

# Saranac Community School

## Board of Education Agenda

### Workshop Meeting

October 15, 2015

7:00 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. Action Items (Consent Items) 5
  - a. Approve Updated Changes to the Board Operating Procedures (Community Relations, Facilities & Learning Environment) 6
  - b. Pay Bills 8
7. Reports/Presentations
  - a. Annual Financial Audit for FY: 2014-2015 - (Community Relations) 38
  - b. NEOLA Board Policy Update - (Student Achievement, Technology, Facilities & Learning Environment, Community Relations) 39
  - c. Budget Update - (Community Relations) 41
  - d. Student Enrollment - (Community Relations) 43
  - e. Middle School Egress Plan - (Facilities & Learning Environment, Community Relations) 45
  - f. Special Workshop Agenda - Mascot 46
8. Comments from Guests - Non Agenda Items
9. Superintendent's Report
10. Board Requests/Reports
11. Communications
12. Other
13. Adjournment\_\_\_\_\_

Saranac Community Schools  
Board of Education  
Meeting #6

The Saranac Community Schools Board of Education held a regular meeting on Thursday, October 1, 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 7:03 p.m.

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

Josh Leader led in the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Minutes from regular meeting dated September 17, 2015 were approved as written with corrections under **Student Request; board member David Price was not present for the Student Request.**

**ADDITIONS & DELETIONS:** None

**COMMENTS FROM GUESTS- AGENDA ITEMS:** The Board heard public comment.

**STUDENT REPORT:** Josie Manion, Student Council Mayor, reported over the summer the student council members put candy in lockers welcoming students back to school. They are preparing for Homecoming Activities next week. They have opened the school store, and their first blood drive is October 23.

**ADMINISTRATOR'S UPDATE:** Curriculum Director, Connie Hamilton reported for Elementary Principal, Jason Smith who was not able to attend the meeting. The elementary had picture day for students and staff. The 6<sup>th</sup> graders took a field trip to Art Prize last Friday. The kindergarteners are going to Klackle Orchard tomorrow, and Monday they are having Math Night (They have 120 pre-registered for this event.) Teacher, Karen Rohrer has organized the Fuel to Play 60 program at the elementary. They kicked off the program with Jump with Jill assembly last Wednesday. The school fundraiser ended this week, and the money raised will be used for field trips, assemblies, March is Reading Month and AR rewards.

Mrs. Hamilton reported on the curriculum; reporting that all the new Math materials have been received, and are in the hands of the teachers. K-12 math teachers have been through some math collaborations with the ISD. There will be some curriculum changes coming up throughout the State regarding Science and Social Studies standards. The science standards will be sufficiently different.

Jr/Sr High Principal, Josh Leader reported that next week Ken Gotham from Career Cruising will be visiting the school to work with Spencer Terpstra, Counselor, and our 8<sup>th</sup>-11<sup>th</sup> grade students to develop and revise their Educational Development Plans. This is a four year plan developed by each student to address their educational needs, preparing them for college, post-secondary training, or the work world.

Mr. Terpstra has been working with colleges, universities, and military branches who frequently visit our building. He will be providing visiting representatives using the

conference room, which will allow students the opportunity to meet either one-on-one, or in small groups to foster more in-depth conversations than the previous lunch-room visits.

They recently held a Math Night for parents to explain the new math curriculum. They had a great turnout for this event.

Homecoming activities will be going on all next week and thanked teachers, Diana Smith and Joel Manion for helping to organize these events with the students.

There will be a tailgate party after the Homecoming Parade next Friday up by the football field.

**INSTRUCTIONAL HIGHLIGHT:** High School teacher, Laurel O'Boyle presented on the SAT Prep Class that she teaches. Students have been working with Khan Academy online that offers practice exercises, and instructional videos. The main focus is in the area of math that identifies strengths and learning gaps that students might be struggling with, and helps them prepare to take the SAT in the spring.

**OUT-OF-STATE FIELD TRIP:** Mrs. Susann Young presented the Out-of-State field trip for the FFA National Convention to Louisville, KY from October 27-31, 2015. FFA Advisor, Mrs. Susann Young, reported there is only one student going from Saranac and will be riding a bus with students from Ionia Public Schools.

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

**SARANAC PROMISE UPDATE:** Mr. Keith Hopkins, from Hopkins Fundraising Consulting presented an update on the Saranac Promise fundraising campaign. The Saranac Promise has been working to develop a campaign leadership team, identify a fundraising goal, and the design of printed materials. The planning team consists of Sharon Darby, David Price, Bruce Chadwick and Superintendent, Maury Geiger. There will be a campaign kick-off meeting on November 4 at 6 p.m. The campaign goal is to raise \$2,000,000.00.

**BOARD OPERATING PROCEDURES:** Superintendent Geiger followed up from a board request to review the operating procedures. The District Mission Vision Belief Statement needs to be updated and the board would like the automated email response updated to make sure that when someone sends an email to the board group, the person sending the email knows that it has been sent and received. This will be brought back to the next board meeting with revisions.

**STUDENT COUNT UPDATE:** Superintendent Geiger provided the latest student count numbers showing 1,012 students. We had budgeted for 969 students, so this is good that enrollment is up. The official student count date is October 7. Mr. Leader provided class size information as well for the Jr/Sr High.

The board would like to see a breakdown of 1<sup>st</sup> grade specials, resource room times, and possible support for this grade level. They would like to see some options for this grade level, and what the cost would be; and brought back at the next meeting for discussion.

**COMMENTS FROM GUESTS- NON AGENDA ITEMS:** The Board heard public comment.

**SUPERINTENDENT REPORT:** Superintendent Geiger reported the Homecoming Parade is next Friday at 5:30 p.m. Saturday, October 3 is Adopt-A-Highway if anyone is interested in helping from 9-12 pm. William & Blair donated \$1,000 to the Saranac Promise. There is a chance we could refinance our 2006 bonds next spring for a significant savings to the district. Mr. Geiger will be having another school finance & budget meeting with staff on October 8 at 3:15 p.m. The 2014-2015 audit will be presented at our October 15 meeting. Our next professional development day is October 12 and the topic will be the new teacher evaluation tool, 5+Dimensions of teaching & learning.

**APPROVE EXECUTIVE SESSION MINUTES:** The Executive minutes dated September 17 were approved as written.

**BOARD REQUESTS/REPORTS:** There will be a special workshop meeting scheduled for Saturday, October 17 regarding the Saranac Community Schools Mascot. A workshop agenda was presented. There will be some updates to the agenda before it is finalized with how the meeting will be presented.

A board member requested an update on an egress plan for the Middle School.

A board member made a second request for a line item of the budget.

A board member likes the board/superintendent meetings and encouraged board members to make time to meet with Mr. Geiger.

**COMMUNITICATION:** A thank you card was received from the Block Party Coordinator.

**OTHER:** None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 9:34 p.m.

Respectfully submitted,

Steve LaWarre  
Secretary



TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approval of Action Items - Consent Agenda

- Approve Updated Changes to the Board Operating Procedures (Community Relations, Facilities & Learning Environment)
- Bills Paid: \$582,372.50 from General Fund for September/October

Suggested Resolution

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

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

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

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

## SARANAC BOARD OF EDUCATION OPERATING PROCEDURES



# SARANAC BOARD OF EDUCATION OPERATING PROCEDURES

### Mission Statement

The mission of Saranac Community Schools, through its strong community support, dedicated professional staff, and safe environment, is to provide an education for all students, empowering them to become contributing, productive members of society.

### 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.

The vision of Saranac Community Schools, in collaboration with our community, empowers all students to prepare for the future with innovative, diverse and inspiring educational opportunities where standards of excellence will not be compromised.

