

# Saranac Community School

## Board of Education Agenda

### Regular Meeting

May 19, 2016

7:00 PM

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

1. Call to Order_____	
2. Pledge of Allegiance	
3. Approval of Minutes	2
4. Treasurer's Report - April	5
5. Additions & Deletions	
6. Comments from Guests - Agenda Items	
7. Action Items - Consent Agenda	12
a. Pay Bills	13
b. Accept Gifts	32
c. Approve Retirement Resolutions	33
d. ISD 2016-2017 Budget Resolution	34
e. Teacher's Partial Leave of Absence	41
f. Approve the 3rd Amendment of the 2015-16 Budget	44
g. Approve Updated Policy 5502 - Reduction and Recall of Teachers	48
8. Reports/Presentations	
a. 2nd Reading of NEOLA Policy 4000 (Support Staff) & 5000 (Students)	53
9. Comments from Guests - Non Agenda Items	
10. Superintendent's Report	
11. Board Requests/Reports	
12. Communications	
13. Closed Session for Negotiations Purposes	
14. Closed Session for Personnel Complaint	
15. Other	
16. Adjournment_____	

**Please note the June 23rd board meeting has been changed to June 16, 2016**

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

Saranac Community Schools  
Board of Education  
Meeting #18

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, May 5, 2016 in the Activities Room, Saranac Elementary School, 250 Pleasant Street, Saranac, MI.

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

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

John Milewski led in the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Minutes from regular meeting dated April 21, 2016 were approved as written.

**ADDITIONS & DELETIONS:** Superintendent, Maury Geiger would like to add Closed Session for negotiations purposes.

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

**ADMINISTRATOR'S UPDATE:** Connie Hamilton, Curriculum Director reported she is planning some summer professional development for teachers. Mrs. Hamilton has submitted information for two grants and should know very soon if they were approved.

Josh Leader, Jr/Sr High Principal reported that testing is almost completed for students. The National Honor Society held their induction ceremony last week. The top academic students have been announced. Sally Moon is this year's Valedictorian and Andrew Priest is this year's Salutatorian. Graduation is scheduled for June 5, and Bruce Chadwick is this year's graduation speaker. The last band concert of the year will be next Friday where all the bands will perform. Prom is Saturday.

**INSTRUCTIONAL HIGHLIGHT:** Stacy Sanders, Elementary School Technology teacher lead the board members through an Educational Breakout game in her computer lab.

**ACCEPT GIFTS:** Superintendent Geiger presented the gifts received for April totaling \$19,900.00. This will be brought back for action at the May 19 meeting.

**RETIREMENT RESOLUTIONS:** Superintendent, Maury Geiger reported there are six retirements this year. Resolutions to honor them were presented to the board and will be brought back for action at the May 19 meeting.

**IONIA COUNTY ISD 2016-2017 BUDGET:** Superintendent, Maury Geiger introduced Jason Mellema, Ionia County ISD Superintendent, and Jamie Carnes, Director of Fiscal Services. Mr. Mellema presented the ISD's general fund budget for 2016-17, which constituent districts are to review each year no later than June 1, and shall adopt a board resolution expressing its support for or disapproval of the proposed ISD budget. This will be brought back at the May 19 meeting for action.

**2015-16 TECHNOLOGY DEPARTMENT UPDATE:** John Milewski, Technology Director, updated the board on the work that has been done, and continues to be done this school year. Some of the highlights include:

- They have been fortunate to have retained technical support provided by having one of the Ionia County ISD tech support personnel, Dave Erbes on-site full-time as the part-time position was not filled.
- The Technology Department has deployed over 60 new iPad Air mobile computing devices for use by instructional staff in both buildings. Title funds were used to purchase these devices.
- Work continues on upgrading and modernizing the existing network infrastructure. They replaced 40% of the network switches in the 2014-15 school year, and are looking to complete the remainder this year. The additional switches will be purchased in coordination with our E-Rate eligibility where the district receives 70% reimbursement on eligible and approved through the federal program purchases. We are slated to receive over \$11,000 worth of equipment at a cost of \$3,500 to the district. The funding is from the board set aside funds for technology.
- They are working at revamping the website, and plan to launch the new website this summer.
- Central Office will be moving their offices up to the Technology Building this summer.

