV CHANNEL 41
WXMI CHANNEL 17	WZZM CHANNEL 13

Parents are reminded if they choose to keep their children home because they consider the area to be unsafe, the student(s) will be excused. If, however, a bus does not travel a road because it is unsafe, and the parent chooses to bring their child in, they will also be responsible for the child's safe return trip home.

SEVERE WEATHER POLICY

The Saranac Community Schools Board of Education, being deeply concerned for the safety of our students, realizes the importance of planning to ensure the protection of students and staff when the potential for violent weather exists. Therefore, the following procedures are in effect.

Tornado Watch (Severe weather conditions with tornado conditions present)

1. Students will NOT be sent home early.
2. Students will remain in session with necessary precautions taken.
3. Students will be sent home at regular dismissal time.

Tornado Warning (Immediate danger of tornado)

1. Students will NOT be sent home.
2. Students will be kept in designated safety areas within the school buildings until all clear is given or danger has passed.

General Information

1. After school activities shall be canceled whenever tornado "Warnings" are in effect at the time of the activity.
2. Parents may pick up their children and only their children unless there is specific written permission or by making prior arrangements with the principal.
3. Parents should not call the school inquiring about tornado procedures during the period of a tornado "Watch" or "Warning".
4. Safety areas for students and employees have been designated in all school buildings.
5. Employees will remain on duty until regular dismissal time or until end of emergency, whichever is later.
6. Parents should have a plan for their children when no one will be at home upon their arrival from school.

Lock-down, Fire, and Storm Safety Drills:

Drills will be held during the course of the year in accordance with state law. Escape routes and designated safe areas are listed in each room.

Student Accident/Injuries or Illness:

Student injuries or illnesses are to be reported to the office. In case of serious injury or illness, aid and comfort will be provided at the level to which the school staff is trained. Emergency services will be secured when the injury or illness appears to be life-threatening or beyond the capability of the school staff present during the situation. Parents will be notified of the action taken. PLEASE NOTE: Parents of children with special medical needs who require treatment not available in our local area must notify the office in writing to ensure our ability to provide proper care for the child.

Dispensing Medicine:

Board Policy states that medication, including aspirin, is not dispensed by school personnel. If your child must take prescription or non-prescription medication during school hours you must come to the office and obtain a consent form. All medication must be brought to the office by an adult clearly labeled with the child's name and instructions.

Communicable Diseases:

By law, the school must report all student cases of communicable disease to the County Health Department. If a staff member is aware of a student with a communicable disease she/he is to inform the office.

Immunization:

All children who attend school in Michigan are required to be fully vaccinated unless an exemption has been requested in writing. A summary of these requirements is listed below.

1. REQUIREMENTS FOR CHILDREN AGE 19 months THROUGH 4 YEARS OF AGE:

- * 4 doses of DTP vaccine and, if a dose was not received on or after the 4th birthday, a booster dose at school entry.

- * 4 doses or age appropriate complete series of Pneumococcal Conjugate

- * 3 doses of any appropriate polio vaccine and, if a dose was not received on or after the 4th birthday, a booster dose at school entry.

- * 2 doses of MMR vaccine received after the 1st birthday, at least 1 month apart and with at least 1 of the doses at or after 15 months of age.

OR

Current laboratory evidence of measles, mumps or rubella immunity.

- * 3 doses of the HEPATITIS B vaccine.

- * 2 doses of Varicella (Chicken Pox) or reliable history of disease.

2. REQUIREMENTS FOR CHILDREN 7 THROUGH 18 YEARS OF AGE:

- * 4 doses of any appropriate diphtheria and tetanus vaccine, 3 doses if the 1st dose was received on or after the 7th birthday, and, if a dose was not received within the last 10 years, a booster dose at school entry.

- * 3 doses of any appropriate polio vaccine.

- * 2 doses of MMR vaccine received after the 1st birthday, at least 1 month apart and with at least 1 of the doses at or after 15 months of age,

OR

Current laboratory evidence of measles, mumps, or rubella immunity.

- * 3 doses of the HEPATITIS B vaccine.

- * 2 doses of Varicella(Chicken Pox vaccine) or reliable history of disease.

- * 1 dose of meningococcal vaccine

These requirements are for children entering a Michigan school district for the first time. Failure to meet these requirements, as set by the Michigan Department of Public Health, requires the school principal to exclude the child from attendance.

Head Lice Policy

Head lice are parasites of the human head and its hair. The presence of head lice is not an indicator of hygiene, parenting, social or economic status.

If a student is identified with an active infestation, (defined as the presence of live lice or nits found within ¼" of the scalp), the parent will be notified so that the student maybe taken home to be treated in the most effective manner possible.

The student will be readmitted to school after treatment. If, upon examination by the designated school personnel no live lice are found the student may re-enter the classroom.

ACADEMICS

The elementary school curriculum, at various levels, includes: mathematics, language, reading, science, social studies, writing, spelling, music, health, physical education, technology, and art.

