

# Saranac Community School

## Board of Education Agenda

### Regular Meeting

October 1, 2015

7:00 PM

**Library, Saranac Jr/Sr High School**

***WALK THROUGH OF THE BUS FACILITY & TECH BUILDING AT 6:00 P.M.***

1. Call to Order\_\_\_\_\_
2. Pledge of Allegiance
3. Approval of Minutes 2
4. Additions & Deletions
5. Comments from Guests - Agenda Items
6. Student Report
7. Administrator's Update
8. Instructional Highlight - Jr/Sr High - SAT Prep Class
9. Reports/Presentations
  - a. Out-of-State Field Trip - FFA - (Student Achievement, Community Relations) 5
  - b. Saranac Promise - (Community Relations) 7
  - c. Board Operating Procedures - (Community Relations, Facilities & Learning Environment) 9
  - d. Student Enrollment (Community Relations) 28
10. Comments from Guests - Non Agenda Items
11. Superintendent's Report
12. Approve Executive Session Minutes
13. Board Requests/Reports
  - a. Workshop Agenda-Mascot 30
14. Communications
15. Other
16. Adjournment\_\_\_\_\_

Saranac Community Schools  
Board of Education  
Meeting #5

The Saranac Community Schools Board of Education held a regular meeting on Thursday, September 17, 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 6:15 p.m.

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

Absent: VanKuiken

**STUDENT REQUEST:** The parent and student requested a closed hearing. Motion by Hawkins, supported by LaWarre that the Saranac Board of Education go into Closed Session for the purpose of a student request at 6:17 p.m. returning to open session at 6:37 p.m. Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, & Price. Motion Carried.

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

**PLEDGE OF ALLEGIANCE:** The second grade classes led in the Pledge of Allegiance and sang a couple of patriotic songs in honor of Constitution Day. Thank you to the students and their teachers, Bridget Harder, Maureen Jorgensen, Doris McPherson and June Truswell.

**APPROVAL OF MINUTES:** Minutes from regular meeting dated September 3, 2015 were approved as written.

**ADDITIONS & DELETIONS:** Superintendent, Maury Geiger, would like to delete Presentation Item b.1., Out-Of-State Field Trip to the FFA National Convention. This will be brought back at the October 1 meeting.

**COMMENTS FROM GUESTS:** The Board heard public comment.

**APPROVE CONSENT ACTION ITEMS:** Motion by LaWarre, supported by Hawkins and unanimously approved that the Saranac Board of Education accept the Consent Agenda Items as presented:

- ✓ Approve Bills Paid totaling \$648,616.67 from General Fund for August/September
- ✓ Accept Gifts totaling \$1,523.00

**BULLYING POLICY - 2<sup>ND</sup> READING & ACTION:** Superintendent Geiger reported at the last meeting we reviewed the new Neola Bullying Policy # 5517.01 at the last meeting. This is the 2<sup>nd</sup> reading of this policy with approval.

Motion by Hawkins, supported by Price and unanimously approved that the Saranac Board of Education accept the Bullying Policy-5517.01 with changes as presented.

**APPROVE OUT-OF-STATE FIELD TRIPS:** Superintendent Geiger reported we have received two out-of-state field trip requests for next spring. They are the 8<sup>th</sup> grade to Cedar Point on June 3, 2016, and 8<sup>th</sup> Grade to Washington DC from June 13-18, 2016.

Jr/Sr High Teacher, Glenn Fountain presented information to the board regarding these two trips.

Motion by Coulson, supported by LaWarre and unanimously approved that the Saranac Board of Education waive past practice and approve the Out-of-State Field Trips as presented.

**DISTRICT SUMMARY – SCHOOL IMPROVEMENT PLAN:** Curriculum Director, Connie Hamilton presented the summary of the School Improvement Plan for the 2015-16 school year.

**STUDENT COUNT UPDATE:** Superintendent Geiger provided the latest student count numbers showing 1,016 students, along with a budget update as well. The official student count date is October 7. The audit will be presented in October as well. The fund balance is projected to be at approximately 2%. There was discussion regarding the new legislation of school districts needing to maintain a minimum of a 5% fund balance.

**COMMENTS FROM GUESTS:** The Board heard public comment.

**SUPERINTENDENT REPORT:** Superintendent Geiger reported that we were not able to secure funds for the energy bond proposal, and it is the consensus of the board not to pursue this any further at this time. We do need to get our boilers ready for cold weather, and they will be inspected in the next few weeks.