**TEACHERS PARTIAL LEAVE OF ABSENCE:** Superintendent, Maury Geiger reported that per the SEA collective Bargaining Agreement any tenured bargaining unit member (teacher) who was at one time a full-time employee and is currently less than full-time is considered to be on a partial leave of absence. An employee on a partial leave of absence is entitled to return to a comparable position for which he/she is certified and qualified, even if such a return necessitates displacement of a bargaining unit member. Those employees on a partial leave of absence must notify the Board of Education in writing by April 15<sup>th</sup> if they wish to return to full time employment for the following year or request a continued partial leave of absence.

We have notified both teachers and have received their responses, Tina Catrell & Tara Rasmus for the 2016-2017 school year. This request can be handled in one of two ways.

1. Agree to the request as submitted. This will allow the teacher to continue to work half time but have the right to request to return to full time at the end of the year.
2. Deny the request. This will require the teacher to either return to full time employment next year or resign half of their position and become a half time teacher. This would only entitle them to half time employment in future years.

This will be brought back at the May 19 meeting for action.

**3<sup>RD</sup> AMENDMENT OF THE 2015-2016 BUDGET:** Superintendent, Maury Geiger presented the 3<sup>rd</sup> budget amendment showing a fund balance of 3.5%. This will be brought back at the May 19 meeting for action.

**3<sup>RD</sup> DRAFT OF THE 2016-17 BUDGET:** Superintendent, Maury Geiger presented the 3<sup>rd</sup> draft of the 2016-17 budget with several assumptions and showing a fund balance of 2.4%.

**2<sup>ND</sup> READING ON POLICY 5502 – REDUCTION AND RECALL OF TEACHERS:** Superintendent Geiger reported this is an updated policy that has been developed by the Thrun Law Firm. This is the 2<sup>nd</sup> reading of this policy and will be brought back at the May 19 meeting for action.

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

**NEOLA POLICY 2000(PROGRAMS) AND 3000 (PROFESSIONAL STAFF) 2<sup>ND</sup> READING:** The board reviewed the 2<sup>nd</sup> reading of these two sections of policy, and these will be brought back at a later date for a 3<sup>rd</sup> review and approval.

**SUPERINTENDENT REPORT:** Superintendent Geiger reported he had the opportunity to hand out apples and thank staff for all of their hard work during Staff Appreciation Week. The Consumers Energy participation agreement continues to be reviewed by legal counsel. There are 40 Promise Scholars from the Class of 2016.

**APPROVE EXECUTIVE SESSION MINUTES:** Executive Session minutes dated April 21, 2016 were approved as written.

**BOARD REQUESTS/REPORTS:** None

**COMMUNICATIONS:** None

**CLOSED SESSION FOR NEGOTIATIONS PURPOSES:** Motion by Hawkins, supported by VanKuiken that the Saranac Board of Education go into closed session at 11:37 p.m. for the purpose of negotiations returning to open session at 11:50 p.m. Roll Call Vote was taken: Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, Price and VanKuiken. Motion Carried.

**CLOSED SESSION FOR SUPERINTENDENT EVALUATION UPDATE:** This was withdrawn from the agenda; there wasn't any new information to present.

**OTHER:** None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 11:51 p.m.

Respectfully submitted,

Steve LaWarre  
Secretary



SARANAC COMMUNITY SCHOOLS  
GENERAL FUND REVENUES SUMMARY  
AS OF APRIL 30, 2016

	Amended Budget	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources	\$912,667.00	\$753,615.35	\$159,051.65	82.57%
300 - Revenue from State Sources	\$7,531,700.00	\$4,808,729.32	\$2,722,970.68	63.85%
400 - Revenues from Federal Sources	\$207,432.00	\$0.00	\$207,432.00	0.00%
500 - Incoming Transfers and Other Transactions	\$258,861.00	\$99,244.62	\$159,616.38	38.34%
	\$8,910,660.00	\$5,661,589.29	\$3,249,070.71	63.54%