TESTING

Testing in Saranac Elementary School serves several purposes:

- A. - assists in diagnosis of specific learning difficulties
- B. - determines school readiness
- C. - monitors students' progress
- D. - identifies the need for placement in special program.

For the specific times of testing, please stop by the office. During testing times, parents are encouraged to make sure students eat a good breakfast and get plenty of rest.

HOMEWORK POLICY

Homework is an important and valid part of the educational process. A homework policy is at the discretion of the teacher. These are some of the reasons for homework:

- to help students develop independent study habits
- to promote growth in responsibility and self-direction in learning
- to reinforce learning that has taken place in school
- to help students organize and budget time
- to promote a closer working relationship between home and school

Incomplete homework may be a factor in determining a child's academic growth.

REPORT CARDS

A report to parents is issued three (3) times each year to all students in Young 5's through sixth grades.

NEWSLETTERS

A communication will be sent home with all students every other Friday. Parents and staff are encouraged to submit material to the principal by the Wednesday before publication. Special activities, upcoming events, health information, activity dates, and school lunch menu are possible items for inclusion.

RIGHT TO ACCESS AND PRIVACY OF RECORDS

Under the Family Education Rights and Privacy Act (FERPA), parents have the right to:

1. Inspect and review student education records;
2. Request an amendment of the student educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. Consent to the disclosure of personally identifiable information contained in the student's educational records;
4. File with the U.S. Department of Education a complaint if there is an alleged failure by the school district to comply with requirements of the Act;
5. Obtain a copy of the FERPA policy.

FERPA regulations presume equal access for both parents, unless there is a court order or legal document to the contrary. If you desire to see your child's records, please call the school and make an appointment.

CHANGE OF ADDRESS

Please contact the office if you have a change of address and/or phone number.

LUNCH

Students should not bring money to school except for lunch or special events. The cost of lunch and milk varies yearly and is set by the school. Applications can be obtained from the office for those who qualify for free or reduced lunches. To ensure proper accounting, money should be put in an envelope marked with the student's name, grade, teacher, and amount. No student will go without a lunch. If a child loses or forgets her/his lunch a hot lunch maybe charged. However, 3 charges are the limit that each student will be allowed. After the third charge students will be provided an alternative lunch until such time as the account is made current.

FIELD TRIPS

Most trips are taken by bus during the school day. Because of the educational value of trips, student attendance is expected. Parents will be notified of the trip in advance and are often asked to serve as chaperones along with the classroom teacher. A permission slip will be sent home for parents to sign, giving their child permission to attend field trips. Without the permission slip, the school cannot legally assume responsibility, and students will not be allowed to go. Some local field trips are within walking distance and permission slips are not necessary.

SCHOOL LIBRARY

Most of the materials within our library are available to be checked out and taken home. Parents are requested to help their children return these items by their due date. Students will be responsible for the replacement of all items lost or damaged.

SUPPLIES AND MATERIALS

Students will be provided with necessary supplies such as books, paper and pencils. Other materials may be brought to school at the teacher's discretion.

Books, desks, lockers, classroom equipment, restroom walls, and playground equipment belong to the people of Saranac. Those of us using these things are responsible for taking care of them. If someone breaks, loses, or destroys something, he/she will be responsible for its repair or replacement. In the state of Michigan, school districts are authorized to recover damages in an amount not to exceed \$2,500.00 against parents of unemancipated minors who have maliciously or willfully destroyed real, personal or mixed property, which belongs to the school district. We feel that it is important for parents to discuss the consequences of harming school property before a problem occurs.

VOLUNTEERS

Volunteers are appreciated at Saranac Elementary School. Want ads for volunteer help are periodically in the school newsletter. If you are volunteering at the school please check into the office when you arrive.

BIRTHDAY TREATS/BOOKS:

A child is welcome to provide a birthday treat for the class. For safety purposes, please don't send suckers or hard candies. **Also, several of our students have severe nut allergies.** Please keep this in mind when sending treats and snacks to school. We do encourage that the snacks/treats brought be healthy for all students. If you have any questions please contact your child's teacher or the elementary office. A child may also wish to donate a book to the elementary school library in honor of his/her birthday. Please contact the librarian for ideas. Because we have had problems with hurt feelings in the classroom, we will not be handing out birthday invitations in class unless the whole class is receiving them.

TOYS, PETS, AND OTHER VALUABLES

To prevent distraction, destruction, and loss of property; toys, pets and other valuables are not allowed in school without previous approval. Arrangements can be made with the classroom teacher for special sharing days.