Mr. Geiger had a staff meeting this week to review the student projections and budget. He thought the meeting was very helpful, and is planning on doing this on a monthly basis.

The new format of the board agendas will consist of listing how items relate to the District Strategic Plan (DSP).

Math parent night was a success at the Jr/Sr High this week. Thank you to staff and administration for organizing this event for our parents.

At the next meeting we would like the board to do a walk-through of the bus facility and technology building beginning at 6:15 pm.

**APPROVE EXECUTIVE SESSION MINUTES:** The Executive minutes dated September 3 were approved as written.

**BOARD REQUESTS/REPORTS:** A board member would like to review the board operating procedures at the next meeting.

A board member would like the superintendent to put an egress plan in place for the Middle School.

Board member & Saranac Promise Committee Member, David Price reported they have started the process of the Promise funding feasibility study and have campaign chairs in

place who are Bruce Chadwick, Jim McCarty & Virgil Biggs.

There will be a special workshop meeting for Saturday, October 17 regarding the Saranac Community Schools Mascot. A workshop agenda will be presented at the next meeting.

A board member would like to meet with Mr. Geiger regarding staffing of the district.

**COMMUNICATION:** None

**OTHER:** None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Steve LaWarre  
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Out-Of-State Field Trip

POLICY: 7490 Field Trips and Excursions

This is directly related to the following areas of the District Strategic Plan:

- Student Achievement
- Community Relations

We reviewed the Out-of-State field trip at the last meeting for the FFA National Convention, and would like the board to consider approving it at this meeting.

- FFA National Convention – Louisville, KY – October 27-31, 2015

Suggested Resolution

I move that the Saranac Board of Education waive past practice and approve the Out-of-State Field Trip as presented.

Motion by \_\_\_\_\_ Supported by \_\_\_\_\_

Discussion: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved/Denied: Yes \_\_\_\_\_ No \_\_\_\_\_

# Saranac Community Schools

150 Pleasant Street  
Saranac, Michigan 48881

## Out-Of-State Field Trip Request

Today's Date 9/8/15  
Trip Organizer FFA  
Date(s) of Trip Oct 27 - Oct 31  
Destination Louisville, KY  
Mode of Transportation BUS  
Purpose/Who is Going?  
NATIONAL FFA CONVENTION (Emily Ward + Nicole Kurpp)

Number of Student Participants 2 Cost to Student \$ 300  
students can fundraise by selling apples  
Cost covered by other sources \$ 150 from FFA + Alumni

Chaperon(s) and other supervision to be provided (Reminder...overnight trips require both male and female chaperones)

FFA Advisors (From other schools NOT - Tracy Dahms or Susan Young)

### Additional Budget and Itinerary Information

Signature of person making the request

Principals Approval

Superintendent's Approval

Date Approved by Board of Education

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Saranac Promise update

Keith Hopkins, from Hopkins Fundraising Consulting, will be here to present an update on the Saranac Promise fundraising campaign. The Saranac Promise committee has been working to develop a campaign leadership team, identify a fundraising goal, and the design of printed materials. We are excited at the list of volunteers that have stepped forward, and thank them for giving of their time and talents in this very worthwhile endeavor.

The campaign leadership team members committed to the Saranac Promise Fundraising Campaign at this time are as follows:

Bruce Chadwick – Co-chair

Jim McCarty – Co-Chair

Virgil Biggs – Member (possible co-chair)

Chris Coulson – Member

Sharon Darby – Member

Maury Geiger – Member

Tony Koster – Member

Bob Lake, Jr. – Member

Sherry LaWarre – Member

Steve LaWarre – Member

Becky Poor – Member

David Price – Member

Sandy Whorley - Member

October 1, 2015

To: Saranac School Board

Re: *Bridge to Success* Campaign

From: Keith Hopkins, Hopkins Fundraising Consulting

Planning for the *Bridge to Success* Campaign began on September 1<sup>st</sup>. Working with a planning team that includes Maury Geiger, Sharon Darby, David Price, and Bruce Chadwick, we have prioritized the following items as we plan for a campaign kick-off meeting on November 4<sup>th</sup> (6:00 p.m.):

- Recruitment of a campaign leadership team that will take on the responsibility for raising funds for the Saranac Promise. This team is being led by campaign chairs, Bruce Chadwick and Jim McCarty. To date, our campaign cabinet has thirteen members. We would like to recruit 5-7 additional volunteers.
- Identified a campaign goal:

Committed gifts and existing funds	\$1,000,000
<i>Bridge to the Future</i> Campaign	\$2,000,000
Total Campaign:	\$3,000,000

- Begun development of campaign print materials including a campaign brochure, pledge cards, letterhead, and thank you note cards. A draft of the campaign brochure will be ready for the initial campaign cabinet meeting on November 4<sup>th</sup>.
- Started work on campaign cabinet binders that will include all campaign relevant information for our volunteer fundraising team. The binders include items such as a leadership roster, frequently asked questions, a campaign timeline, volunteer job descriptions, etc...
- Developed gift and pledge acknowledgment letters and pledge reminder letters.
- Begun planning for the solicitation of the leadership of the Saranac Community Schools with an initial focus on securing gifts from the School Board and the staff.



TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Board Operating Procedures

The Board will be reviewing the Board Operating Procedures.

## **SARANAC BOARD OF EDUCATION OPERATING PROCEDURES**



# **SARANAC BOARD OF EDUCATION OPERATING PROCEDURES**

### **Vision Statement:**

#### **District Mission Statement**

Saranac Community School District, through its strong community support and involvement will provide an education for all students which enables them to become contributing, productive members of society.

### **Core Values:**

**Partnering with our parents and community, we believe in:**

#### **Fiscal Responsibility**

- ❖ Academically, culturally, and socially preparing students to be citizens of the world
- ❖ A vibrant, dynamic, engaging learning experience in every classroom
- ❖ Responsibility – to self, others, and community
- ❖ Constant, systemic improvement
- ❖ Cultivating problem solving skills, innovation, and creativity

In effective school systems, the Superintendent and the Board function as a “Board Team.” A structured approach to first developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Saranac Board of Trustees and superintendent function as a “Board Team” to provide open communication to the staff and patrons of the district.

The Saranac Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and members of the district.

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## CODE OF ETHICS

As members of the Saranac Community School District Board of Education, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to the end, all decisions will place the needs of children first by adhering to the following educational and ethical standards.

As a Board member:

✓I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and district policies and procedures.

✓I will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, creed, sex, sexual orientation, national origin, disability or social standing.

✓I will recognize that the Board must make decisions as a whole in public, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.

✓I will focus Board action on policy making, goal setting, planning and evaluation as outlined in Board policy 1032 (Powers and Duties), Board Policy 1040 (District Goals and Objectives) and state law.

✓I will vote to appoint the best qualified personnel available after due consideration of the recommendation by the Superintendent. I will insist on regular and impartial evaluation of all staff by the Superintendent.

✓I recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day to day operations of the district.

✓I will not step outside my role to govern and oversee the management of the district by seeking to participate in the administration of the day to day operations of the District.

✓I will hold confidential all matters that if disclosed, may have a negative impact on the District. I will respect the confidentiality of information that is privileged under applicable law, including closed session discussions.

✓To the extent possible, I will attend all regularly scheduled and specially set Board

meetings, arrive on time, and I will be informed of the issues to be considered at the meetings.

✓I will assist in making policy decisions only after full discussion at publicly held Board meetings, and I will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.

✓I will refrain from using my Board position for personal or partisan gain.

✓I will disagree in an agreeable manner. I will not hold grudges or question other Board member's ethics or motives as to their vote or views on issues.

✓I will be firm, fair, just and impartial in all decisions and actions.

✓I will respect the majority decision as the decision of the Board.

✓I will encourage the free expression of opinion by all Board members. I will make a good faith effort to understand and accommodate the views of others.

✓I recognize the appropriate channels to refer complaints to the Superintendent and will do so.

✓I will seek communication among the Board, students, staff, and the community at Board meetings as required, to conduct Board business.

✓I will communicate to fellow Board members and the Superintendent at appropriate times, the expression of public concerns.

✓I will become informed about current educational issues and seek continuing education opportunities such as those sponsored by state and national school Board associations.

✓I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board members.

✓I will share school district information with other Board members.

As Board President:

✓I will make sure that persons addressing the Board follow established Board policy guidelines as outlined in Board Policy 1370 – Public Participation.

✓I will make sure that persons addressing the Board do so in a professional manner and not allow inappropriate communication to be directed to the Board or the Superintendent during Board meetings.

✓I will insure that all Board members are given an opportunity to reflect their views. I will work toward building consensus among all Board members.

[Type text]

## **MEETINGS**

### **Developing the Board Meeting Agenda**

#### **Who can place items on the agenda and the guidelines:**

- a. Agendas are created by the Superintendent and Board President, and presented to the Board on the Friday prior to the Thursday meeting.
- b. Board members must request in writing or verbally to the Superintendent or Board President any item they desire to have placed on the agenda. An item will be placed on the agenda at the discretion of the superintendent and Board President.
- c. In accordance with the Michigan Open Meetings Act – page 13, no item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by law.