SARANAC OMMUNITY SCHOOLS  
GENERAL FUND EXPENDITURES  
AS OF APRIL 30, 2016

Function* Code	Amended Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
Function* 1111 - Elementary	\$2,883,945.00	\$0.00	\$1,852,201.63	\$1,031,743.37	64.22%
Function* 1112 - Middle/Junior High	\$690,448.00	\$0.00	\$442,775.41	\$247,672.59	64.13%
Function* 1113 - High School	\$1,457,542.00	\$0.00	\$954,375.82	\$503,166.18	65.48%
Function* 1119 - Summer School	\$25,712.00	\$0.00	\$24,028.96	\$1,683.04	93.45%
Function* 1122 - Special Education	\$765,296.00	\$0.00	\$488,326.27	\$276,969.73	63.81%
Function* 1125 - Compensatory Education	\$112,270.00	\$0.00	\$71,872.74	\$40,397.26	64.02%
Function* 1212 - Guidance Services	\$89,857.00	\$0.00	\$56,922.97	\$32,934.03	63.35%
Function* 1215 - Speech Pathology and Audiology Services	\$158,042.00	\$0.00	\$79,020.96	\$79,021.04	50.00%
Function* 1216 - Social Work Services	\$31,241.00	\$0.00	\$15,620.07	\$15,620.93	50.00%
Function* 1221 - Improvement of Instruction	\$241,120.00	\$0.00	\$188,247.18	\$52,872.82	78.07%
Function* 1222 - Educational Media Services	\$55,433.00	\$0.00	\$38,642.74	\$16,790.26	69.71%
Function* 1227 - Academic Student Assessment	\$500.00	\$0.00	\$73.00	\$427.00	14.60%
Function* 1231 - Board of Education	\$86,668.00	\$0.00	\$60,806.37	\$25,861.63	70.16%
Function* 1232 - Executive Administration	\$250,352.00	\$0.00	\$193,069.52	\$57,282.48	77.12%
Function* 1241 - Office of the Principal	\$276,552.00	\$0.00	\$202,533.73	\$74,018.27	73.24%
Function* 1242 - Junior High Sch Principal Admin	\$129,898.00	\$0.00	\$98,928.04	\$30,969.96	76.16%
Function* 1243 - Senior High Sch Principal Admin	\$134,973.00	\$0.00	\$101,953.88	\$33,019.12	75.54%
Function* 1249 - Other School Administration	\$2,300.00	\$0.00	\$64.86	\$2,235.14	2.82%
Function* 1252 - Fiscal Services	\$170,316.00	\$0.00	\$116,742.68	\$53,573.32	68.54%
Function* 1257 - Internal Services	\$678.00	\$0.00	\$454.16	\$223.84	66.99%
Function* 1259 - Other Business Services	\$46,080.00	\$0.00	\$22,782.50	\$23,297.50	49.44%
Function* 1261 - Operating Buildings Services	\$881,079.00	\$0.00	\$705,281.29	\$175,797.71	80.05%
Function* 1271 - Pupil Transportation Services	\$585,206.00	\$0.00	\$421,104.32	\$164,101.68	71.96%
Function* 1283 - Staff/Personnel Services	\$2,571.00	\$0.00	\$2,738.57	(\$167.57)	106.52%
Function* 1284 - Non-Instructional Technology Services	\$196,206.00	\$0.00	\$166,579.43	\$29,626.57	84.90%
Function* 1291 - Pupil Activities	\$33,733.00	\$0.00	\$23,343.92	\$10,389.08	69.20%
Function* 1293 - Athletic Activities	\$163,398.00	\$0.00	\$126,940.23	\$36,457.77	77.69%
Function* 1295 - Agency Activities	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Function* 1411 - Payments to Other Public Schools Within the State of Michigan	\$15,900.00	\$0.00	\$15,514.44	\$385.56	97.58%
	\$9,491,316.00	\$0.00	\$6,470,945.69	\$3,020,370.31	68.18%

School Days available	175
Complete to Date	146
% complete	83.43%

SARANAC COMMUNITY SCHOOLS  
GENERAL FUND TRIAL BALANCE  
APRIL 30, 2016

Cash Checking	\$2,413,195.82
Cash Savings	\$252,279.73
Cash Savings State Aid Note Set Aside YE	\$0.00
Cash Payroll Checking	\$1,336.69
Petty Cash Petty Cash	\$400.00
Petty Cash Cash on Hand	\$800.00
Accounts Receivable Default	\$0.00
Due From Other Funds Food Service	\$111.23
Due From Other Governmental Units Default	\$0.00
Inventory Supplies Default	\$75,928.69
TOTAL ASSETS	<u>\$2,744,052.16</u>