DISCIPLINE PHILOSOPHY

Students and parents need to realize that education is a cooperative effort and one individual's rights and freedoms must not interfere with the rights and freedoms of other individuals. To provide this atmosphere we feel that students have these specific rights:

- They have a right to be happy and to be treated with compassion
- They have a right to be themselves
- They have a right to be safe
- They have a right to hear and be heard
- They have a right to learn about themselves

To ensure these rights are shared by all students it may become necessary to intervene when the above rights are violated. For this process we have established the following general citizenship code:

One will keep hands, feet, and objects to oneself
One will walk in the hall
One will treat others as one wishes to be treated

If a student hinders another student's rights by breaking the citizenship code the following consequences have been set:

- The staff member who observes the misconduct will discuss the problem with the student to make improvements.
- The professional staff member may withhold privileges from the student if deemed appropriate.
- The professional staff member will contact the student's parent(s) if minor interventions at school have not been successful in correcting the problem.
- A conference between the professional staff member and parent(s) will be arranged if the problem warrants.
- A conference with the professional staff member, parent(s), and principal will be arranged if other actions have not been successful in correcting the problem.
- When deemed necessary, discipline for a classroom disturbance will be handled by the principal.
- If a problem continues after exhausting the previous avenues, a last resort is to suspend a student from school per Saranac Board of Education Policy.
- Severe problems may result in immediate suspension. These include such serious offenses as the use, sale, possession, or distribution of drugs, alcohol, illegal substances or look-alike drugs, cheating, destruction of property, theft, fighting, smoking, extreme lack of respect for authority, or the breaking of any state or federal laws.
- When parents, or legal guardians wish to appeal a suspension the following procedure has been set up to satisfy your needs.
- Parents, legal guardians, or the students may request a conference with the principal. Such requests shall be made within the period of the suspension. The principal shall affirm or modify the terms of his/her action within two (2) school days from the date of the conference.
- Within five (5) school days from the principal's decision, the parents, legal guardian, or student may appeal such decision to the superintendent or his/her designee. The superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.

- Within five (5) school days from the superintendent's decision, the parents, legal guardian, or student may appeal the decision to the Board of Education.

- The Board of Education shall schedule a hearing within ten (10) school days of the receipt of any appeal and the hearing shall be conducted under the following procedure

A. A written notification shall be given of the time, date, and place of the hearing and shall include the following information:

1. A statement of the charges against the student.
2. The name of the hearing officer or hearing board.
3. The hearing procedure to be used.
4. The status of the student pending the appeal and the decision of the board.
5. The right to request the hearing to be open or closed to the public and if the meeting is closed, to have witnesses excluded from all parts of the hearing except where necessary.
6. The right of the student and the parent or guardian to be represented by counsel of their choice.
7. The right to present witnesses and to question witnesses testifying against the student.
8. The right to have a written finding of fact and the right to have a record of the hearing.

B. The hearing is not a court proceeding and the rules of evidence shall not be enforced.

C. There may be present at the hearing, whether or not the hearing is closed, the attorney, the principal, the superintendent, and other such resource persons, as the board deems essential to the adjudication of the case.

D. The board shall render a written decision within five (5) school days from the date of the hearing, and a written copy shall be forwarded to all parties concerned.

Discipline procedures/guidelines for 5th and 6th grades are as followed: (new policy as of 2012)

UNSAFE BEHAVIOR

Unsafe behavior is any behavior, playful or intentional, that might lead to harming self or others.

Consequence: A lunch detention up to suspension.

FIGHTING (ASSAULT)

A student shall not engage in unauthorized physical contact (fight with, assault, or physically accost) with another student. A student shall not verbally abuse, or verbally threaten to commit assault or battery to another student.

Consequence: Students who physically assault another student will be suspended for up to 10 days, with possible recommendation made to the Board for expulsion of a longer duration. Students who verbally abuse or threaten another student will be suspended for a period of time between 1 and 10 days. (Typically 1 day, then to follow 3, 5, 7, 10)

In accordance with the Revised School Code, any student in grade six or above whom physically assaults a district employee or a person engaged as a volunteer or contractor of the district may be permanently expelled. Furthermore, any student in grade six or above whom commits a verbal assault against an employee, volunteer, or contractor of the district may be expelled for 180 school days.

TARDY POLICY

Students should make every effort to arrive to class on time. Students (6th grade) arriving late (by 8:30AM) to a class period will be counted tardy. If a student receives a tardy, the following consequences will occur per marking period.

1-2 tardies – warning 3-4 tardies – after school detention

5-6 tardies – Office referral and after school

GENERAL HARASSMENT

Harassment may consist of any unwelcome derogatory, sarcastic, threatening and/or hurtful remark(s) or action(s) directed at another individual.

Consequence: Reprimand up to an expulsion, including possible police contact.

DISRUPTIVE BEHAVIOR/CLASS REMOVAL

A student may be removed from any “class, subject, or activity” and referred to the principal by a teacher for disrespectful actions, attitudes, disobedience, or creating a disturbance in the class which in the teacher's judgment is detrimental to the management and educational process of the classroom (otherwise referred to as a “snap suspension”). As soon as possible after the snap suspension the teacher shall contact the student's parent/guardian and inform them of the situation warranting the suspension.

Consequence: First Offense – Referred to office for remainder of class period, work to be completed before returning; teacher contacts parents/guardian

Second Offense- same as above, office contact to parent/guardian

Third Offense – After school detention

Fourth Offense – Possible in school or out of school suspension

STUDENT DRESS CODE

A school, in carrying out its responsibility in creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity of the age of the student. In general, it shall be the responsibility of the individual student and his/her parents to set the guidelines for appropriate dress within socially acceptable standards. Factors of health, safety, and orderly function of the school are the determinants of appropriate dress.