#### **Use of Consent Agenda:**

- a. When the agenda is prepared, the Superintendent and the Board President shall determine items, if any that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

#### **Consent items typically include but not limited to:**

1. All routine items
2. Shared Service Agreements
3. Budget Amendments
4. Insurance Contracts
5. Association memberships
6. Routine expenditures
7. Updates of Board policy
8. Routine personnel items
9. Routine bid considerations
10. Items recommended by the Superintendent

### **Board Workshop Meeting Agenda Outline**

#### **a. Meeting Location**

1. Opening Items
2. Call to Order
  - a. Pledge of Allegiance
  - b. Presentation
  - c. Public Comments
3. Limit 5 minutes per person
  - a. Business Items (no audience discussion)
  - b. Announcements / Comments
  - c. Public Comments
4. Limit 5 minutes per person
  - a. Looking ahead to Regular Board Meeting

b. Individuals with Disabilities Act Information

**Regular Board Meeting Agenda Outline**

- a. Meeting Location
- b. Call to Order
- c. Pledge of Allegiance
- d. Approval of Minutes
- e. Additions & Deletions
- f. Comments from Guests
- g. Student Report
- h. Administrative Update
- i. Action Items
- j. Reports/Presentations
- k. Comments from Guests
- l. Superintendent Report
- m. Board Requests/Reports
- n. Communications
- o. Closed Session if needed
- p. Other
- q. Adjournment
- r. Individuals with Disabilities Act Information

**Annual Organizational of Board Agenda Items**

- a. In addition to monthly agenda items listed above, the items below may be presented as scheduled in the following annual outline:

September:	
October:	
November:	After election – Trustee acceptance of election when certified Set organizational meeting date for January
December:	Superintendent Evaluation
January:	After an election: Post-election organizational meeting Election of officers Committee assignments Installation of new board members
February:	
March:	
April:	
May:	
June:	Adopt Budget
July:	
August:	



**Board member preparation for meetings**

1. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.
2. Study the material in the Board Packet sent to them prior to the meeting.
3. Requests for additional information will be addressed through the superintendent prior to each Board meeting.

**Board member participation / conduct during meetings**

1. Any time four or more Board members are gathered together to discuss school business it is considered a meeting (quorum).
2. In addition to the following procedures, at all times Board members shall adhere to the Board Code of Ethics:

**Board Meeting Protocol**

1. Board members will maintain professional and courteous behavior throughout the meeting. Board members will demonstrate respect to fellow Board members and public participants through the following behavior:

Listen and treat each other respectfully.

Be cordial when disagreeing.

Say what needs to be said as briefly and clearly as possible.

Direct comments solely to the business under deliberation.

Address each other, staff, and public by title and last name.

Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.

Refrain from condescending or critical comments to members of the staff, student body, public, or Board.

Focus on issues, not people or personalities.

Courteously accept other viewpoints and Board votes, which were not supported by self.

Seek solutions and reasonable compromises or consensus when there are differences of opinions.

Make decisions in the context of what is best for all students in the district.

Avoid immediate decisions and votes and possible shorter-term solutions when the issue calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations).

Be willing to publicly apologize to staff, patrons, or Board members if behavior is inappropriate or disruptive to the progress of the meeting.

Attempt always to have dialogue (multiple perspectives) rather than simple discussions (yes or no decisions).

As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings, emergency situations warrant exceptions.

**Persons addressing the Board**

- a. Audience participation at Board meetings is limited to the portion of the meeting designated as Comments from Guests. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.

- b. A person may address the Board on an agenda item under the first comments from guests. The second comments from guests will pertain to other non-agenda items. Each speaker is limited to five minutes. The Board President or acting chairperson shall have the authority to terminate the remarks of any individual whose comments are frivolous, repetitive or harassing in nature.
- c. Delegations of more than five persons addressing the same issue shall appoint one person to present their views before the Board.
- d. At regular meetings the Board shall allot a total of 30 minutes to hear persons who desire to make comments to the Board.
- e. The board reserves the right for the public to speak on topics.

#### **Board response to persons addressing the Board**

- a. Board members can hear comments
- b. The Board president may direct administration to investigate item(s) and report back to the Board and/or the individual citizen
- c. Board members cannot respond or enter into discussion with the audience during the meeting as:
  - 1. Items on the agenda will be discussed as appropriate and scheduled on the agenda;
  - 2. Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board policy.
  - 3. Board members may request that the Board President extend the Comments from Guests times set out in this policy.

