

Saranac Community School

**Board of Education Agenda
Regular Meeting
December 3, 2015
7:00 PM
Library, Saranac Jr/ Sr High School**

**The Board will have a Meet & Greet of the Exchange Students
and their host families at 6:30 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 - Elementary Math
9. Reports/Presentations
 - a. Meeting Dates for 2016 5
 - b. District Strategic Planning - Technology 6
 - c. Board Policy Reading - 4000 (Support Staff) & 5000 (Students) 10
 - d. 1st Budget Amendment 11
10. Comments from Guests - Non Agenda Items
11. Board Requests/Reports
12. Communications
13. Approval of Executive Session Minutes
14. Closed Session for Superintendent's Evaluation
15. Other
16. Adjournment_____

Saranac Community Schools
Board of Education
Meeting #8

The Saranac Community Schools Board of Education held a regular meeting on Thursday, November 19, 2015 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

Board members toured the Middle School at 5:30 p.m.

The board had a “Meet and Greet” with our new employees, Becky Edwards, secretary at the Elementary School, and Melissa Price, Special Education teacher at the Elementary School at 6:30 p.m. before the regular meeting began.

The meeting was called to order by President, Brent Denny at 7:00 p.m.

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

Mike Elliott led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated November 5, 2015 were approved as written.

ADDITIONS & DELETIONS: None

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

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

- ✓ Approve Bills Paid totaling \$668,661.65 from General Fund for October/November
- ✓ Accept Gifts totaling \$14,025.00
- ✓ Approve the Bond Refunding 2006 Resolution

BOARD RESOLUTION FOR CMC TELECOM: Superintendent, Maury Geiger, reported that Thrun Law Firm, in reference to acting on our behalf for collections from CMC Telecom, Inc. for reimbursements that should have been made to us for “e-rate services” as part of a federal government program. CMC has recently filed for bankruptcy, and Thrun Law Firm is representing six school districts to secure the appropriate funds.

The amount of funds projected to be owed to us is approximately \$17,370.72.

Motion by Price, supported by LaWarre and unanimously approved that the Saranac Board of Education waive past practice and approve the attached resolution as presented.

DISTRICT STRATEGIC PLAN – STUDENT ACHIEVEMENT GOAL: Curriculum Director, Connie Hamilton chaired this committee to help further develop strategies, responsibilities, timelines, measurements of success, and projected costs. The first goal is Curriculum – the delivered curriculum will be based on current research that leads to student achievement. This goal has three objectives, which are – A process for curriculum

review and revisions will be established; curriculum resources will be aligned to state standards and support best practices; and a variety of core and non-core courses will be available for students at all levels.

The next goal is Instruction – Through research-based, quality classroom instruction, a minimum of 80% of all students will be proficient without additional interventions. This goal has two objectives, which are – A system will be used to provide timely and research-based interventions for students; and a variety of assessment data will be used to drive instruction within the classrooms, grade levels/courses, buildings, and district.

The third goal is Professional Development with two objectives, which are – Professional Development for instructional staff will align with the Five Dimensions of Teaching and Learning (classroom environment and culture student engagement, purpose, assessment for student learning and/or curriculum, and pedagogy, the art of teaching); and professional development for all district employees will be on-going and job-embedded.

Each one of these goals and objectives has a strategy/plan; person/team responsible; timeline; what evidence of success and cost analysis.

M-STEP REVIEW: Curriculum Director, Connie Hamilton gave an overview of the M-STEP data. School districts are not permitted to share any results until the embargo is lifted by the Michigan Department of Education. The district has received individual student scores and aggregated classroom, building, and district data. The administrators, school improvement chairs, and instructional consultants are reviewing the data to determine a plan for analysis.

The M-STEP measures student performance on a strong set of higher standards in English language arts and mathematics. Instead of bubble sheets and multiple-choice tests, students are showing critical thinking, problem solving, and deeper understanding. The M-STEP is all computer based. The MEAP was given in the fall and M-STEP is now given in the spring. The rigor of the assessments has been raised to help our students prepare for careers and a successful life.

MASCOT UPDATE: The committee of Roy Hawkins, Steve LaWarre and David Price reported the board has all reviewed a DVD from the board workshop, breakout sessions and every letter and communication received from the public. The committee would like each board member to recap their thoughts and the next steps to resolve the mascot issue. Each board member shared their thoughts.

The Board decided to vote on the issue tonight instead of waiting for the next board meeting.

Motion was made by Hawkins, supported by Coulson that the Saranac Board of Education waive past practice and keep the mascot name as the Redskins. Roll Call Vote was taken: Voting Yes: Coulson, VanKuiken, Hawkins & Doll. Voting No: Price, LaWarre & Denny. Motion Carried.

NEOLA BOARD POLICY SECTION 2000 (PROGRAMS) & 3000 (PROFESSIONAL STAFF): This is the first reading of these two sections. Any changes or concerns to these two sections should be given to Central Office to compile the information from board members. The second reading will come back in January.

Below is the schedule to get through the new board policies.