Within this framework, clothing or grooming shall be considered unacceptable if it:

- 1) creates or potentially creates a disruptive influence on the educational process such as wearing of head wear (hats, bandannas, kerchiefs), coats or jackets, halters or tube tops, tank tops or any sleeveless top with a shoulder strap of less than two inches in width (**3 fingers wide**), mutilated clothing, clothing with profane, vulgar or obscene suggestions, clothing which is sexually suggestive, clothing that advertises alcoholic beverages or drugs, or clothing that uses improper language
- 2) an article of clothing must not expose the midriff area, cleavage, or undergarments.
- 3) Shorts/dresses/skirts must be longer than fingertips with arms extended flat at their sides. Holes in jeans and shorts may not extend above the fingertips.
- 4) Administration shall have final determination of the appropriateness of the student's dress, subject to appeal to the superintendent and the Board of Education. If conditions warrant it, the student will be asked to rectify the situation, and it may result in further discipline.

CELL PHONES, IPOD'S, MP3 PLAYERS (Electronic Devices)

Problems arise because students have articles that are hazardous to the safety of others or interfere with school procedures. Such items include, but are not limited to: lighters, water pistols, laser pointers, and water balloons. These items will be confiscated and not returned. Cellular telephones, pagers/beepers, IPOD's, MP3 players, etc. shall be turned off. They are not to be used in the classroom, (unless approved by the classroom teacher) restrooms or the locker rooms. Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information in the classroom shall be subject to discipline.

Consequence:

First offense – device confiscated and returned at the end of the day

Second offense – device confiscated, lunch detention, parental notification

Third offense – device confiscated, after school detention, parental notification

Fourth offense – device confiscated, parental notification and pick-up

Fifth and subsequent offense – considered persistent disobedience, possible suspension

FOOD AND BEVERAGES

Food, gum, and drinks are to be consumed only in the cafeteria. Only water is allowed in the hallways and classrooms but not in computer labs. Classroom parties need staff approval.

Consequence: First Offense – Warning

Second Offense – Warning, office referral

Third Offense – after school detention

Students may not consume energy drinks, including (but not limited to) Monster, RockStar, Red Bull, Five Hour Energy, coffee, during school hours. Possession will result in confiscation and disposal of said drink. Repeated offenses may result in discipline action.

VANDALISM

Malicious destruction of school or private property

Consequence: Student may be referred to office and need to compensate or make amends to repair damages. Repeated offenses may result in suspension.

STUDENT COOPERATION WITH STAFF/INSUBORDINATION/GROSS DISRESPECT

A student may not swear at, show disrespect for, or refuse to obey a reasonable request or direct order from a teacher, administrator, or other person given the responsibility of supervision. If a student has witnessed or has direct knowledge about violations of school rules, the student is responsible for reporting information truthfully, accurately, and completely to school authorities.

Consequence: The minimum will be after school detention up to a five-day suspension from school. Any additional offenses will result in five to ten days' suspension and possible expulsion.

SKIPPING

Truancy is a student's willful choice to miss a class period(s).

Consequence:

First offense- Warning Second offense- lunch detention Third offense- after school detention

End of section for 5th and 6th

GUN-FREE SCHOOLS ACT Established By "Goals 2000" Legislation

Title VIII of the "Goals 2000" legislation is known as the "Gun- Free Schools Act" and states:

"No assistance may be provided to any local educational agency under this Act unless such agency has in effect a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon (including fire arms, dagger, dirk, stiletto, knife, iron bar, chain, brass knuckles, or lighter) to a school under the jurisdiction of the agency except such policy may allow the chief administering officer of the agency to modify such expulsion requirement for a student on a case-by case basis".

Standards of Conduct for Students

The unlawful possession, use or distribution of tobacco, alcohol or illicit drugs by students on school premises, or as part of any school activity, is prohibited.

Disciplinary sanctions consistent with local, state and federal law, up to and including expulsion, and referral for prosecution, will be imposed on all students who violate the standards of conduct for the district. Disciplinary sanctions concerning alcohol or other drug related violations may include completion of a rehabilitation program. (student's assistance referral and counseling)
Standards of conduct apply to all students.

BULLYING

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct

1. For the purposes of this policy, "bullying" shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting an Incident

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official.

BICYCLES

Students riding bicycles to school should park them in the designated bicycle parking area, and the bicycles will remain in this area for the school day. For the child's safety, good bicycle safety rules are to be followed.

PLAYGROUND POLICY

Elementary school students are expected to participate in daily outdoor recess activities. Children are expected to observe proper playground behavior as requested by the playground supervisors. Normally if a child is too ill to participate in recess, she or he is too ill to be in school. However, if an unusual condition exists which permits attendance at school, but makes participation in recess unadvisable for a day or two, a note from home is expected. For a long-term request, which is a period of time exceeding two days, a note from a physician is required.