#### **Discussion of Employee/Student Issues**

- a. The Board will not encourage or actively participate with negative comments on individual employees or students in public session.

#### **Hearings, Grievances, Student / Employee Discipline**

- a. The Board will conduct all hearings in accordance with the applicable Board policies (refer to individual contracts & handbooks)
- b. During hearings, Board members will seek legal counsel as deemed necessary
- c. The Board shall not use a students/employee name in any discussion in open session
- d. Student/disciplinary hearings will be held in a closed special meeting if requested

#### **Discussion of Motions**

- a. All discussions shall be directed solely to the business currently under deliberation
- b. The Board President or designated chair has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board

#### **Board member participation in discussion, debate and voting**

- a. All Board members shall vote on all action items unless a conflict of interest applies
- b. All Board members may make motions, second motions and enter into debate

- on all agenda items
- c. In case of tie, the action item fails. The President may bring the item back to the Board on a subsequent agenda
- d. In case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony
- e. A majority of entire board is needed to pass an action item

#### **Board member responses to inquires about closed sessions**

- a. Board members are to refer any inquiries about closed sessions to the Superintendent or the Board President
- b. Any information from a closed session is confidential and shall not be discussed outside of the closed session

#### **Participation by people other than Board members in closed session**

Participants are limited to:

- a. The person requesting the closed session, their council, a union representative, their parent(s) or guardian(s) where applicable
- b. Representatives of the administration that have pertinent information
- c. Additional persons approved by the board, Superintendent or his/her designee

#### **Board Organization**

##### **Election of Officers**

- a. Removal from consideration: An individual Board member may, by simple announcement, remove himself or herself from consideration for any or all offices of the Board
- b. The Officers shall be President, Vice-President, Treasurer and Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Board officers shall serve for a term of one year, or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board
- c. At the first eligible public meeting of the Board after the scheduled Trustee election, the current Board President will ask for any board officer nominations. If none are offered, then the slate of officers is put to a vote. Each office will be voted on separately by the Board
- d. A vacancy among officers of the Board shall be filled by majority action of the Board

##### **Role and authority of Officers**

- a. No Board member or officer has authority outside the Board meeting
- b. No Board member can direct employees in regard to performance of their duties
- c. Duties of officers – Refer to Board Policy 1150

##### **Selection and operation of board committees**

- a. Standing committees are appointed by the Board President and approved by Board
- b. Ad hoc committees are appointed by the Board President with notice given to the board

## **COMMUNICATION**

### **Board member communication with each other**

- a. Board members shall not deliberate issues outside the board meetings
- b. Electronic Communications:
  - 1. Shall abide by the spirit and letter of the Open Meetings Act
  - 2. Restricted to 1 on 1 communications, informational inquires, historical perspectives and the like

### **Board member's responses to community or employee contracts**

The Board recognizes that as elected officials there will be requests and contacts from the public and / or employees, therefore strict adherence to this procedure is required.

- a. The Board member should refer the citizen to the appropriate person/chain of command as appropriate.
- b. The Board member should not become individually and personally involved in the issue.
- c. The Board member should exercise their best judgment whether to notify the Superintendent or Board President of potentially significant requests or issues.

### **Board member communication with the media**

- a. The Superintendent or their designee is the spokesperson for the district.
- b. The Board President shall be the official spokesperson for the entire Board to the media/press.
- c. All Board members who receive calls from the media should direct them to the Board President or designee.

### **Board member communication with the community**

- a. Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- b. Individual Board members cannot speak in an official capacity outside the Board room.

### **Administration communications with Board members**

- a. The Superintendent will exercise his/her best judgment and discretion to determine when information should be shared with board members based on the specific situation.
- b. Three types of communication with Board members:
  - 1. Not urgent or not in the media – Board Packets
  - 2. Very important but not crisis – Email to each board member
  - 3. Crisis / Emergency situation – Phone call to each board member
- c. In the case of an emergency or crisis, the Superintendent or his/her designee may provide the following six pieces of information:
  - What, Where, When, Who, Action taken, and a public statement for the Board members
- d. Phone calls will be placed in the following order:
  - President, Vice President, Secretary, Treasurer and Trustees
- e. The Superintendent or his/her designee will provide updates as practicable.