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

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

SUPERINTENDENT REPORT: Superintendent Geiger updated the board on the student count of 1,008.67 FTE's that was submitted to the State. This will be audited by the ISD in the next couple of weeks to see if any adjustments need to be made.

BOARD REQUESTS/REPORTS: A board member requested information on our bus fleet and what the cost is to send these buses out for repairs. Is the district looking at options for hiring a mechanic or leasing buses?

Mr. Geiger reported the mechanic position has been posted and we have been looking at other options, including leasing busses. Mr. Geiger gave special acknowledgement to Greg Smith, Gary Golombisky and Rob Richter for the great job they are doing.

A Board member would like Mr. Geiger to keep the board updated on the volleyball issue.

A Board member reported the next Saranac Promise meeting will be December 2nd.

COMMUNICATION: None

CLOSED SESSION FOR THE SUPERINTENDENT'S EVALUATION: Motion by VanKuiken, supported by Doll that the Saranac Board of Education go into closed session at 9:31 p.m. for the purpose of the superintendent's evaluation returning to open session at 10:25 p.m. Roll Call Vote was taken: Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, Price and VanKuiken. Motion Carried.

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 10:25 p.m.

Respectfully submitted,

Steve LaWarre
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Set Meeting Dates

POLICY: 1300 (Board) Meetings

Policy 1300 in part states, "The organizational meeting of the board shall be held within the first two weeks of January."

Here is a schedule of Thursday board meeting dates for calendar year - 2016.

First meeting of the month is workshop, second meeting is action

1/7/16	1/21/16
2/4/16	2/18/16
3/3/16	3/17/16
4/7/16	4/21/16
5/5/16	5/19/16
6/2/16	6/16/16
7/7/16	7/21/16
8/4/16	8/18/16
9/1/16	9/15/16
10/6/16	10/20/16
11/3/16	11/17/16
12/1/16	12/15/16

April 7 is during spring break

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: District Strategic Plan – Technology

Our District Strategic Plan continues to be developed and I have met with all of the chairs and co-chairs to further develop strategies, responsibilities, timelines, measurements of success, and projected costs.

Upon review of the four goals, I have decided to have each group update the board over the next four board meetings on the specifics of each goal. I believe this will allow us time to thoroughly review and discuss the plans and progress in each of these areas.

The projected board meeting review of the four District Strategic Planning goals is as follows:

November 5 th , 2015	Community Relations – Josh Leader
November 19 th , 2015	Student Achievement – Connie Hamilton
December 3 rd , 2015	Technology
December 17 th , 2015	Facilities & Learning Environment

Many thanks to our chairs and co-chairs for their leadership in each of these areas.

		Strategy/Plan	Person/Team Responsible	Timeline	What evidence of Success	Cost Analysis
Technology						
Goal:						
	All district technology will be functional and able to provide an environment conducive to a positive learning environment					
Object #1- Computing Devices	Develop & Implement a plan for an ongoing replacement cycle for all devices, working towards increasing quantity					
		i. Evaluate needs of students & staff				
		a. Determine options (PC, tablets, Chromebook	John, Mike & Dave	Ongoing	Are students using devices	
		b. Find funding options (budget, grants, earmark	Anyone	Ongoing	Impact on technology budget	
		ii. Pricing of devices				
		a. TRIG/SPOT/REMC for new	John	Ongoing	Participation	
		b. Refurbished/Off-lease options	John	Ongoing	Is there longevity of devices	
		iii. Sustainability				
		a. Funding source(s)	John, Maury, Board of Ed	Ongoing		
		b. Purchasing source(s) and price(s)	John, Mike & Dave	Ongoing		
		c. Selling off existing equipment?	John, Mike & Dave	Ongoing		
Object #1 -Infrastructure	Develop & Implement a plan for the ongoing replacement of content filter, allowing for additional bandwidth and flexibility in responding to requests for changes					
		i. Review renewal option for iPrism				
		a. Renewal cost per student	John	April 2015		
		b. Other vendors' costs?	John			
		ii. Review options for iPrism replacement				
		a. Update existing subscription	John	April 2015		
		b. Replace with new device	John	July 2015		
		iii. Check state-wide bid				
		a. TRIG/SPOT putting together a bid	John	April 2015		
		b. Follow vendor list	John	May 2015		
		c. Evaluate awarded vendor products	John	May 2015		
Object #2 - Infrastructure	Develop & Implement a plan to consolidate the firewall and intrusion detection systems, allowing local staff the capacity to make necessary changes					
		i. Review setup with Aurora Group				
		a. Discussion with Paul Amaranth RE training	John	January 2016		training time 1,000
		b. Discussion with Paul RE replacement	John	January 2016		replacement firewall 5,000
		ii. Replacement machine for firewall				
		a. Low overhead currently for needs	John, Paul A.	February 2016		none
		b. More direct training will allow internal change	John, Mike, Dave (TechDep	Spring 2016		training time 1,000
		iii. Replacement machine for intrusion detection system				
		a. Active monitoring not happened since 2012	John, Paul A.	January 2016		0
		b. Do we need to have active monitoring	John, Paul A., Mike, Dave	January 2016		0