We do have outdoor time every day except in rain or extremely cold weather. Please dress your child accordingly. Warm mittens, coats, hats, and boots are needed every day once cold weather begins.

SCHOOL BUS CONDUCT:

1. Be at the bus stop designated, ready to board bus. The driver cannot wait for tardy pupils. Keep 10 feet from bus stop while waiting.
2. Go directly to seat and sit down. Sit with feet in front of the seat not in the seat or on back of seat.
3. Refrain at all times from moving around while the bus is on route or in motion.
4. Musical instruments, gym bags, books, etc. must be held by the student or placed under the seat. The center aisle must remain clear at all times.
5. Observe classroom conduct (except ordinary conversation). NO SHOUTING while getting on or off and while riding the bus.
6. Keep hands, arms, head inside the bus at ALL TIMES. This includes while the bus is parked.
7. Help keep the bus clean, and orderly. No eating or drinking on the bus (possible exception: field trips and athletics). Do not damage or mar bus at any time.
8. Cooperate with the driver at all times and do what the driver directs you to do, without comment.
9. Inappropriate behavior and language will not be tolerated. Those who misbehave may be denied the privilege of riding the bus.
10. You must cross in front of the bus in sight of the driver, after receiving signal from the driver, and walk when crossing the highway.
11. You should never leave by the rear door except in an emergency.
12. You may board and depart the school bus only at the school building where you are assigned. In order to board at other your assigned building, you must have a written excuse signed by the teacher or principal who detained you.
13. It is the option of the bus driver to assign seats, and students must sit in their assigned seats.
14. Do not bring dangerous items such as knives, matches, lighters, etc. onto the bus.
15. The above rules apply to all people riding school buses at all times, including field trips and athletic events.

STUDENTS RIDING BUSES:

New change to the transportation policy is to improve the safety of students being transported to and from home. We want to be sure we are providing consistent and safe transportation for all of our students. We have become increasingly concerned over the number of alternate stops being requested and never want to mistakenly take a student to a location where there is no adult supervision.

The specific language approved by the Board is printed below. We realize that some parents will need to make changes to comply with this new policy. You will need to identify one location for morning pick-up and one location for afternoon drop-off. While we will consider emergency alternatives to these locations, the reason must truly be an emergency. Parents will need to contact the Transportation Department to make those emergency changes.

Student Pick-up and Drop-off Locations

Students will be transported from one designated location and to one designated location. It is understood that these two locations may not be the same. In cases of emergency, alternate pick-up/drop-off spots may also be considered if located on an existing route. Emergency alternatives will be approved by the Transportation Department.

DRESS CODE:

Children should be encouraged to wear clean, comfortable, and sensible clothing and footwear. All student items from home should be clearly labeled with the student's name. (This includes hats, mittens, jackets, boots, notebooks, etc.) When items are missing, the student should check the lost-and-found area. We will make every effort to help locate missing items. However, for obvious reasons, the school cannot be responsible for personal items.

Fire Safety Regulations require that shoes be worn at all times. During the times of the year when boots should be worn, each child must have a pair of shoes to wear in the building. Your child will also need gym shoes to participate in gym class. Leather soles or stocking feet have a tendency to slip on a polished floor causing accidents.

According to school board policy, clothing is considered unacceptable if it:

- creates a present danger to the health and safety of the student or other persons
- creates or potentially creates a disruptive influence on the educational process such as wearing

*halters

*hats

*short shorts

*mutilated clothing

*clothing with profane, vulgar or obscene suggestions

*clothing which is sexually suggestive

*clothing that advertises alcoholic beverages, tobacco products, or drugs

*slogans or statements using improper language

*items that infringe upon the rights and freedoms of other students

Copies of the school board policy regarding the dress code are available in the school office.

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ATTENDANCE:

School is not just textbooks or workbooks, but also consists of many social and emotional experiences. To provide your child with maximum instructional time, this attendance policy has been developed.

1. If a child is absent for any reason, the parent/guardian shall call the school on the day of the absence prior to **8:30 a.m.** It is especially important for children who walk to school to inform the school as soon as possible when a child is absent. This lets the school know that your child is at home and not missing.

a. All medical and dental appointments should be arranged outside of school hours. In the case that this is not possible, please send a note or call the school prior to the appointment. Students are required to make up all work missed.

b. Parents of students with long-term illnesses should make arrangements with the child's teacher to ensure that academic requirements are met. Options include, but are not limited to, tutoring or home-bound teaching.

c. Family vacations during school time are discouraged. Contact the teacher if this situation occurs. These days shall be included in the total absences.

2. After **ten (10)** excused absences or **five (5) tardies**, notice will be sent to parent/guardian. This notice is meant for informational purposes. A child arriving after **8:30 a.m.** is counted absent.

3. After **fifteen (15)** excused absences or **ten (10) tardies**, second notice will be sent to the parent/guardian.

4. After **twenty (20)** excused absences or **fifteen (15) tardies**, a third notice will be sent to the parent/guardian. A copy of this notice will be forwarded to the county truant officer.

5. Any child missing more than forty (40) days within a school year is considered to have excessive absences. These absences may jeopardize reaching basic learning-outcomes for that school year.