## 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~~

## Belief Statements

### *We Believe:*

- All students can learn.
- Our staff is committed to excellence.
- An atmosphere of respect for people, ideas & property will prevail.
- Our schools will be safe, secure, welcoming & challenging.
- We will continually seek suggestions and feedback from our students, families and staff.
- Our schools will serve as an example of continual improvement & innovation.

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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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/16/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/16/2015	56831 Accounts Payable	Canada, , Nolan		70.00
	Invoice	Date	Description		Amount
	VB91615	09/11/2015	Athletic Official-VB		70.00
Check	09/16/2015	56832 Accounts Payable	Canada, Maurice		70.00
	Invoice	Date	Description		Amount
	VB91615	09/11/2015	Athletic Official-VB		70.00
Check	09/16/2015	56833 Accounts Payable	HAMILTON, CONNIE		504.00
	Invoice	Date	Description		Amount
	MG82615	09/14/2015	ASCD Membership		504.00
Check	09/16/2015	56834 Accounts Payable	MHSAA		50.00
	Invoice	Date	Description		Amount
	MG91015	09/11/2015	AD-Inservice		50.00
Check	09/16/2015	56835 Accounts Payable	Smeby, , Tim		70.00
	Invoice	Date	Description		Amount
	VB91615	09/11/2015	Athletic Official-VB		70.00
GF CHECKING General Fund Checking Totals:			Transactions: 5		<u>\$764.00</u>
Checks:	5	\$764.00			

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/16/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/16/2015	56836 Accounts Payable	Fogarty , Russell		70.00
	Invoice	Date	Description		Amount
	VB91615	09/16/2015	Athletic Official-VB		70.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$70.00</u>
Checks:	1		\$70.00		

User: Chris Updyke

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/17/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/17/2015	56837 Accounts Payable	The Math Learning Center		903.08
	Invoice	Date	Description		Amount
	0264320	09/17/2015	ES & Spec Ed Math Books & Supplies		903.08
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$903.08</u>
Checks:	1		\$903.08		

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/21/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/18/2015	56838 Accounts Payable	Adams , Rachel		70.00
	Invoice	Date	Description		Amount
	CB92615	09/18/2015	Athletic Official-VB		70.00
Check	09/18/2015	56839 Accounts Payable	Anderson , Julie		70.00
	Invoice	Date	Description		Amount
	VB92625	09/18/2015	Athletic Official-VB		70.00
Check	09/18/2015	56840 Accounts Payable	Boggs , Christopher		60.00
	Invoice	Date	Description		Amount
	FB92515	09/18/2015	Athletic Official-FB		60.00
Check	09/18/2015	56841 Accounts Payable	Duits , Kevin		60.00
	Invoice	Date	Description		Amount
	FB92515	09/18/2015	Athletic Official-FB		60.00
Check	09/18/2015	56842 Accounts Payable	Erlar , David		70.00
	Invoice	Date	Description		Amount
	VB92615	09/18/2015	Athletic Official-VB		70.00
Check	09/18/2015	56843 Accounts Payable	Gallagher , Daniel		60.00
	Invoice	Date	Description		Amount
	FB92515	09/18/2015	Athletic Official-FB		60.00
Check	09/18/2015	56844 Accounts Payable	Hammond , Ronald		60.00
	Invoice	Date	Description		Amount
	FB92515	09/18/2015	Athletic Official-FB		60.00
Check	09/18/2015	56845 Accounts Payable	Nelson , Chelsea		70.00
	Invoice	Date	Description		Amount
	VB92615	09/18/2015	Athletic Official-VB		70.00
Check	09/18/2015	56846 Accounts Payable	Paul , Kathleen		70.00
	Invoice	Date	Description		Amount
	VB92615	09/18/2015	Athletic Official-VB		70.00

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/21/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/18/2015	56847 Accounts Payable	Smeby, , Tim		70.00
	Invoice	Date	Description		Amount
	VB92615	09/18/2015	Athletic Official-VB		70.00
Check	09/18/2015	56848 Accounts Payable	Troub, , Bob		60.00
	Invoice	Date	Description		Amount
	FB92515	09/18/2015	Athletic Official-FB		60.00
GF CHECKING General Fund Checking Totals:			Transactions: 11		\$720.00
Checks:	11		\$720.00		



Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/22/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/21/2015	56849 Accounts Payable	AT&T		90.68
	Invoice	Date	Description		Amount
	616642027909	09/14/2015	Phone Cost		90.68
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$90.68</u>
Checks:	1		\$90.68		

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/25/2015	56850 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		116.13
	Invoice	Date	Description		Amount
	163606	09/14/2015	Copy Machine Supplies		116.13
Check	09/25/2015	56851 Accounts Payable	Allendale Music Department		150.00
	Invoice	Date	Description		Amount
	MG92315	09/14/2015	Marching Band Competition		150.00
Check	09/25/2015	56852 Accounts Payable	ARROW UNIFORM		158.24
	Invoice	Date	Description		Amount
	13-882947	09/14/2015	Towels & Uniforms		84.99
	13-890638	09/14/2015	Uniforms & Towels		73.25
Check	09/25/2015	56853 Accounts Payable	BADER & SONS CO.		202.76
	Invoice	Date	Description		Amount
	76768	09/14/2015	Maint. Supplies		202.76
Check	09/25/2015	56854 Accounts Payable	BATH HIGH SCHOOL		800.00
	Invoice	Date	Description		Amount
	100	09/14/2015	CMAC Dues		800.00
Check	09/25/2015	56855 Accounts Payable	BATTERIES PLUS		180.00
	Invoice	Date	Description		Amount
	383-321456	09/14/2015	Batteries		180.00
Check	09/25/2015	56856 Accounts Payable	Bellevue Community Schools		130.00
	Invoice	Date	Description		Amount
	MG91715	09/14/2015	XC Invite Fee		130.00
Check	09/25/2015	56857 Accounts Payable	BERGY, THERESE		45.12
	Invoice	Date	Description		Amount
	MG91615	09/14/2015	First Aid Supplies		45.12
Check	09/25/2015	56858 Accounts Payable	BERT'S GLASS		769.58
	Invoice	Date	Description		Amount

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	40718	09/14/2015	Glass Replacement Weight Room & Boys Locker Room		769.58
Check	09/25/2015	56859 Accounts Payable	BIGGS, HAUSSERMAN, THOMPSON		6,500.00
	Invoice	Date	Description		Amount
	84148	09/14/2015	Progress Billing For 2014/2015 Audit		6,500.00
Check	09/25/2015	56860 Accounts Payable	BLICK ART MATERIALS		300.50
	Invoice	Date	Description		Amount
	4879947	09/14/2015	HS Teaching Supplies		300.50
Check	09/25/2015	56861 Accounts Payable	CAPITAL CITY INTERNATIONAL , TRUCKS, INC.		606.94
	Invoice	Date	Description		Amount
	231699	09/14/2015	Parts		77.37
	231832	09/14/2015	Parts		189.10
	232058	09/14/2015	Parts		340.47
Check	09/25/2015	56862 Accounts Payable	CATRELL, MIKE		6.50
	Invoice	Date	Description		Amount
	MG91415	09/14/2015	ES Teaching Supplies		6.50
Check	09/25/2015	56863 Accounts Payable	CATRELL, TINA		22.54
	Invoice	Date	Description		Amount
	MG82615	09/14/2015	Postagre		22.54
Check	09/25/2015	56864 Accounts Payable	CONTRACT PAPER GROUP, INC.		10,116.00
	Invoice	Date	Description		Amount
	43005069701	09/14/2015	Copy Paper		10,116.00
Check	09/25/2015	56865 Accounts Payable	CRYSTAL FLASH ENERGY		3,435.10
	Invoice	Date	Description		Amount
	158991667	09/14/2015	Diesel Fuel For Buses		1,644.68
	158991283	09/14/2015	Diesel Fuel For Buses		1,790.42
Check	09/25/2015	56866 Accounts Payable	Encore Technology Group, LLC		1,814.62
	Invoice	Date	Description		Amount
	120202	09/14/2015	District Phone Bill		1,814.62