Accounts Payable Default	(\$734.52)
Accounts Payable Default Workers Comp	\$16,193.06
Accounts Payable Default Priority Health Employee Portion	\$880.42
Tax Anticipation Notes and Loans Payable Default	\$2,800,000.00
Due to Other Governmental Units Taxes Retirement	(\$221,904.84)
Payroll Related Accrual Liabilities MESSA Employee Portion	(\$426.24)
Payroll Related Accrual Liabilities Flex - TASC	\$146.69
Payroll Related Accrual Liabilities MESSA Taxes/Fees Employee Portio	\$291.47
Deferred Revenue Default	\$44,001.59
TOTAL LIABILITIES	<u>\$2,638,447.63</u>

Beginning Fund Balance	\$914,960.93
Fund Revenues	\$5,661,589.29
Fund Expenses	(\$6,470,945.69)
TOTAL FUND BALANCE	<u>\$105,604.53</u>

TOTAL LIABILITIES AND FUND BALANCE	<u>\$2,744,052.16</u>
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SARANAC COMMUNITY SCHOOLS  
FOOD SERVICE REVENUES AND EXPENDITURES  
AS OF APRIL 30, 2016

Function * Code	Amended Budget	Encumbrances	Actual	Budget - Actual	% Used/Rec'd
100 - Revenue from Local Sources Totals	\$109,549.00		\$89,394.72	\$20,154.28	81.60%
300 - Revenue from State Sources Totals	\$12,800.00		\$10,920.49	\$1,879.51	85.32%
400 - Revenues from Federal Sources Totals	\$180,743.00		\$159,496.49	\$21,246.51	88.24%
	<u>\$303,092.00</u>		<u>\$259,811.70</u>	<u>\$43,280.30</u>	<u>85.72%</u>
Expenditures all in Function 1297 Food Service	\$326,796.00	\$0.00	\$251,034.57	\$75,761.43	76.82%

SARANAC COMMUNITY SCHOOLS  
FOOD SERVICE TRIAL BALANCE  
AS OF APRIL 30, 2016

Cash Checking	\$16,421.88
Petty Cash Petty Cash	\$40.00
Due From Other Governmental Units Default	\$20,499.76
Inventory Supplies Default	\$5,720.80
TOTAL ASSETS	<u>\$42,682.44</u>
Deferred Revenue Default	\$8,749.66
TOTAL LIABILITIES	<u>\$8,749.66</u>
Beginning Fund Balance	\$25,155.65
Fund Revenues	\$259,811.70
Fund Expenses	<u>(\$251,034.57)</u>
TOTAL FUND BALANCE	<u>\$33,932.78</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$42,682.44</u>



TRUST FUND ACCOUNTS

**April 30, 2016**

Athletic Activities	43,468.93
Athletics-"Catching A Dream"	1,538.66
Auditorium	5.43
Band	2,508.16
Band Boosters	1,714.30
Compagner Memorial Fund	8,421.17
Elementary School Activities	24,920.87
E.S. Summer Enrichment Program	2,204.32
DI Funds	425.92
High School Activities	27,869.37
High School Spirit Store	356.47
Interest Earned	(688.34)
ICCF Grant	3,618.78
Jenkins Educational Fund	2,574.43
Middle School Activities	8,764.01
Red & White	2,683.71
Relay For Life	3,073.87
Revolving	3,526.20
Robotics	2,338.72
Saranac Education Foundation	94,892.11
Saranac One	1,965.30
Saranac Promise	14,384.80
Simons Memorial	4,880.27
Teachers Pop - Elementary School	1,344.55
Teachers Pop - High School	949.71
Teachers Pop-Middle School	820.71
Allen Scholarship	50.00
Brown Scholarship	10,082.79
Crowley Scholarship	500.00
Darby Scholarship	500.00
Draper Scholarship	0.00
Eddy Scholarship	264.44
Hammer Scholarship	45.01
Kramer Scholarship	0.00
Lake Scholarship	0.00
McGee Scholarship	88.01
Morris Scholarship	1,000.00
Raimer Scholarship	59.16
Sachen Scholarship	2,556.95
Sharritts Scholarship	(2,975.82)
Simpson Scholarship	1,100.00
Slocum Scholarship	0.00
Spens Scholarship	59.16

TRUST FUND ACCOUNTS

<b>Total</b>	271,892.13
Cash In Checking	243,328.73
Certificates of Deposit	28,563.40
<b>Total</b>	271,892.13

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approval of Action Items - Consent Agenda

- Bills Paid: \$674,122.14 from General Fund for April/May
- Accept Gifts totaling \$19,900.00
- Approve Retirement Resolutions
- ISD 2016-2017 Budget Resolution
- Teacher's Partial Leave of Absence
- Approve the 3<sup>rd</sup> Amendment of the 2015-16 Budget
- Approve Updated Policy 5502 – Reduction and Recall of Teachers