EXCUSED ABSENCES: Any absences that are reported to the office, either by phone or note, before or within twenty-four (24) hours of the absence.

STUDENT ARRIVAL AND DEPARTURE FROM SCHOOL:

Arrival – School doors will be open at 7:15 a.m. with school starting at 7:45 a.m. Due to the lack of adult supervision on the school grounds prior to the start of the school day, and because there are no areas protecting students from the weather, we are asking for your cooperation. If your child(ren) walk to school, please plan for them to arrive not more than five minutes before the start of the school day. Doors are open thirty minutes before the start of school. **IN INCLEMENT WEATHER, CHILDREN WILL BE PERMITTED TO WAIT INSIDE THE BUILDING WHEN THEY ARRIVE AT SCHOOL.**

Departure - It is requested that parents picking up their children remain outside the building. This greatly reduces confusion for teachers and students at the end of the day. It also increases children's safety. Parents in cars picking up their children are asked to please park in the visitor parking lot.

PARENT TEACHER CONFERENCES:

Parent Teacher Conferences are scheduled in the fall and spring. The Saranac Elementary Staff encourages conferences and enjoys hearing from parents. Teachers like sharing information with parents on their child(ren)'s progress and conference time is a perfect opportunity to do so. If an additional conference is needed with a teacher or other school personnel, please schedule an appointment with that person.

PARENT VISITATION:

Saranac Elementary School belongs to the community. We encourage parents to take the opportunity to visit our school in action. So we may ensure the safety of our children, we must account for all people in the building. We ask that you please contact your child's teacher prior to your visit and sign our visitor's book, which is found in the office, before proceeding to the classroom.

CHILD RELEASE POLICY:

Because of our concern for the safety of our students, the following guidelines will be followed:

1. No child will be released to a person other than a parent or guardian, during school hours, without the written permission of the parent or guardian as indicated on the Emergency Card.

A. If a parent/guardian desires that his or her child be released to another person, not indicated on the Emergency Card during school hours, the following must be received in writing:

- The name of the person to whom the child is to be released
- The time of the release and the length of time for which the child is to be released
- The purpose of the release

B. Exceptions will be made only in times of emergency. The determination of whether an emergency exists will be made by the principal or designee.

2. The person to whom the child is to be released will be required to sign a log in the office indicating the time and purpose of the release. If the person is not known or recognized by the staff person, identification will be required. If the principal, or designee, has any doubts about the documentation presented, a decision not to release the child will be made.

3. Teachers may release a child to an adult only after receiving permission from the office. Teachers will be required to refer all requests for release to the office.

4. No child will be permitted to walk home alone during school hours without permission from the parent/guardian.

5. In the case of children of divorced parents, divorce laws stipulate that the custodial parent alone has the responsibility for custody, care, control, and the education of said child(ren).

Thank you for taking the time to read our handbook. We thank you in advance for your cooperation and support.

The Saranac Elementary School Staff

Appendix A

Non-Discrimination on the Basis of Sex

No district employee or student, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

A grievance procedure for responding to claims of discrimination based upon sex by an employee or student of the district has been developed and is available in the superintendent's office.

This statement and information about complaints about Title IX compliance shall be disseminated to students, parents, employees, applicants, and the general public in a manner as determined by the superintendent.

If any person believes the district or an employee of the district has inadequately applied the principles and/or regulations of a federal Title program or believe they have been discriminated against, should contact the appropriate Title coordinator at the address found in Appendix D of this handbook.

The person who believes they have a valid basis for the complaint shall discuss the matter informally and verbally with the local Title coordinator, who shall investigate the complaint and answer the complaint within two business days. If this reply is not acceptable to the complainant, the complainant may initiate formal procedures according to the following steps:

Step 1:

A written statement of the complaint signed by the complainant shall be submitted to the local Title coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the complaint and reply in writing to the complainant within ten school days.

Step II:

If the complainant wishes to appeal the decision of the local Title coordinator, that person may submit a signed appeal to the superintendent within five business days after receipt of the local coordinator's response. The superintendent shall meet with all parties involved, attempt to arrive at a solution, and respond in writing to the complainant within five school days.

Step III:

If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the board within five business days of receipt of the superintendent's response in Step II. The board shall meet with the concerned parties and their representatives within 15 days of receipt of the appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

Step IV:

If, at this point, the complaint has not been satisfactorily settled, further appeal by the complainant may be made to the Office of Civil Rights, Department of Human Services, Washington, D.C. 20201.

Appendix B

Sexual Harassment and Intimidation

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act 1972 and the Michigan Elliot-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination.