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/25/2015	56867 Accounts Payable	GEIGER, MAURY		29.00
	Invoice	Date	Description		Amount
	MG91515	09/14/2015	Gas-Grand Am		29.00
Check	09/25/2015	56868 Accounts Payable	GOFF, RENEE		48.56
	Invoice	Date	Description		Amount
	MG91015	09/14/2015	ES Teaching Supplies		48.56
Check	09/25/2015	56869 Accounts Payable	GORDON FOOD SERVICE		53.36
	Invoice	Date	Description		Amount
	165029681-2	09/14/2015	Graham Crackers-ES		53.36
Check	09/25/2015	56870 Accounts Payable	GULLIKSON, ROXANNE		50.97
	Invoice	Date	Description		Amount
	MG91415	09/14/2015	ES Spec Ed Teaching Supplies		50.97
Check	09/25/2015	56871 Accounts Payable	HAMILTON, CONNIE		215.00
	Invoice	Date	Description		Amount
	MG91815	09/14/2015	Title IX Compliance Training		215.00
Check	09/25/2015	56872 Accounts Payable	LANSING SANITARY SUPPLY, INC.		4,381.23
	Invoice	Date	Description		Amount
	849628	09/14/2015	Custodial Supplies		144.28
	851669	09/14/2015	Custodial Supplies		616.97
	851763	09/14/2015	Custodial Supplies		81.90
	851765	09/14/2015	Custodial Supplies		3,538.08
Check	09/25/2015	56873 Accounts Payable	LINDEN LIGHTING SUPPLY		26.94
	Invoice	Date	Description		Amount
	122245	09/14/2015	Lighting Supplies		26.94
Check	09/25/2015	56874 Accounts Payable	M.E.M.S.P.A.		279.00
	Invoice	Date	Description		Amount
	MG91615	09/14/2015	Conference-Jason Smith		279.00
Check	09/25/2015	56875 Accounts Payable	M.S.B.O.A.		375.00
	Invoice	Date	Description		Amount

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**Saranac Community Schools**  
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 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	12597	09/14/2015	2015/2016 Dues		375.00
Check	09/25/2015	56876 Accounts Payable	MARSHALL MUSIC COMPANY		410.00
	Invoice	Date	Description		Amount
	MG92215	09/14/2015	Repair Contract		410.00
Check	09/25/2015	56877 Accounts Payable	MEEKHOF TIRE SALES & SERVICE		178.00
	Invoice	Date	Description		Amount
	332849-08	09/14/2015	Lawn Mower Tires		178.00
Check	09/25/2015	56878 Accounts Payable	METS		6,688.91
	Invoice	Date	Description		Amount
	9585	09/14/2015	Salaries & Fees		6,688.91
Check	09/25/2015	56879 Accounts Payable	NAPA AUTO & TRUCK PARTS		666.61
	Invoice	Date	Description		Amount
	752937	09/14/2015	Parts		120.27
	753118	09/14/2015	Garage Supplies		61.50
	753192	09/14/2015	Parts		15.97
	753228	09/14/2015	Parts		132.72
	753391	09/14/2015	Parts		48.64
	753702	09/14/2015	Parts		469.95
	753703	09/14/2015	Parts		(209.70)
	753752	09/14/2015	Transportatin Supplies		27.26
Check	09/25/2015	56880 Accounts Payable	NASCO		597.95
	Invoice	Date	Description		Amount
	565789	09/14/2015	HS Teaching Supplies		597.95
Check	09/25/2015	56881 Accounts Payable	PATTERSON MEDICAL SUPPLY, INC		585.86
	Invoice	Date	Description		Amount
	42004687	09/14/2015	Athletic-Medical Supplies		585.86
Check	09/25/2015	56882 Accounts Payable	PCMI		1,740.46
	Invoice	Date	Description		Amount
	39595	09/14/2015	Sub Salaries & Fees		171.49
	39693	09/14/2015	Ad Salary & Fee		1,568.97

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**Saranac Community Schools**  
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 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/25/2015	56883 Accounts Payable	PEARSON EDUCATION		261.58
	Invoice	Date	Description		Amount
		4024126228	09/14/2015 MS-New Math Books		261.58
Check	09/25/2015	56884 Accounts Payable	PLUMLEY, PHYLLIS		25.00
	Invoice	Date	Description		Amount
		MG92315	09/14/2015 Conference		25.00
Check	09/25/2015	56885 Accounts Payable	QUILL CORP.		64.82
	Invoice	Date	Description		Amount
		7638669	09/14/2015 Admin Office Supplies		64.82
Check	09/25/2015	56886 Accounts Payable	REYNOLDS & SONS, INC		32.15
	Invoice	Date	Description		Amount
		096296	09/14/2015 Athletic Supplies		32.15
Check	09/25/2015	56887 Accounts Payable	RIO GRANDE		58.20
	Invoice	Date	Description		Amount
		91193552	09/14/2015 HS Teaching Supplies		58.20
Check	09/25/2015	56888 Accounts Payable	ROCKHOLD, PAUL		18.00
	Invoice	Date	Description		Amount
		MG91015	09/14/2015 CDL License Reimb.		18.00
Check	09/25/2015	56889 Accounts Payable	RUNYAN POTTERY SUPPLY		329.87
	Invoice	Date	Description		Amount
		49410	09/14/2015 HS Teaching Supplies		329.87
Check	09/25/2015	56890 Accounts Payable	SANDERS STACY		11.75
	Invoice	Date	Description		Amount
		MG91415	09/14/2015 ES Teaching Supplies		11.75
Check	09/25/2015	56891 Accounts Payable	SARANAC COMMUNITY SCHOOLS		91.46
	Invoice	Date	Description		Amount
		MM92215	09/14/2015 Petty Cash		91.46
Check	09/25/2015	56892 Accounts Payable	SARANAC HARDWARE		70.35

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	Invoice		Description		Amount
	83665	09/14/2015	Maint. Supplies		70.35
	09/25/2015	56893 Accounts Payable	SCHOLASTIC, INC.		300.00
	Invoice		Description		Amount
Check	MG91615	09/14/2015	HS & MS Book Order		300.00
	09/25/2015	56894 Accounts Payable	SCHOOL SPECIALTY INC.		1,384.64
	Invoice		Description		Amount
	308102301027	09/14/2015	Bus Garage Office Supplies		84.43
Check	308102321269	09/14/2015	HS Office Supplies		404.89
	308102328265	09/14/2015	ES Teaching Supplies		96.80
	308102328176	09/14/2015	HS Tewaching Supplies		80.04
	208115188582	09/14/2015	ES Teaching Supplies		13.26
	208115188579	09/14/2015	ES Teaching Supplies		111.60
	308102330308	09/14/2015	ES Teaching Supplies		37.99
	208115209309	09/14/2015	ES Teaching Supplies		27.05
	208115208664	09/14/2015	ES Teaching Supplies		384.51
	308102332732	09/14/2015	ES & ES Spec Ed Teaching Supplies		144.07
	09/25/2015	56895 Accounts Payable	SERVICE REPRODUCTION COMPANY		1,057.80
	Invoice		Description		Amount
	Check	384885	09/14/2015	Hs Teaching Supplies	
384886		09/14/2015	HS Teaching Supplies		591.54
09/25/2015		56896 Accounts Payable	SIMPLEXGRINNELL		154.99
Invoice			Description		Amount
Check	2390	09/14/2015	Battery Replacement		154.99
	09/25/2015	56897 Accounts Payable	SMITH ,LAUREL		18.00
	Invoice		Description		Amount
Check	MG9915	09/14/2015	CDL License Reimb.		18.00
	09/25/2015	56898 Accounts Payable	SPEEDWAY LLC		363.88
	Invoice		Description		Amount
	MG92315	09/14/2015	Gas -District Vehicles		363.88

