

Saranac Community School

Board of Education Agenda

Regular Meeting

September 3, 2015

6:00 PM

Library, Saranac 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. ***The Board will hold a Public Hearing on the Bullying Policy***
7. Reports/Presentations
 - a. District Strategic Planning Update 4
 - b. Review Bullying Policy 5
 - c. Accept Gifts 12
 - d. Staffing - Hires - Football Coaches, Special Education Teacher & Boys Basketball Coach
 - 1) Hire Football Coaches 13
 - 2) Hire Special Education Teacher 16
 - 3) Hire Boys Varsity Basketball Coach 17
 - e. Student Count Update 18
8. Comments from Guests - Non Agenda Items
9. Superintendent's Report
10. Board Requests/Reports
11. Communications
12. Closed Session for Superintendent's Evaluation
13. Other
14. Adjournment_____

Saranac Community Schools
Board of Education
Meeting #3

The Saranac Community Schools Board of Education held a regular meeting on Thursday, August 20, 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 7:01 p.m.

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

Sharon Darby led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated August 6, and workshop meeting dated August 13, 2015 were approved as written.

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

ADDITIONS & DELETIONS: Superintendent Geiger would like to add Presentation/Action Item 7.b., Request for Leave of Absence; and Executive Session Minutes to the agenda.

COMMENTS FROM GUESTS: None

BILLS PAID: Motion by LaWarre, supported by VanKuiken and unanimously approved that the Saranac Board of Action waive board practice and authorize the payment of July/August bills from General Fund totaling \$1,118,334.30.

LEAVE OF ABSENCE REQUEST: Superintendent Geiger reported we have received a request for a 1 year leave of absence from a staff member. This staff member is a classroom paraprofessional at the Elementary School.

Motion by LaWarre, supported by Doll that the Saranac Board of Education waive board practice and approve the staff person's request for a 1 year leave of absence from the paraprofessional position as presented. Voting Yes: Denny, Doll, Hawkins, LaWarre, Price & VanKuiken. Motion Passed.

Board member Chris Coulson abstained from voting.

COMMENTS FROM GUESTS: The Board heard public comment.

SUPERINTENDENT REPORT: Superintendent Geiger reported on the current student numbers, class sizes, and the current budget. Mr. Geiger said the administration has worked very hard to place teachers in the best positions possible. There have been many sacrifices in each building at all grade levels. At this time there will be no staffing changes, but we are watching class sizes and will update the board if enrollment changes.

Mr. Geiger shared the Strategic Plan Summary placemats that will be in all buildings and the board offered additional suggestions that will be forwarded on to Scott Morrell from MASB.

BOARD REQUESTS/REPORTS: Board member David Price updated the board on the Mascot exploratory committee meeting and the findings that were discussed. The board exploratory committee suggested having a Saturday workshop meeting to discuss this further with the public. They have tentatively set Saturday, October 17 for this workshop meeting.

Mr. Price updated the board on the large donation the Promise Scholarship will be receiving and to have Mr. Keith Hopkins start a fundraising campaign. There was a consensus of the board to move forward with the fundraising feasibility study.

APPROVE EXECUTIVE SESSION MINUTES: The Executive Minutes dated August 6 and August 13, 2015 were approved as written.

COMMUNICATION: None

OTHER: Superintendent Geiger reported that Bridgefest is Saturday; there will be a booth set up from 9-12 p.m. and the parade begins at 10:30 a.m.

Mr. Geiger reported that the board approved \$25,000 for the transportation department to find some used buses. They were able to get a used bus for \$7,200. They need to replace a van and the gator needs to be replaced. Mr. Geiger asked the board if it would be possible to use these funds to look for replacement of these two vehicles. There was a consensus of the board to utilize these funds for replacement of a van and a multi-purpose vehicle.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:39 p.m.

Respectfully submitted,

Steve LaWarre
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: District Strategic Planning

Scott Morrell from MASB will be at the meeting to discuss the next steps in the District Strategic Planning Process.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Bullying Policy Update

Recent legislation has required all school districts to update their bullying policies to make sure that electronic media is considered as part of any bullying policy. I have included the most recent policy that is available from NEOLA in regards to "Bullying and other aggressive behavior towards students." This policy was reviewed as part of the process of updating all of our board policies that will be considered by the board for adoption this fall.