### **Community electronic communications with the Board**

1. The Board will have a contact link or form on the district website to allow community members to email their issues to the entire board.
2. The website and/or form will state in a conspicuous place the following: “The School Board members are trustees primarily charged with the vision, budget, goals and policy for all children in the district. Any operational or staffing issues should go through the building principal or supervisor first then to the Superintendent.”
3. Any community email inquiries may be shared with other board members.
4. An automated email response will acknowledge the receipt of the citizen’s inquiry containing the text from above section, a.1. *(Goal is to have this in place by the spring of 2015)*
  - a. There should be an email response unless circumstances require such otherwise.
  - b. A Board member who wishes to respond should contact the Board President to indicate their interest in responding.
  - c. The Board President or designee shall determine the appropriate response and who shall respond to the inquiry. Any response shall go to all board members.

### **Community communications directly to a Board member**

1. This does not apply to casual conversations with community members
2. If applicable, the Board member should contact the Board President about the issue
3. To determine if other Board members and/or the administration received the communication
4. To confirm the relative facts
5. To discuss the individual board member’s potential response
6. Any response should include the substantial equivalent of *a.1. – Community electronic communications with the Board as state above.*

### **Community member request for privacy in communications**

- a. The Board encourages transparency in all community communications
- b. Any community member who requests privacy in communications should not expect a response
- c. Any response may be subject to public disclosure in the future

## **BOARD DEVELOPMENT**

### **New member orientation**

- a. Orientation to the Board/Board Responsibilities: The following items shall be provided or made available to the new Board member by the Board President or a Board Trustee designated by the Board President as a “mentor” with the assistance of the superintendent or the superintendent’s designee.
- b. A personal copy of the written Board policy manual and explanation of its use, development, review, etc., including the following:
  - A copy and explanation of the district’s mission, vision, values and beliefs, and/or educational philosophy.
  - A copy and explanation of the district’s latest short-and long-range goals, along with related needs assessment results.
  - An explanation of school board organization (officers, standing and ad hoc

committees, if any, etc.)

- An explanation of any policies governing board member conduct and activities (i.e., Board Code of Ethics, travel expenses, conflict of interest, professional development, etc.)
- An explanation of how board meetings are conducted, including parliamentary procedures used, Open Meetings Act requirements, placing items on the agenda, superintendent's Board packets, etc.
- A discussion about the Board's speaking with one voice, the authority of the board vs. the authority of any individual board member, the chain of command, etc.
- An explanation of Board processes: gathering community input, monitoring district progress, self-evaluation, communication with the media, etc.
- A historical perspective of the Board's current work, including minutes from the past year's board meetings.
- An explanation of the superintendent's informational packets.
- An explanation and list of Board and Board member development opportunities available throughout the year including MASB's CBA course offerings, and workshops, certification process and annual conferences.

b. Orientation to Board/Superintendent Roles and Relationship: The following items are generally shared areas of expertise between the Board and superintendent, and, therefore, should be a joint responsibility in the orientation process.

- Clarification of roles and responsibilities including discussion about "Who decides" particular types of issues.
- Explanation of how authority is delegated to the superintendent.
- A copy of the superintendent's job description and performance-based contract and discussion of how it evolved.
- A copy of any superintendent evaluation materials and discussion of how and when they are used.
- An explanation of how communication flows between Board members and superintendent and how to use the chain of command.
- A review of written board policies governing the Board/Superintendent Relationship.

c. Orientation to the District: The following items are generally within the superintendent's areas of expertise and responsibility in the orientation process.

School Finance

- A copy of the district's budget. Explanation of how, when and by whom it is prepared; how the district's mission and goals are translated into a dollars-and-cents plan; where the money comes from, where it goes and how it is spent.
- An explanation of financial accountability processes: how funds are accounted for; how expenditures are authorized; what financial reports are provided and how to interpret them, etc.
- An explanation of the state's school finance plan and what it means in terms of local district budget.
- Data on district per pupil cost and expenditures.
- An explanation of the assessed valuation and tax structure of the district.
- An explanation of the funding process for the school district.

- A description of the district's student enrollment trends and projections.
- Data on the existing bond indebtedness of the district and when various building debts will expire.
- Information on federal and state aid to your district's education program.

#### School District Facilities

- A list showing the number, location, and condition of schools and other buildings owned/operated by the district.
- An explanation of construction projects contemplated and in process.
- A description of the district's building maintenance program.
- A description of the geographic boundaries and attendance zones for each of the schools within the Saranac Community School District.
- General layout, maps of buildings, district maps & tour buildings.