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/25/2015	56899 Accounts Payable	Sterzick , Rebecca		45.00
	Invoice	Date	Description		Amount
	MG92215	09/14/2015	CPR Supplies		45.00
Check	09/25/2015	56900 Accounts Payable	SUNRISE SUPPLIES, INC.		180.94
	Invoice	Date	Description		Amount
	17040	09/14/2015	Maintenace Supplies		68.48
	17073	09/14/2015	Maint. Supplies		112.46
Check	09/25/2015	56901 Accounts Payable	SYNCB/Amazon		62.98
	Invoice	Date	Description		Amount
	198735220295	09/14/2015	MS Text Book		62.98
Check	09/25/2015	56902 Accounts Payable	TASC-CLIENT INVOICES		217.25
	Invoice	Date	Description		Amount
	IN617523	09/14/2015	Admin & claim Card Fees		217.25
Check	09/25/2015	56903 Accounts Payable	TERPSTRA, SPENCER		1.99
	Invoice	Date	Description		Amount
	MG91515	09/14/2015	Drivers Ed Gas		1.99
Check	09/25/2015	56904 Accounts Payable	Thornapple-Kellogg High School		10.00
	Invoice	Date	Description		Amount
	MG92215	09/14/2015	MIAAA Games Wanted Service		10.00
Check	09/25/2015	56905 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		325.95
	Invoice	Date	Description		Amount
	442771	09/14/2015	Transporatation Supplies		40.95
	441853-1	09/14/2015	Parts		285.00
Check	09/25/2015	56906 Accounts Payable	Trend Enterprises, Inc.		66.35
	Invoice	Date	Description		Amount
	1949750RI	09/14/2015	ES Teaching Supplies		66.35
Check	09/25/2015	56907 Accounts Payable	U. S. POSTMASTER		147.00
	Invoice	Date	Description		Amount
	MG91815	09/14/2015	Stamps		147.00

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	09/25/2015	56908 Accounts Payable	UTRECHT ART SUPPLY CO.		498.01
	Invoice	Date	Description		Amount
	4881375	09/14/2015	HS Teaching Supplies		498.01
Check	09/25/2015	56909 Accounts Payable	VIDETICH, DONALD		2,240.00
	Invoice	Date	Description		Amount
	MG91715	09/14/2015	Painting in Gym & Aux Gym		2,240.00
Check	09/25/2015	56910 Accounts Payable	WHITE JEAN		595.00
	Invoice	Date	Description		Amount
	MG91015	09/14/2015	Air Brake Traing & Testing		595.00
GF CHECKING General Fund Checking Totals:			Transactions: 61		\$50,313.84
Checks:	61	\$50,313.84			

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	09/25/2015	56911 Accounts Payable	Advanced Pension Solution Inc.		182.00
	Invoice	Date	Description		Amount
		2016-00000117	09/25/2015	ROTH IRA - ROTH IRA	182.00
Check	09/25/2015	56912 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2016-00000118	09/25/2015	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	09/25/2015	56913 Accounts Payable	HealthEquity, Inc.		150.00
	Invoice	Date	Description		Amount
		2016-00000119	09/25/2015	HSA - Health Savings Account *	150.00
Check	09/25/2015	56914 Accounts Payable	HORACE MANN		1,364.54
	Invoice	Date	Description		Amount
		2016-00000120	09/25/2015	H MANN - Horace Mann Insurance	1,364.54
Check	09/25/2015	56915 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2016-00000121	09/25/2015	FOC - Child Support FOC	201.61
Check	09/25/2015	56916 Accounts Payable	STATE OF MICHIGAN		5,364.55
	Invoice	Date	Description		Amount
		2016-00000122	09/25/2015	MI TAX - Michigan Withholding Tax	5,364.55
Check	09/25/2015	56917 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		56.11
	Invoice	Date	Description		Amount
		2016-00000123	09/25/2015	TRANS SELECT - Trans Select Life Ins *	56.11
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$7,399.48
Checks:		7	\$7,399.48		

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Saranac Community Schools  
**Payment Batch Register**

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 09/28/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/28/2015	56918 Accounts Payable	M.E.S.S.A.		78,905.24
	Invoice	Date	Description		Amount
	15-0062653	09/25/2015	Oct Insurance Premium		78,905.24
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$78,905.24</u>
Checks:		1	\$78,905.24		

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/29/2015	56919 Accounts Payable	Adams , Rachel		80.00
	Invoice	Date	Description		Amount
	VB92915	09/29/2015	Varsity-VB Tournament		80.00
Check	09/29/2015	56920 Accounts Payable	Anderson , Julie		80.00
	Invoice	Date	Description		Amount
	VB92915	09/29/2015	Varsity-VB Tournament Official		80.00
Check	09/29/2015	56921 Accounts Payable	Erler , David		80.00
	Invoice	Date	Description		Amount
	VB92915	09/29/2015	Varsity-VB Tournament Official		80.00
Check	09/29/2015	56922 Accounts Payable	Nelson , Chelsea		80.00
	Invoice	Date	Description		Amount
	VB92915	09/29/2015	Varsity-VB Tournament Official		80.00
Check	09/29/2015	56923 Accounts Payable	Paul , Kathleen		80.00
	Invoice	Date	Description		Amount
	VB92915	09/29/2015	Varsity-VB Tournament Official		80.00
Check	09/29/2015	56924 Accounts Payable	Smeby , , Tim		80.00
	Invoice	Date	Description		Amount
	VB92915	09/29/2015	Varsity-VB Tournament Official		80.00
GF CHECKING General Fund Checking Totals:			Transactions: 6		\$480.00
Checks:		6	\$480.00		

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	09/30/2015	56925 Accounts Payable	ADGATE , ANDREA		20.00
	Invoice	Date	Description		Amount
	MG92815	09/29/2015	Refund Student Athletic Pass		20.00
Check	09/30/2015	56926 Accounts Payable	Adgate , Ryan		20.00
	Invoice	Date	Description		Amount
	MG92815	09/29/2015	refund Student Athletic Pass		20.00
Check	09/30/2015	56927 Accounts Payable	BADER & SONS CO.		9.74
	Invoice	Date	Description		Amount
	107515	09/29/2015	Window Pane		9.74
Check	09/30/2015	56928 Accounts Payable	BERT'S GLASS		190.28
	Invoice	Date	Description		Amount
	40739	09/29/2015	Door Glass		190.28
Check	09/30/2015	56929 Accounts Payable	Capital Equipment Ionia		1,879.98
	Invoice	Date	Description		Amount
	122418	09/29/2015	Industrial Grass Removal System		1,879.98
Check	09/30/2015	56930 Accounts Payable	ERIC ARMIN INC.		349.73
	Invoice	Date	Description		Amount
	INV0742918	09/29/2015	ES Spec Ed Teaching Supplies		349.73
Check	09/30/2015	56931 Accounts Payable	GOLOMBISKY, GARY		8.98
	Invoice	Date	Description		Amount
	MG92815	09/29/2015	Maint. Supplies		8.98
Check	09/30/2015	56932 Accounts Payable	M.E.M.S.P.A.		555.00
	Invoice	Date	Description		Amount
	MG92815	09/29/2015	Membership Renewal		555.00
Check	09/30/2015	56933 Accounts Payable	NAPA AUTO & TRUCK PARTS		114.55
	Invoice	Date	Description		Amount
	753778	09/29/2015	Parts		(27.00)