However, due to the need for implementation of this policy for the 2015-2016 school year, I would suggest the following timeline for review and adoption:

Public Hearing & 1st Reading
2nd Reading & Adoption

September 3rd, 2015
September 17th, 2015

This will fulfill our requirements of a public hearing, two readings of new board policy before adoption, and implementation of the new bullying policy for the 2015-2016 school year.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD
STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

No later than September 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

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The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

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"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school 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; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

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TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Gifts

POLICY: 9350 Public Gifts and Bequests

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

Mr. & Mrs. Ed Truswell	Band Uniform Fundraiser	\$ 50.00
Mr. & Mrs. Bruce Chadwick	Band Uniform Fundraiser	\$ 100.00
Cascade Engineering/Sharon Darby	Saranac Promise Scholarship Fund	\$ 300.00
Sons of the American Legion	Donation to the Girls Basketball Program	\$ 200.00
Mr. & Mrs. Ed Truswell	Band Uniform Fundraiser	\$ 100.00
Mr. Michael Roush	Football Program	\$ 123.00
Mr. & Mrs. Dave Pachulski	Donation to the Volleyball Program	\$ 400.00
Saranac Public Library	Donation to the Saranac Varsity Cheerleaders	\$ 250.00
Total This Month		\$ 1,523.00
Total Gifts for 2015-2016 Including This Month		\$ 1,523.00

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Hire JV Head Football Coach & Assistant JV Football Coach

With the recent resignation of the Head JV Football Coach, we posted and interviewed for these two positions.

The interview committee consisted of Kevin Sankey (Athletic Director), Josh Leader (Principal), Andy Lytle (Varsity Football Coach), John Nummer (Varsity Assistant Football Coach), Becky Edwards (Parent), Alex Cadwallader (Student Athlete), and Kyle Hill (Student Athlete).

The committee would like to recommend Jayson Potter for the JV Head Football Coach Position and Tim Ward for the JV Assistant Football Coach position.

I have met with both individuals and approve the committee's recommendation.

Would the board like to waive past board practice and approve these two hires tonight as they are currently volunteering with the football program.

Jayson Potter
5125 Scotch Mist Drive
Saranac, Michigan 48881
616-755-0134
Jaypotter1973@gmail.com

August 18, 2015

Mr. Kevin Sankey
Saranac Community Schools
150 S. Pleasant Street
Saranac, Michigan 48881

Dear Mr. Sankey:

I am very excited about and wish to apply for the Head JV Football Coach position available at Saranac High School.

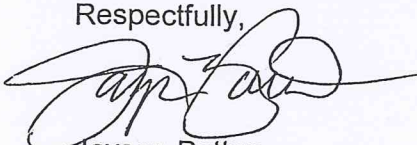
For the last several weeks I have acted as the Assistant Coach on an unofficial level and I believe I have formed a bond and built a trust with the players. A brief summary of my experience follows:

- Played Youth Football for six years until attending Wyoming Park High School where I continued playing for another four years under coach Jack Verduin;
- I was given further opportunity to play football at the University of Northern Michigan on a scholarship;
- After returning from the University of Northern Michigan, I coached at Wyoming Park High School as a volunteer coach for one year and then as Defensive Coordinator for the next two years;
- Coached for Lowell at the Youth Level for 4 years, 2 years as head coach;
- Returned to Saranac two years ago and coached the first year as an assistant for the 7th/8th grade team under Tim Ward and then as the head coach for the 5th/6th grade team last year;
- Certified in USA Football Heads up Tackling and Heads Up Blocking thru August 2016; and
- Certified USA Football Coach trained thru August 2016.

My many years of experience along with my extensive knowledge of the technical side of football have gained me the experience needed to plan and implement training programs, organize practice, call plays and keep the players motivated to perform at their highest level. I have the skills to assign players to the positions where they will be the most effective and to review the game tapes to look for ways to improve our overall performance. I also, possess excellent communication skills with the ability to convey information to the players effectively. I have excellent analytical and problem-solving skills with the ability to delegate and find new innovative ways to help the players work together as a team. I also have knowledge of the rules and regulations associated with high school football and will continue to educate myself to maintain the highest level of knowledge possible.