#### School Curriculum and Instruction

- An explanation of curriculum standards required by state law and implemented by the State Board of Education.
- Copies of recent state and/or accrediting agency evaluations.
- An explanation of the district's overall curriculum program.
- An explanation of local school improvement initiatives (what, why, who, how, etc.)
- An explanation of the educational organization of the district, including student groupings, departmentalization, team-teaching, shared pupils/teachers, etc.
- An explanation of how elementary, middle school and secondary curricula are coordinated.
- Student dropout statistics.
- Information on MEAP tests, other applicable standardized testing, recent test results, and the utilization of test results.
- Data on the percentages of students who go on to college or other post high school programs.
- Documents showing teacher-pupil ratio and median class size for the district.
- An explanation of Heartlands, the District's involvement with the Ionia ISD and other collaborative educational facilities/programs.
- The district's special education program, program courses offered for students with impaired sight or hearing, and emotional, neurological and other programs.
- Data on age and condition of textbooks and other school equipment.
- A description of libraries, technological tools and other instructional materials in use now or planned for the future.
- A listing of extra and co-curricular activities in the district.

#### Administration and Staff

- A copy of the job description of the superintendent, Board secretary and top administrators.
- An organization chart of the school district's management structure.
- An explanation of personnel recruitment and hiring procedures.
- A copy of staff salary schedules and fringe benefit programs, including data on average and median salaries of teachers and administrators.

- Data on staff-administrator ratios.
- A copy of the district's collective bargaining agreement(s), and a brief history of the recent collective bargaining activities in the district.
- An explanation of the district's evaluation criteria and procedures for administrators, teachers and support staff.
- An explanation of the district's orientation program for new teachers.
- An explanation of the district's staff development program.

#### School-Community Relations

- An explanation of programs, activities and interests of education-oriented groups and associations (i.e., PTA, booster clubs, the Saranac Community Foundation, advisory committees, etc.)
- An explanation of the District's public relations program, the District "Brand", how it is coordinated, and what activities regularly take place.

#### **Board officer transition process**

- Present officers to relate duties and responsibilities of the position to their replacements.
- New officers to review written description of position before taking office.

#### **Selecting of timing and activity for annual teambuilding session and assessment of Board continuing education needs**

#### **Annual board team (board and supt.) self-evaluation and establishment of goals**

- Evaluations are done annually in May.
- Evaluations are conducted in executive session by the superintendent.
- Evaluations are done as a team (board and superintendent).

#### **Board member concerns about another board members performance**

- If a board member has a concern about another board members performance they should first discuss it with the offending member.
- If still unsatisfied with the results of the first meeting, then they should discuss it with the board president or other board officer.

#### **Procedures for board travel and training opportunities**

- Board members are encouraged to further their professional training and take advantage of available training or conferences within or outside of the district.
- Board members should arrange travel, accommodations and classes through the superintendent's office.
- All board members are to comply with the Board policy on travel expenditures and submitting travel / training expenses.

Refer to Board policy: 1162

- Board members should report on their conference attendance at the next board meeting.



## **BOARD DISTRICT OVERSIGHT**

### **Establishment of the districts vision, mission and annual goals**

- a. The superintendent shall develop district vision and mission statements and annual district goals.

### **Boards approval of district goals**

- a. The superintendent shall examine district goals and if necessary develop or revise them at least on an annual basis.
- b. District goals shall be presented to the board by the Superintendent and approve by the board.

### **Boards approval of district and building performance objectives**

- a. The superintendent shall develop performance objectives for District and building performance at least on an annual basis.
- b. District and building performance objectives shall be presented to the board by the Superintendent and approved by the board.

### **Boards approval of District and Building Improvement Plans**

- a. The superintendent shall develop District and Building Improvement Plans on an annual basis.
- b. District and Building Improvement Plans shall be presented to the board by the Superintendent and approved by the board.

### **Boards review of the district progress toward accomplishments and goals**

- a. Board members will be continually guided by what is best for all students in the district.
- b. The Board will annually review the district goals.
- c. Each Board member will be given by the administration a copy of the districts progress towards goals prior to the review meeting.

### **Board review of the instructional programs**

- a. Board members will be continually guided by what is best for all students in the district.
- b. The Board will annually review the instructional program for each subject category.
- c. Each Board member will be given a copy of the instructional program prior to the meeting.

### **Boards review of programs other than instructional programs**

- a. Each Board member will be continuously guided by what is best for all students of the district.
- b. The Board will receive updates on instructional programs (i.e. Athletics)

### **Development and adoption of the district budget (full cycle)**

- a. The administration shall present to the Board an annual budget for approval every spring.
- b. The Superintendent and/or the Finance Director shall report to the board regularly as to the budget status and changes, if any.