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		754133	09/29/2015	Transportation Supplies	141.55
Check	09/30/2015	56934 Accounts Payable	NASCO		27.93
		Invoice	Date	Description	Amount
		573497	09/29/2015	HS Teaching Supplies	27.93
Check	09/30/2015	56935 Accounts Payable	QUILL CORP.		85.98
		Invoice	Date	Description	Amount
		7989417	09/29/2015	Chair Mats	85.98
Check	09/30/2015	56936 Accounts Payable	SCHOOL SPECIALTY INC.		511.00
		Invoice	Date	Description	Amount
		208115271742	09/29/2015	ES Spec Ed Teaching Supplies	31.40
		208115299819	09/29/2015	Athletic Office Supplies	38.49
		208115299703	09/29/2015	ECSE Teaching Supplies	46.70
		308102339978	09/29/2015	ECSE Teaching Supplies	394.41
Check	09/30/2015	56937 Accounts Payable	SENTINEL STANDARD		55.00
		Invoice	Date	Description	Amount
		MG92815	09/29/2015	Subscription Renewal	55.00
Check	09/30/2015	56938 Accounts Payable	Signature Photography Studios		83.95
		Invoice	Date	Description	Amount
		MG92815	09/29/2015	Business cards	83.95
Check	09/30/2015	56939 Accounts Payable	SPEED WRENCH INC.		533.80
		Invoice	Date	Description	Amount
		2907	09/29/2015	Bus Repairs-Parts & Labor-962	533.80
Check	09/30/2015	56940 Accounts Payable	SUNRISE SUPPLIES, INC.		12.00
		Invoice	Date	Description	Amount
		17124	09/29/2015	Maint. Supplies	12.00
Check	09/30/2015	56941 Accounts Payable	VIERSON BOILER AND REPAIR INC		50.00
		Invoice	Date	Description	Amount
		29949	09/29/2015	Maint. Supplies	50.00
Check	09/30/2015	56942 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,188.89

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Saranac Community Schools  
**Payment Batch Register**  
Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 09/30/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Invoice	Date		Description		Amount
	7634514-2333-2	09/29/2015	Trash Removal-ES		428.83
	7634513-2333-4	09/29/2015	Trash Removal-MS		193.39
	7634512-2333-6	09/29/2015	Trash Removal-HS		460.62
	7634515-2333-9	09/29/2015	Trash Removal-BG		106.05
GF CHECKING General Fund Checking Totals:			Transactions: 18		\$5,696.81
Checks:	18		\$5,696.81		

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/05/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	10/05/2015	56943 Accounts Payable	Barnhill , Dave		60.00
	Invoice	Date	Description		Amount
	FB10915	10/02/2015	Varsity Football Official		60.00
Check	10/05/2015	56944 Accounts Payable	Block , Chuck		300.00
	Invoice	Date	Description		Amount
	XC101315	10/02/2015	XC Starter		300.00
Check	10/05/2015	56945 Accounts Payable	Campbell , Andy		60.00
	Invoice	Date	Description		Amount
	FB10915	10/02/2015	Varsity Football Official		60.00
Check	10/05/2015	56946 Accounts Payable	Crabtree , Chad		60.00
	Invoice	Date	Description		Amount
	FB10915	10/02/2015	Varsity Football Official		60.00
Check	10/05/2015	56947 Accounts Payable	Hesche , Keith		60.00
	Invoice	Date	Description		Amount
	XC101315	10/02/2015	XC Starter		60.00
Check	10/05/2015	56948 Accounts Payable	Kellogg , Mark		60.00
	Invoice	Date	Description		Amount
	FB10915	10/02/2015	Varsity Football Official		60.00
Check	10/05/2015	56949 Accounts Payable	Pier , Thomas		60.00
	Invoice	Date	Description		Amount
	FB10915	10/02/2015	Varsity Football Official		60.00
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$660.00
Checks: 7			\$660.00		

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/06/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	10/06/2015	56950 Accounts Payable	Canada, , Nolan		70.00
	Invoice	Date	Description		Amount
	VB101415	10/06/2015	Volleyball Official		70.00
Check	10/06/2015	56951 Accounts Payable	Canada, Maurice		70.00
	Invoice	Date	Description		Amount
	VB101415	10/06/2015	Volleyball Official		70.00
Check	10/06/2015	56952 Accounts Payable	Nugent, Mike		60.00
	Invoice	Date	Description		Amount
	FB101615	10/06/2015	Varsity Football Official		60.00
Check	10/06/2015	56953 Accounts Payable	Peters, Josh		60.00
	Invoice	Date	Description		Amount
	FB101615	10/06/2015	Varsity Football Official		60.00
Check	10/06/2015	56954 Accounts Payable	Poff, David		60.00
	Invoice	Date	Description		Amount
	FB101615	10/06/2015	Varsity Football Official		60.00
Check	10/06/2015	56955 Accounts Payable	Redmond, Bill		60.00
	Invoice	Date	Description		Amount
	FB101615	10/06/2015	Varsity Football Official		60.00
Check	10/06/2015	56956 Accounts Payable	Russell, , Brian		70.00
	Invoice	Date	Description		Amount
	VB101415	10/06/2015	Volleyball Official		70.00
Check	10/06/2015	56957 Accounts Payable	Smeby, , Tim		70.00
	Invoice	Date	Description		Amount
	VB101415	10/06/2015	Volleyball Official		70.00
Check	10/06/2015	56958 Accounts Payable	Troub, , Robert		60.00
	Invoice	Date	Description		Amount
	FB101615	10/06/2015	Varsity Football Official		60.00

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Saranac Community Schools  
**Payment Batch Register**  
Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 10/06/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
GF CHECKING General Fund Checking Totals:				Transactions: 9		\$580.00
Checks:		9		\$580.00		

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/07/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	10/07/2015	56959 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		4,376.91
	Invoice	Date	Description		Amount
	164484	10/02/2015	Copier Charges		3,672.00
	164495	10/02/2015	Printers		361.05
	164497	10/02/2015	B/W & color Printer Charges		343.86
Check	10/07/2015	56960 Accounts Payable	AB SPRING SERVICE, INC.		544.12
	Invoice	Date	Description		Amount
	01S3378	10/02/2015	Bus Repairs-251		544.12
Check	10/07/2015	56961 Accounts Payable	ARROW UNIFORM		96.66
	Invoice	Date	Description		Amount
	13-898282	10/02/2015	Towels & Uniforms		96.66
Check	10/07/2015	56962 Accounts Payable	ComplianceSigns		49.00
	Invoice	Date	Description		Amount
	47552	10/02/2015	Student Driver Signs		49.00
Check	10/07/2015	56963 Accounts Payable	CONSUMERS ENERGY		16,547.74
	Invoice	Date	Description		Amount
	MG10215	10/02/2015	Electric & Natural Gas Bill		16,547.74
Check	10/07/2015	56964 Accounts Payable	COOPER, CATHY		39.98
	Invoice	Date	Description		Amount
	MG10515	10/02/2015	ES Teaching Supplies		39.98
Check	10/07/2015	56965 Accounts Payable	CPM Educational Program		9,434.25
	Invoice	Date	Description		Amount
	1507609-IN	10/02/2015	High School Math Books		9,434.25
Check	10/07/2015	56966 Accounts Payable	CRYSTAL FLASH ENERGY		1,901.54
	Invoice	Date	Description		Amount
	158926412	10/02/2015	Diesel Fuel		1,901.54
Check	10/07/2015	56967 Accounts Payable	Dean Boiler, Inc.		82.08