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation. It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Definition

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b. submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
- c. such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment, may include, but is not limited to, the following:

- ☐ Verbal harassment or abuse;
- ☐ Pressure for sexual activity;
- ☐ Repeated remarks with sexual or demeaning implications;
- ☐ Unwelcome touching;
- ☐ Sexual jokes, posters, cartoons, etc.;
- ☐ Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- ☐ In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Any person who alleges sexual harassment by a board member, staff member or student in this school district, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building principal, school counselor, district Title IX coordinator or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Grievance Procedure

Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the superintendent, immediate supervisor, Title IX coordinator, or grievance officer; in the case of a student, to the building principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a board member, to the superintendent, Title IX coordinator, or grievance officer.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem in an informal manner through the following steps:

1. Interview the complainant and document the interview.
 - a. Request that the complaint be put in writing, if possible.
 - b. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
 2. Interview the accused and document the interview.
 - a. Re-emphasize the board's policy regarding insult, intimidation and harassment without making judgments at this stage.
 - b. Keep the identity of the complainant confidential, if possible.
 3. Interview all witnesses identified by the parties and document the interview.
 4. Review the personnel files or student records/files of the complainant and the accused for any history of problems.
 5. Make a determination on the merits of the complaint.
- ☐ **If the investigation shows that the complaint is without merit, the following action will be taken:**
1. The investigation will be closed.
 2. The grievance officer's findings and reasons for them will be discussed with the complainant.
 3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
 4. All references to the complaint will be removed from the accused party's personnel file.
 5. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.
 6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.
- ☐ **If the investigation shows that the complaint has merit, the following action will be taken:**
1. The investigation will be closed.
 2. The grievance officer will confer with the board and superintendent to determine what action is necessary to resolve the complaint and prevent recurrence.
 - a. The complainant should be made whole: in the case of an employee, for any lost earnings, employment opportunities, personnel records should be corrected; in the case of a student, lost educational opportunities, extracurricular opportunities, student records updated; in the case of a board member; lost opportunities of public service, such as chair of special committees, appointments or professional development opportunities.
 - b. The potential for continuing problems should be alleviated by reassignment where possible.
 3. The parties will be advised of the results of the investigation and the actions to be taken.
 4. Appropriate discipline will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender.

5. All actions will be documented and a record placed in the offender's permanent personnel file or student discipline records.
6. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all board members, employees, or students involved in the investigation.
7. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

All complaints, interviews and investigations will be treated with the strictest confidentiality and utmost discretion. Only those board members, employees, or students whose participation in the investigation of a complaint was essential to its resolution will be informed of it.

Sanctions

- a. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
- b. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.
- c. A substantiated charge against a board member in the school district shall subject that board member to any legal and disciplinary action allowed under current law.

Notification

Notice of this policy will be circulated to all school buildings and departments within the district, and incorporated in teacher, student and parent handbooks. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student to student sexual harassment.

Appendix C

Equal Educational Opportunity

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Step 1:

A written statement of the complaint signed by the complainant shall be submitted to the local Title coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the complaint and reply in writing to the complainant within ten school days.

Step II:

If the complainant wishes to appeal the decision of the local Title coordinator, that person may submit a signed appeal to the superintendent within five business days after receipt of the local coordinator's response. The superintendent shall meet with all parties involved, attempt to arrive at a solution, and respond in writing to the complainant within five school days.

Step III:

If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the board within five business days of receipt of the superintendent's response in Step II. The board shall meet with the concerned parties and their representatives within 15 days of receipt of the appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

Step IV:

If, at this point, the complaint has not been satisfactorily settled, further appeal by the complainant may be made to the Office of Civil Rights, Department of Human Services, Washington, D.C. 20201.

Appendix D

Compliance Officers/Title Coordinators

Questions or concerns regarding the following should be addressed to the listed compliance officer/Title Coordinator:

Title VI	Mr. Maury Geiger 88 Pleasant Street Saranac, MI 48881 (616) 642-1400
Title IX	Mr. Jason Smith 250 Pleasant Street Saranac, MI 48881 (616) 642-1200
Section 504 Americans With Disabilities Act (ADA)	Beth Simpson 150 Pleasant Street Saranac, MI 48881 (616) 642-1100
Asbestos Abatement Lead Free/Radon Pesticide Application	Mr. Maury Geiger 88 Pleasant Street Saranac, MI 48881 (616) 642-1400
Sexual Harassment	Individual Building Administrators Jr./Sr. High – Mrs. Beth Simpson Mr. Josh Leader Elementary – Mrs. Connie Hamilton Mr. Jason Smith
Freedom of Information Act (FOIA)	Mr. Maury Geiger 88 Pleasant Street Saranac, MI 48881 (616) 642-1400

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Varsity Football Coach

Athletic Director, Josh Leader along with an interview team consisting of Jeff Videan, JV Assistant Football Coach, Sarah Doll, parent and SCS Board Member, Mandy Mutschler athletic secretary, Drake Edwards and Isaac Kidder (student athlete representatives) interviewed five candidates for this position. They would like to recommend Andy Lytle, the current JV Head Football Coach to this position.

I have met with Mr. Lytle and support the recommendation of the interviewing team, and would ask that you consider waiving board practice and approve the recommendation at this meeting. The reason for the approval at this meeting would allow Mr. Lytle to begin strength training with the students, and I will work with the Athletic Director and new varsity football coach to fill the additional football coaching vacancies.

Thank you for your consideration of my recommendation at this time.