		c. Do we need IDS in place anymore?	John, Paul A., Mike, Dave	January 2016		0
Object #3 - Infrastructure	Develop & Implement a plan for the replacement of network switches to a managed switch capable of traffic management (telephones & devices)					
		i. First phase in place for new Hosted-VOIP system				
		a. Phone system go live date in June 2015	TechDept as a whole	June 2015	Does the system work?	eval downtime difference
		b. Critical switches in place before June 2015	TechDept as a whole	June 2015	Are the switches in place?	evaluate traffic flow
		ii. Second phase to be e-Rate funded (60-80% refund)				
		a. TechPlex/Starr Garter prepare RFP	John	December 2015	Were bids submitted?	
		b. Determine Free & Reduced counts and disco	John, Maury, Carmen, Star	November 2015	RFP accurate?	
		c. Replacement switches in place in July 2016	TechDept as a whole	July 2016	Are the switches in place?	eval traffic management
		iii. Third phase to be e-Rate funded (60-80% refund)				
		a. TechPlex/Starr Garter prepare RFP	John	December 2016	Were bids submitted?	
		b. Determine Free & Reduced counts and disco	John, Maury, Carmen, Star	November 2016	RFP accurate?	
		c. Replacement switches in place in July 2017	TechDept as a whole	July 2017	Are the switches in place?	eval traffic management
Object #1 - Training/Professional Development	Develop & Implement a plan to offer additional training opportunities to students and staff on current devices					
		TRIG PD				
		a. Devices	TechDept as a whole	Ongoing		free, but mileage?
		b. Practices	Technology & Curriculum	Ongoing		
		ii. Student PD				
		a. Elem - Sanders?	Technology & Curriculum	2016-17		
		b. Jr/Sr - Manion?	Technology & Curriculum	2016-17		
Object #2 - Training/Professional Development	Develop & Implement a plan to provide on-going Student Information System & Electronic Gradebook training for staff					
		i. Skyward Academy - PD Center				
		a. Cost/Funding	John & Dave	November 2015	ROI calculation	cost per FTE?
		b. Implement	John & Dave	2016	ROI calculation	setup fee
		ii. Tech Tuesday - Dave available?				
		a. New topics other than what Mike offers	TechDept as a whole	2015-16	Attendance/participation	No Additional cost
		b.				
		iii. Tech PD Offerings				
		a. 2016 February	Tech PD Cmte	February 2016	Evaluations of PD	
		b. 2016 November	Tech PD Cmte	November 2016	Evaluations of PD	
		c. 2017 February	Tech PD Cmte	February 2017	Evaluations of PD	
Object #3 - Training/Professional Development	Develop & Implement a plan to have a technology/instructional coach available					
		i. Assess Need				
		a. Do we have the technology to warrant it?	TechDept as a whole	2016-17		
		b. What level of need exists?	Technology & Curriculum	2016-17		
		ii. Assess Cost				
		a. Personnel costs are what? FT vs PT	John, Maury, Connie	2016-17		
		b. Added load to existing staff?	Maury, Josh, Jason, John	2016-17		

		iii. Sustainability				
		a. Can this be General Fund?	Maury, Jammie, John	2016-17		
		b. If grant funds, what happens afterward?	Maury, Jammie, John	2016-17		
Object #4 - Website Redesign Board of Ed Request	Develop & Implement a redesign of the website, top-to-bottom					
		i. Web-hosting options				
		a. Off-site hosting	John			
		l. Finals site, SchoolDesk	John	Fall 2015		10000/year
		II. ICISD & WordPress	John	Fall 2015		1000 one time setup *
		b. On-site hosting	John			
		l. WordPress & theme packages	John, Mike, Mark K	Fall 2015		0
		ii. Design Team (duties, responsibilities)				
		a. Technology Dept & building staff	Tech Dept & staff	Spring 2015		0
		b. Class at Jr/Sr?	Tech Dept & Jr/Sr Staff	Spring 2015		0

- 2014-15 School Year
- 2015-16 School Year
- 2016-17 School Year
- 2017-18 School Year

* (hardware, software, added to Tech Partnership Agreement for future \$300/yr)

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: NEOLA Policy Review Section 4000 (Support Staff) and 5000 (Students)

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

- Student Achievement
- Technology
- Facilities and Learning Environment
- Community Relations

As was the consensus of the Board at our last regularly scheduled board meeting, the Board decided to review two sections of the new NEOLA school board policies over the next five board meetings. The projected schedule is as follows:

November 5 th board meeting	Sections 0000 (Bylaws) and 1000 (Administration)
November 19 th board meeting	Sections 2000 (Programs) and 3000 (Professional Staff)
<i>December 3rd board meeting</i>	<i>Sections 4000 (Support Staff) and 5000 (Students)</i>
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January 21 st board meeting	Second reading and adoption

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 1st Budget Amendment

I'll be working closely with Jammie Sprank, Finance Director, to have the first budget amendment ready for presentation and review at our board meeting.