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/07/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Invoice					Amount
5					82.08
Check	10/07/2015	56968 Accounts Payable	Eric's Lock & Key		14.84
Invoice					Amount
2368					14.84
Check	10/07/2015	56969 Accounts Payable	FERGUSON SUPPLY COMPANY		44.80
Invoice					Amount
752005					44.80
Check	10/07/2015	56970 Accounts Payable	GORDON FOOD SERVICE		26.68
Invoice					Amount
165670894-1					26.68
Check	10/07/2015	56971 Accounts Payable	Great Lakes Paving		7,550.00
Invoice					Amount
7172					7,550.00
Check	10/07/2015	56972 Accounts Payable	GTW		286.26
Invoice					Amount
84748					176.56
84887					94.33
85574					15.37
Check	10/07/2015	56973 Accounts Payable	HONEYWELL , ACS-SERVICE		814.18
Invoice					Amount
5234127142					814.18
Check	10/07/2015	56974 Accounts Payable	HOOPER PRINTING		170.32
Invoice					Amount
45975					170.32
Check	10/07/2015	56975 Accounts Payable	HOOPLE, BECKY		10.99
Invoice					Amount
MG10515					10.99
Check	10/07/2015	56976 Accounts Payable	HOWE, TAMMY		138.66

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/07/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	Invoice Date Description Amount				
	10/07/2015	56977 Accounts Payable	I.T.I., INC.		27.25
Check	Invoice Date Description Amount				
	10/07/2015	56978 Accounts Payable	Ionia Occupational Health Services		200.00
Check	Invoice Date Description Amount				
	10/07/2015	56979 Accounts Payable	JORGENSEN, MAUREEN		135.93
Check	Invoice Date Description Amount				
	10/07/2015	56980 Accounts Payable	Kent City High School		150.00
Check	Invoice Date Description Amount				
	10/07/2015	56981 Accounts Payable	LANSING COMMUNITY COLLEGE		4,349.00
Check	Invoice Date Description Amount				
	10/07/2015	56982 Accounts Payable	LINDEN LIGHTING SUPPLY		272.10
Check	Invoice Date Description Amount				
	10/07/2015	56983 Accounts Payable	METS		8,946.44
Check	Invoice Date Description Amount				
	10/07/2015	56984 Accounts Payable	METS		8,946.44

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/07/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		9650	10/02/2015	Salaries & Fees/Drug Testing/Reimb.	8,946.44
Check	10/07/2015	56984 Accounts Payable	Montcalm Community College		2,440.00
	Invoice	Date	Description		Amount
		113812	10/02/2015	Dual Enrollment-Emily Denny	615.00
		114099	10/02/2015	Dual Enrollment-Spencer McPherson	615.00
		111578	10/02/2015	Dual Enrollment-Elissa Mutschler	615.00
		113830	10/02/2015	Dual Enrollment-Courtney Roberts	615.00
		MG10515	10/02/2015	Less Ash Education Fund Scholarship	(20.00)
Check	10/07/2015	56985 Accounts Payable	NAPA AUTO & TRUCK PARTS		177.18
	Invoice	Date	Description		Amount
		754219	10/02/2015	Parts	177.18
Check	10/07/2015	56986 Accounts Payable	PCMI		4,000.83
	Invoice	Date	Description		Amount
		39843	10/02/2015	Sub Salaries & Fees	2,431.86
		39949	10/02/2015	AD Salary & Fee	1,568.97
Check	10/07/2015	56987 Accounts Payable	PEARSON EDUCATION		650.50
	Invoice	Date	Description		Amount
		4024162181	10/02/2015	MS Math Books	325.25
		4024162279	10/02/2015	MS Math Books	325.25
Check	10/07/2015	56988 Accounts Payable	REED, LINETTE		29.89
	Invoice	Date	Description		Amount
		MG91715	10/02/2015	ES Teaching Supplies	29.89
Check	10/07/2015	56989 Accounts Payable	SANDERS STACY		166.14
	Invoice	Date	Description		Amount
		MG10515	10/02/2015	ES Teaching Supplies	166.14
Check	10/07/2015	56990 Accounts Payable	SARANAC HARDWARE		66.40
	Invoice	Date	Description		Amount
		83695	10/02/2015	Maint. Supplies	66.40
Check	10/07/2015	56991 Accounts Payable	SCHOLASTIC, INC.		815.67

User: Chris Updyke

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/07/2015

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description		Amount
	M5709535		10/02/2015	Scholastic News 4-Gallagher		136.13
	M5709638		10/02/2015	Scholastic News 4-Mutschler		130.68
	M5703542		10/02/2015	Scholastic News 4/Geo Spin-Houston		156.82
	M5686467		10/02/2015	Scholastic News 5/6-Rasmus		392.04
Check	10/07/2015	56992	Accounts Payable	School Datebooks		756.57
	Invoice		Date	Description		Amount
	S15-0091019		10/02/2015	7-12 Student Planners		756.57
Check	10/07/2015	56993	Accounts Payable	SCHOOL SPECIALTY INC.		67.63
	Invoice		Date	Description		Amount
	208115271741		10/02/2015	ES Teaching Supplies		67.63
Check	10/07/2015	56994	Accounts Payable	SchoolMate		234.50
	Invoice		Date	Description		Amount
	IN000431501		10/02/2015	Elementary Value Planner		234.50
Check	10/07/2015	56995	Accounts Payable	SERVICE REPRODUCTION COMPANY		23.63
	Invoice		Date	Description		Amount
	385111		10/02/2015	HS Teaching Supplies		23.63
Check	10/07/2015	56996	Accounts Payable	Signature Photography Studios		30.00
	Invoice		Date	Description		Amount
	MG10515		10/02/2015	Staff Pictures		30.00
Check	10/07/2015	56997	Accounts Payable	SIMPSON, BRIEN		127.00
	Invoice		Date	Description		Amount
	MG10515		10/02/2015	Drivers Ed Supplies		127.00
Check	10/07/2015	56998	Accounts Payable	SMITH, GREG		40.00
	Invoice		Date	Description		Amount
	MG10215		10/02/2015	Cell Phone Reimb.		40.00
Check	10/07/2015	56999	Accounts Payable	SMITH, STEPHANIE		214.38
	Invoice		Date	Description		Amount
	MG10515		10/02/2015	ES Teaching Supplies		214.38

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/07/2015

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	10/07/2015	57000 Accounts Payable	STATE OF MICHIGAN		240.00
	Invoice	Date	Description		Amount
		BLR378643	10/02/2015	Boiler Inspections	240.00
Check	10/07/2015	57001 Accounts Payable	STATE WIRE & TERMINAL INC.		32.25
	Invoice	Date	Description		Amount
		288273	10/02/2015	Maint. Supplies	32.25
Check	10/07/2015	57002 Accounts Payable	SUNRISE SUPPLIES, INC.		125.48
	Invoice	Date	Description		Amount
		17187	10/02/2015	Maint. Supplies	125.48
Check	10/07/2015	57003 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		322.04
	Invoice	Date	Description		Amount
		444078	10/02/2015	Parts	322.04
Check	10/07/2015	57004 Accounts Payable	VILLAGE OF SARANAC		3,531.54
	Invoice	Date	Description		Amount
		MG10215	10/02/2015	Jul-Sept Water/Sewage	3,531.54
Check	10/07/2015	57005 Accounts Payable	WASHBURN, KERI		159.13
	Invoice	Date	Description		Amount
		MG10515	10/02/2015	ES Teaching Supplies	159.13
Check	10/07/2015	57006 Accounts Payable	WINZER CORPORATION		64.62
	Invoice	Date	Description		Amount
		5435140	10/02/2015	Transportation Supplies	64.62
Check	10/07/2015	57007 Accounts Payable	Wyoming High School		140.00
	Invoice	Date	Description		Amount
		MG10615	10/02/2015	JV Volleyball Invite	140.00
GF CHECKING General Fund Checking Totals:			Transactions: 49		\$70,665.11
Checks:	49	\$70,665.11			