**Board member's campus visits**

- a. All Board members are encouraged to visit all schools and school events.
- b. All Board members must notify the principal or designee of visits to campuses when they are not attending a scheduled or normal parental activity.
- c. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of "evaluating" a performance.

**POLICY / PROCEDURES****Review of Board policy**

- a. Board Policies are reviewed and updated annually on a five year cycle.
- b. Revised Board policies are approved by the Board.

**Development of Board policy**

- a. New board policies are developed in response to district or administration needs.
- b. New board policies are approved by the Board.

**Review of district procedures**

- a. Board Procedures are reviewed and updated annually on a five year cycle by the Board.
- b. Revised Board procedures are approved by the Board.

**Development of district procedures**

- a. New board procedures are developed in response to district or administration needs.
- b. New board procedures are approved by the Board.

**PERSONNEL****Evaluation of the superintendent (full cycle)**

- a. The Board shall evaluate the superintendent's performance annually in November.
- b. A superintendent evaluation form shall be developed by the superintendent evaluation committee and filled out by each board member. The evaluation shall review specific areas of performance:
  - Leadership
  - Management
  - Personal Qualities
  - External Relations
  - Board Relations
- c. The committee will consolidate the results of that review and present it to the Board and superintendent in December.
- d. The superintendent may choose to have his/her review during a closed or open session of the board.

**Board member's concerns about the superintendent's professional performance**

- a. We value the superintendent role in the community and how the district is represented. If this representation is less than favorable and witnessed by a board member the board member shall:
  - 1. Communicate their concerns directly to the superintendent.
  - 2. Communicate with Board President to address questions and/or concerns.

**Hiring of personnel other than the superintendent**

- a. The board does not directly hire any personnel other than the superintendent.
- b. The personnel changes shall be presented to the board monthly by the administration and approved by the board.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Student Enrollment Update

This is directly related to the following areas of the District Strategic Plan:

- Community Relations

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	Projections	Projections	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	9/11/2015	9/16/2015	9/28/2015	Class Sizes
Grade	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	
ECC	21	16	22	16	16.8	12	14	16	18.2	19	19	19	
KDG	96	114	115	97	96.0	96	97	69	69	90	90	90	19(Y5), 23, 24, 24
1st	72	85	87	96	95.0	74	74	83	83	52	52	53	26, 27
2nd	76	78	76	77	70.0	95	96	74	73	91	91	92	23, 23, 23, 23
3rd	80	84	81	74	73.0	69	67	93	89	76	76	76	25, 25, 26
4th	83	80	81	82	81.0	73	74.84	69	68.16	89	89	90	22, 22, 23, 23
5th	80	83	82	77	74.0	84	84	75	75	66	66	66	19, 23, 24
6th	97	75	77	83	80.0	72	72	78	78	79	78	78	26, 26, 26
7th	81	94	93	80	76.0	81	79	65	62	77	75	75	
8th	86	80	78	87	87.0	75	70	76	75	64	64	65	
9th	81	85	87	86	84.0	82	86	68	68	74	74	74	
10th	107	76	75	90	92.0	81	83	96	89	68	67	66	
11th	83	111	108	77	75.0	83	78	81	76.17	83	83	79	
12th	87	98	96	106	103.7	79	74.32	89	83.67	92	92	89	
Total	1,130	1,159	1,158	1,128	1103.47	1,056	1,049	1,032	1,007	1020	1016	1012	

ECC-6	605	615	621	602	585.80	575	578.84	557	553.36	562	561	564
7-8	167	174	171	167	163.00	156	149	141	137	141	139	140
9-12	358	370	366	359	354.67	325	321.32	334	316.84	317	316	308
Total	1,130	1,159	1,158	1,128	1,103.5	1,056	1,049	1,032	1,007	1,020	1,016	1,012

**This includes students enrolled/dropped as of 9/28/15**

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

**Fall 2015 GSRP projections** - 36 eligible

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

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Special Board Workshop

The board has discussed having a special board workshop session regarding the Mascot. Attached is a "Draft Format" of the workshop.

# Saranac Community School

Board of Education Agenda  
Special Board Saturday Workshop Meeting  
October 17, 2015  
9:00 A.M.

**Cafeteria, Saranac Jr/Sr High School**

***Regarding the Mascot***

1. Call to Order \_\_\_\_\_
2. Pledge of Allegiance
3. Public Input Breakout Session
4. Public Comment
5. Board Discussion Regarding Mascot
6. Other
8. Adjournment \_\_\_\_\_