I am very excited about this opportunity and I look forward to meeting with you and discussing this further. If you need any further information please feel free to contact me.

Respectfully,



Jayson Potter

Tim Ward
3421 Hickory Lane
PO Box 215
Saranac, MI 48881
(616) 560-8079

August 19, 2015

Kevin Sankey, Athletic Director
Saranac Community Schools

RE: Saranac High School Football Coaching Position

Kevin,

Please accept this letter as notice that I would like to apply for any vacant football coaching position. I would like to assist Coach Potter at the JV level, assuming he is selected for the head coach position.

I feel that my past coaching experience makes me a good candidate for our Saranac Football program. My experience has all been at Saranac from the Youth level through the Varsity level.

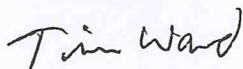
My experience includes:

- 11 years of Youth football -Head Coach
- 14 years of Youth Baseball - Head Coach
- 1 year of Youth Baseball – Assistant Coach
- 2 years of JV Baseball – Head Coach
- 5 years of Varsity Baseball – Head Coach

I am very passionate about our sports programs and want the boys to succeed. I would like the opportunity to work under Coach Lytle and help him build a respectable program on and off the field.

Thank you for your time, effort, and consideration in allowing me to be part of the Saranac Football program.

Go Redskins!



Tim Ward

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Hire Special Education Teacher

A committee of Amy McGee, Judy Frank, Beth Hudson, Mike Catrell, and Jason Smith interviewed 3 candidates for the open Elementary Special Education Position. I will be meeting with the final candidate(s) and will plan on bringing a recommendation to our meeting.

The board will have the option to waive past board practice and approve this hire tonight or wait until the September 17 meeting.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Hire Boys Varsity Basketball Coach

A committee of Kevin Sankey (Athletic Director), Josh Leader (Principal), Steve Tompkins (Grils V BB coach), Diana Smith (Parent / Coach), & Andrew Priest (Student Athlete) the committee would like to recommend Nick Wigfield for the Varsity Boys Basketball Head Coaching position.

I will be meeting with the candidate and will plan on bringing a recommendation to our meeting.

The board will have the option to waive past board practice and approve this hire tonight or wait until the September 17 meeting.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Student Count Update

Attached are the most up-to-date student numbers and class sizes. Any changes will be brought to the meeting on Thursday.

	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	16	
KDG	96	114	115	97	96.0	96	97	69	69	68	84	17(Y5), 23, 23, 23
1st	72	85	87	96	95.0	74	74	83	83	84	54	27, 27
2nd	76	78	76	77	70.0	95	96	74	73	74	90	22, 22, 23, 23
3rd	80	84	81	74	73.0	69	67	93	89	89	77	25, 26, 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	68	23, 23, 23
6th	97	75	77	83	80.0	72	72	78	78	78	80	26, 27, 27
7th	81	94	93	80	76.0	81	79	65	62	62	77	
8th	86	80	78	87	87.0	75	70	76	75	73	65	
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	71	
11th	83	111	108	77	75.0	83	78	81	76.17	76	83	
12th	87	98	96	106	103.7	79	74.32	89	83.67	9	91	
Total	1,130	1,159	1,158	1,128	1103.47	1,056	1,049	1,032	1,007	923	1019	

ECC-6	605	615	621	602	585.80	575	578.84	557	553.36	555	559
7-8	167	174	171	167	163.00	156	149	141	137	135	142
9-12	358	370	366	359	354.67	325	321.32	334	316.84	233	318
Total	1,130	1,159	1,158	1,128	1,103.5	1,056	1,049	1,032	1,007	923	1,019

This includes students enrolled/dropped as of 8/28/15.

Fall 2015 Headstart - Has been cancelled due to lack of students

Fall 2015 GSRP projections - 32 eligible

There are 5 **Seat Time Waiver Students** included in the High School 12th grade number

Exchange students - 1