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Saranac Community Schools

# Payment Register

From Payment Date: 9/21/2015 - To Payment Date: 10/9/2015

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
<b>EFT</b>									
146	09/25/2015	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,942.21		
147	09/25/2015	Open			Accounts Payable	INDEPENDENT BANK	\$146,867.71		
148	10/01/2015	Open			Accounts Payable	Priority Health	\$8,590.62		
149	10/05/2015	Open			Accounts Payable	M.P.S.E.R.S.	\$51,759.67		
150	10/09/2015	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,942.21		
151	10/09/2015	Open			Accounts Payable	INDEPENDENT BANK	\$154,021.84		
<b>Type EFT Totals:</b>							<b>6 Transactions</b>	<b>\$365,124.26</b>	
<b>GF CHECKING - General Fund Checking Totals</b>									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$365,124.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>6</b>	<b>\$365,124.26</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$365,124.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>6</b>	<b>\$365,124.26</b>	<b>\$0.00</b>

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$365,124.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	<b>Total</b>	<b>6</b>	<b>\$365,124.26</b>	<b>\$0.00</b>

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$365,124.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	<b>Total</b>	<b>6</b>	<b>\$365,124.26</b>	<b>\$0.00</b>

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2014-2015 Annual Audit Review (Community Relations)

Our annual audit is almost completed and Steve Thompson from BHT&D (Biggs, Hausserman, Thompson & Dickenson) will be presenting the findings by his staff. We have received a "clean audit" once again for our efforts, and this is the highest mark that can be achieved for auditing purposes. I want to thank Jammie Sprank, Finance Director, and the business office personnel for all of their hard work and continual efforts in providing exceptional service for our staff.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: NEOLA Board Policy Update

DSP - (Student Achievement, Technology, Facilities & Learning Environment, Community Relations)

As a follow up to the board commitment to update the school board policies as many of them are approximately 20 years old, I met with our NEOLA representative over the course of the summer and fall along with members of the administrative team to review the new policies for board adoption. This process was completed as follows:

Utilizing the administrative team consisting of the finance director, curriculum director, technology director, and junior senior high school principal to participate in the board policy review of materials directly related to their areas of expertise.

This was accomplished by scheduling five separate meetings for the ten sections, an additional meeting last week to review recently released updated information, and totaled approximately 36 hours of meetings to review all of the documents.

This also required many additional hours by me and the administrative team before and/or after the meetings for preparation and/or research.

Overall, I am very pleased with the results and thank the administrative team for their involvement in the process. The administrative review of the board policies was completed by the end of the summer as scheduled, the documents were sent out to be processed prior to the start of the school, and therefore completes the first phase of the board policy adoption process.

The second phase of the board adoption process scheduled for the fall is for the board to review all of the policies. Understanding that there are volumes of information to be reviewed, and to stay with our timelines of completing phase two of the board policy review this fall, I have listed a few options for consideration of the board for reviewing all of the policies within the timelines established.

Option A: Review all of the policies over the next two months and have the first reading of any expected changes at the second meeting in December on the 17<sup>th</sup>. The second reading and adoption would be at the second meeting in January on the 21<sup>st</sup>.

Option B: Review and have the first reading of volume one (sections 0000 to 4000) by the second meeting in November on the 19<sup>th</sup>, review and have the first reading of volume two (sections 5000 to 9000) by the second meeting in December on the 17<sup>th</sup>, and have the second reading and adoption of volumes I and II on the second meeting in January on the 21<sup>st</sup>.

37726521

Option C: Review two sections every two weeks, with the second reading and adoption to take place on the second meeting in January on the 21<sup>st</sup>. Option C could be as follows:

November 5 <sup>th</sup> board meeting	Sections 0000 (Bylaws) and 1000 (Administration)
November 19 <sup>th</sup> board meeting Staff)	Sections 2000 (Programs) and 3000 (Professional
December 3 <sup>rd</sup> board meeting	Sections 4000 (Support Staff) and 5000 (Students)
December 17 <sup>th</sup> board meeting	Sections 6000 (Finances) and 7000 (Property)
January 7 <sup>th</sup> board meeting	Sections 8000 (Operations) and 9000 (Relations)
January 21 <sup>st</sup> board meeting	second reading and adoption

As you may recall, Option C is similar to the process I used with NEOLA and the administrative team of having a meeting to review two sections at a time over the course of the summer.

The third phase consists of reviewing and completing the administrative guidelines with NEOLA and the administrative team in the spring. Please note the administrative guidelines are drafted by NEOLA according to the board policies adopted, reviewed by me and the administrative team for implementation, and do not require board adoption.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Budget Update – DSP (Community Relations)

A review of the projected budget and first amendment options are attached for your consideration.

37726607



# Saranac Community Schools

General Fund 2014-15 and Adopted 2015-2016 Budget		06/19/14	11/20/14	02/19/15	06/18/15	FY 16	Change
		Original Adopted Budget 2014- 2015	1st Amended Budget 2014-2015	2nd Amended Budget 2014-2015	3rd Amended FINAL Budget for consideration 2014-2015	Original Adopted Budget for consideration 2015-2016	2015-16
100	Local Revenue	873,821	943,002	969,829	934,828	856,918	(77,910)
300	State Revenue	7,354,647	7,671,323	7,653,321	7,610,059	7,134,237	(475,822)
400	Federal Revenue	217,144	216,080	221,671	193,222	220,354	27,132
500	Incoming Trans & Other	259,814	259,814	259,814	211,261	211,261	-
	<b>Total Revenue- General Fund</b>	<b>8,705,426</b>	<b>9,090,219</b>	<b>9,104,635</b>	<b>8,949,370</b>	<b>8,422,770</b>	<b>(526,600)</b>
1110	Basic Programs	4,754,984	4,821,648	4,793,510	4,770,914	5,151,566	380,652
1120	Added Needs	901,580	826,411	831,964	861,528	832,876	(28,652)
1210	Pupil Support Services	317,846	318,481	318,481	287,212	282,152	(5,060)
1220	Inst Staff Support Services	111,415	119,279	120,405	117,935	130,905	12,970
1230	General Administration	291,751	309,044	308,912	286,196	305,727	19,531
1240	School Administration	706,396	697,742	716,132	787,321	718,701	(68,620)
1250	Basic Support Service	246,973	218,525	220,180	184,128	207,313	23,185
1260	Operations & Maintenance	765,554	741,493	747,771	756,403	750,063	(6,340)
1270	Transportation	542,197	541,301	574,324	607,309	575,667	(31,642)
1280	Support Services	197,325	204,922	205,573	232,924	206,099	(26,825)
1290	Other Support Service	161,266	162,163	162,163	158,570	161,891	3,321
1320	Com Service, Recreation	-	-	-	-	-	-
1350	Custody and Care of Children	-	-	-	-	-	-
1130/1390	Continuing Ed	34,535	34,535	34,535	17,594	691	(16,903)
1410	Transfers to Govt Units - Voc. Ed. Ag.	31,500	31,500	31,500	26,767	23,900	(2,867)
1450	Facilities Acquisition, Construction and Improvem	-	87,000	88,449	89,005	-	(89,005)
0	Non-affiliated	-	-	-	-	-	-
1620	Fund Modifications: School Serv	-	-	-	-	-	-
1630	Fund Modifications: Debt Fund	-	-	-	-	-	-
	<b>Total Expenditures- General Fund</b>	<b>9,063,322</b>	<b>9,114,044</b>	<b>9,153,899</b>	<b>9,183,806</b>	<b>9,347,551</b>	<b>163,745</b>