Suggested Resolution

I move that the Saranac Board of Education waive board practice and accept the recommendation of Andy Lytle for the Head Varsity Football Coach position as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

June 9th, 2015

Josh:

I would like to officially apply for the Head Coaching Position for the Varsity football team. As you know, I have been a part of the Saranac football program since 2008. Prior to that I was part of the Saranac youth program coaching as well and then moving up to my current position as the JV Head Coach. During these past 7 years I have acquired skills and knowledge that make me an ideal candidate for the Varsity HC.

During my time thus far, I have worked to keep the football program running smoothly and instilling in the players to maintain a positive attitude and to strive for the best. I have a professional relationship with the team and would love the opportunity to put my people and football skills to use with the staff and members of the team. I am dedicated to the players, staff, and school and will strive to make a positive impact of the team in hopes that the players take something from it as they move on after high school.

Thank you for your consideration. Please let me know a time that we can meet at your earliest convenience to discuss anything further.

Sincerely,

Andy Lytle

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Administrative Partial Leave of Absence

I have received a request for a partial leave of absence for the 2015-2016 school year from Connie Hamilton, who currently serves our district as a 75% curriculum director and 25% elementary co-principal. I have met with Connie and support her request for a partial leave of absence for the 2015-2016 school year.

Based upon board approval, Connie would serve our district in the capacity of 75 % curriculum director for the 2015-2016 school year.

Suggested Resolution

I move that the Saranac Board of Education waive past practice and approve a partial leave of absence for Connie Hamilton for the 2015-2016 school year.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools

Connie Hamilton; Curriculum Director/Principal
88 Pleasant Street
Saranac, Michigan 48881

www.saranac.k12.mi.us

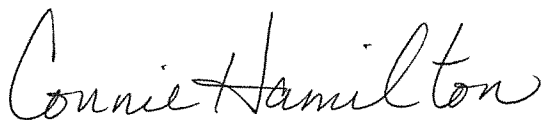
Telephone 616-642-1400
Fax 616-642-1405

To: Saranac Board of Education
Cc: Superintendent, Maury Geiger
From: Connie Hamilton
RE: Leave of Absence Request
Date: July 1, 2015

Dear Saranac Board of Education,

I would like to request a partial leave of absence (25%) for the 2015-16 school year from my current role of Curriculum Director/ Elementary Co-Principal

My request is for personal and family reasons. Thank you for consideration. If you have any questions, please contact me.



Connie Hamilton Ed.S.
Saranac Community Schools
K-12 Curriculum Director
Elementary Co-Principal

	Official	Official	Official	Official	Official	Official	Official	Official	Official	UPDATE	Projections	Projected
	9/29/10	10/5/11	2/8/12	10/3/12	2/13/13	10/2/13	2/12/14	10/1/14	2/11/15	6/15/15	9/1/2015	Class Sizes
Grade	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	
ECC	21	16	22	16	16.8	12	14	16	18.2	17	15	
KDG	96	114	115	97	96.0	96	97	69	69	68	82	16(Y5), 21, 22, 23*
1st	72	85	87	96	95.0	74	74	83	83	84	49	16, 16, 17**
2nd	76	78	76	77	70.0	95	96	74	73	74	83	20, 20, 21, 22
3rd	80	84	81	74	73.0	69	67	93	89	89	76	25, 25, 26
4th	83	80	81	82	81.0	73	74.84	69	68.16	69	90	22, 22, 23, 23
5th	80	83	82	77	74.0	84	84	75	75	76	70	22, 24, 24
6th	97	75	77	83	80.0	72	72	78	78	78	76	25, 25, 26
7th	81	94	93	80	76.0	81	79	65	62	62	78	
8th	86	80	78	87	87.0	75	70	76	75	73	62	
9th	81	85	87	86	84.0	82	86	68	68	69	73	
10th	107	76	75	90	92.0	81	83	96	89	79	69	(-) 8 Ex Students
11th	83	111	108	77	75.0	83	78	81	76.17	76	79	
12th	87	98	96	106	103.7	79	74.32	89	83.67	9	92	(+) 7 STW Students
Total	1,130	1,159	1,158	1,128	1103.47	1,056	1,049	1,032	1,007	923	994	

ECC-6	605	615	621	602	585.80	575	578.84	557	553.36	555	541
7-8	167	174	171	167	163.00	156	149	141	137	135	140
9-12	358	370	366	359	354.67	325	321.32	334	316.84	233	313
Total	1,130	1,159	1,158	1,128	1,103.5	1,056	1,049	1,032	1,007	923	994

ELEMENTARY NOTES:

This includes recently enrolled students.

There are 9 elementary students in the count that have notified us that they may be moving.

*Includes 3 retentions for Kindergarten

(No release of records. K-2, 1st-1, 2nd-0, 3rd-3, 4th-1, 5th-1, 6th-1.)

**Includes 1 retention for First grade

Fall 2015 Headstart - ?? students

Fall 2015 GSRP projections - 25 eligible

There are 7 Seat Time Waiver Students included in the High School number