<b>Excess Rev/(Exp)</b>	<b>(357,896)</b>	<b>(23,825)</b>	<b>(49,264)</b>	<b>(234,436)</b>	<b>(924,781)</b>
Fund Balance Forward	1,044,109	1,239,811	1,239,811	1,239,811	914,961
<b>Audited Total Fund Balance</b>	<b>1,239,811</b>				
<b>Estimated Total Fund Balance</b>				1,005,375	
<b>*Business Office Adjust to Actual Known</b>				<b>(90,414)</b>	
Estimated Total Fund Balance	686,213	1,215,986	1,190,547	914,961	<b>(9,820)</b>
<b>Total Fund Balance as a % of Expenditures</b>	<b>7.6%</b>	<b>13.3%</b>	<b>13.0%</b>	<b>9.9%</b>	<b>-0.1%</b>

Not included above but still of significant impact on the budget:

<b>Assigned Fund Balance remaining balance amounts:</b>		<b>Allocated</b>	<b>Available</b>
Track	17,100	19,589	2,489
Technology	9,797		
Curriculum	117,000	75,000	52,739
Facilities	100,000		
Total Assigned Fund Balance remaining	243,897		

## Projected Energy Performance Project

0 (This is the result of accruing the final costs for the 2014-2015 school year.)

<b>SUBTOTAL</b>	<b>243,897</b>	<b>*Business Office Adjust to Actual Known</b>	<b>\$ (90,414)</b>
		<b>Revenues</b>	<b>\$ (47,600)</b>
		<b>Expenditures</b>	<b>\$ 42,900</b>

## Additional Budget Considerations

Retirement and fill the position from within	90,000
Less separation agreement approx.	(7,500)
Overages (1.5 year)	20,000
Administrative realignment	50,000
Student Projections (20 students @ \$7,391.00)	147,820
Student Projections (20 students @ \$7,391.00)	147,820
Audit versus Projected (In process)	-
Priority IV Special Ed reimbursement from ICISD	???
	<b>448,140</b>

Budget adopted with 63 student projected decline  
Current enrollment is down 10 students  
Official Student Count date is October 7th, 2015

## TOTAL considerations

204,243	
<b>(9,820)</b>	<b>Current Estimated Fund Balance FB</b>
194,423	<b>Projected Estimated FB after above listed additional budget considerations</b>
2.1%	<b>Estimated FB as a % of Expenditures</b>
	194423/(9347551+243897-90000+7500-20000-50000)
2.2%	<b>Estimated FB as a % of Revenues</b>
	194423/(8422770+147820+147820)
	<b>Early warning system legislation is in effect due to estimated FB below 5%</b>

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Student Enrollment Update – DSP (Community Relations)

Our official student count day was Wednesday, October 7<sup>th</sup>, 2015. Our projected count for the day was 1011, and the breakdown by grade levels is provided in the attached chart.

As per board request to look at specific options for our First grade classrooms, I have completed the following:

- surveyed other school districts within our ISD and surrounding areas for first grade class sizes
- met with the administrative team to look at how we can restructure our existing resources
- reviewed the collective bargaining agreement as it pertains to class sizes at all grade levels

Based on a review of the information presented, and the board's previous request to exercise fiduciary responsibility with a goal of achieving a minimum fund balance of 5 %, it is my recommendation to continue to monitor the class sizes and follow the collective bargaining agreement.

The board also requested the approximate cost of additional resources. The approximate cost of para-educator support is as follows:

6.5 hours per day is approximately \$13,506.32 (Step 1) to \$16,681.67 (Step 5). This is based on an hourly rate, retirement, FICA (Social Security & Medicare), and W/C (workers compensation). (This does **not** include possible Affordable Health Care Act obligations.)

The average cost of a teacher in our district is approximately \$90,000.00. This is based on salary, retirement, FICA (Social Security & Medicare), W/C (workers compensation), and insurance.

	Official	Official	Official	Official	Official	Official	Official	Official	Official	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	9/28/2015	10/7/2015	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	19	19	
KDG	96	114	115	97	96.0	96	97	69	69	90	91	19(Y5), 23, 24, 25
1st	72	85	87	96	95.0	74	74	83	83	53	53	26, 27
2nd	76	78	76	77	70.0	95	96	74	73	92	91	23, 23, 23, 22
3rd	80	84	81	74	73.0	69	67	93	89	76	76	25, 25, 26
4th	83	80	81	82	81.0	73	74.84	69	68.16	90	89	22, 22, 23, 22
5th	80	83	82	77	74.0	84	84	75	75	66	66	19, 23, 24
6th	97	75	77	83	80.0	72	72	78	78	78	78	26, 26, 26
7th	81	94	93	80	76.0	81	79	65	62	75	75	
8th	86	80	78	87	87.0	75	70	76	75	65	66	
9th	81	85	87	86	84.0	82	86	68	68	74	73	
10th	107	76	75	90	92.0	81	83	96	89	66	66	
11th	83	111	108	77	75.0	83	78	81	76.17	79	79	
12th	87	98	96	106	103.7	79	74.32	89	83.67	89	89	
Total	1,130	1,159	1,158	1,128	1103.47	1,056	1,049	1,032	1,007	1012	1011	
ECC-6	605	615	621	602	585.80	575	578.84	557	553.36	564	563	
7-8	167	174	171	167	163.00	156	149	141	137	140	141	
9-12	358	370	366	359	354.67	325	321.32	334	316.84	308	307	
Total	1,130	1,159	1,158	1,128	1,103.5	1,056	1,049	1,032	1,007	1,012	1,011	

Official Student Count Day is 10/7/15

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

Fall 2015 GSRP projections - 36 eligible

12th grade includes 7 Exchange Students and 4 seat Time Waiver Students

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Middle School Egress Plan - DSP (Facilities & Learning Environment, Community Relations)

As per board request to look at an egress plan for the middle school, I have completed the following:

- Reviewed the mechanical inspections information
- Met with the Director of Operations and maintenance staff that assisted in the boiler inspections
- Met with the leaders of all of the organizations that utilize the facility
- Met with the administrative team to look at other areas within our facilities to house the current programs

Based on the previous mechanical problems that have consistently presented challenges over the winter months, the board's previous commitment to limit the use of additional funds for mechanical improvements, and the board's previous request to exercise fiduciary responsibility with a goal of achieving a minimum fund balance of 5 %, it is my recommendation to implement an egress plan as soon as possible.

As a reminder from our energy audit review that was completed last year, the annual cost of the middle school for heat and electrical is approximately \$39,000.00. The annual revenue is approximately \$17,000.00; hence, an approximate cost of \$22,000.00 for the school district. Because a majority of the expense is over the winter months, an egress plan before the winter season could have the following potential benefits to our school district:

- Monetary savings from heating and lighting the facility. (We would maintain electrical for safety and security purposes.)
- Allow maintenance staff to focus more specifically on our other facilities
- Utilize snow removal equipment more effectively on our other facilities



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 the workshop agenda for Saturday, October 17.

# 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***

**Purpose:** To hear public comment and to have a board dialogue. No motions will be made today. There can be no final decision made in a workshop. The board has not had an opportunity to hear comments from the broader community and to have an open dialog with each other, which is the purpose of this workshop meeting.

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