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 Community Schools**  
**Payment Batch Register**

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 04/20/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	04/20/2016	57720 Accounts Payable	M.E.S.S.A.		81,214.34
	Invoice	Date	Description		Amount
	2016-00000411	04/20/2016	Insurance Premium		81,214.34
Check	04/20/2016	57721 Accounts Payable	MHSAA		175.00
	Invoice	Date	Description		Amount
	MG31016	04/20/2016	MHSAA/CMAC Captains Clinic		175.00
GF CHECKING General Fund Checking Totals:			Transactions: 2		<u>\$81,389.34</u>
Checks:	2	\$81,389.34			

# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 04/20/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/22/2016	57722 Accounts Payable	Advanced Pension Solution Inc.		180.00
	Invoice	Date	Description		Amount
		2016-00000412	04/22/2016	ROTH IRA - ROTH IRA	180.00
Check	04/22/2016	57723 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2016-00000413	04/22/2016	AFLAC Pre-Tax - AFLAC Pre-Tax *	80.67
Check	04/22/2016	57724 Accounts Payable	HealthEquity, Inc.		150.00
	Invoice	Date	Description		Amount
		2016-00000414	04/22/2016	HSA - Health Savings Account *	150.00
Check	04/22/2016	57725 Accounts Payable	HORACE MANN		1,729.07
	Invoice	Date	Description		Amount
		2016-00000415	04/22/2016	H MANN - Horace Mann Insurance	1,729.07
Check	04/22/2016	57726 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2016-00000416	04/22/2016	FOC - Child Support FOC	201.61
Check	04/22/2016	57727 Accounts Payable	STATE OF MICHIGAN		5,119.95
	Invoice	Date	Description		Amount
		2016-00000417	04/22/2016	MI TAX - Michigan Withholding Tax	5,119.95
Check	04/22/2016	57728 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		56.11
	Invoice	Date	Description		Amount
		2016-00000418	04/22/2016	TRANS SELECT - Trans Select Life Ins *	56.11
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$7,517.41
Checks: 7			\$7,517.41		

User: Kristy Thomas

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# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 04/21/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	04/21/2016	57729 Accounts Payable	Young , Susann		7.79
	Invoice	Date	Description		Amount
	MG4816	04/13/2016	HS Teaching Sdupplies		7.79
Check	04/21/2016	57730 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		2,487.66
	Invoice	Date	Description		Amount
	175082	04/13/2016	Copier Charges		2,487.66
Check	04/21/2016	57731 Accounts Payable	AT&T		102.26
	Invoice	Date	Description		Amount
	MG41516	04/13/2016	Phone Cost		102.26
Check	04/21/2016	57732 Accounts Payable	Carolina Biological Supply Company		105.81
	Invoice	Date	Description		Amount
	49460949	04/13/2016	ES Teaching Supplies		105.81
Check	04/21/2016	57733 Accounts Payable	CATRELL, MIKE		32.84
	Invoice	Date	Description		Amount
	MG41416	04/13/2016	ES Teaching		32.84
Check	04/21/2016	57734 Accounts Payable	CRYSTAL FLASH ENERGY		3,206.02
	Invoice	Date	Description		Amount
	15690300	04/13/2016	Diesel Fuel		1,494.89
	9837001	04/13/2016	Diesel Fuel		331.52
	159041973	04/13/2016	Diesel Fuel		1,379.61
Check	04/21/2016	57735 Accounts Payable	Gallagher Uniform		123.94
	Invoice	Date	Description		Amount
	10469048	04/13/2016	Towels & Uniforms		59.37
	10469948	04/13/2016	Towels & Uniforms		64.57
Check	04/21/2016	57736 Accounts Payable	GARTER, STARR , DBA TECHPLEX		765.00
	Invoice	Date	Description		Amount
	3360	04/13/2016	USF Assistance Work		765.00

User: Chris Updyke

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# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 04/21/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	04/21/2016	57737 Accounts Payable	GORDON FOOD SERVICE		623.91
	Invoice	Date	Description		Amount
	169188252-2	04/13/2016	Graham Crackers		26.68
	169558192-2	04/13/2016	Community Dinner Supplies		176.68
	169626705	04/13/2016	Community Dinner Supplies		420.55
Check	04/21/2016	57738 Accounts Payable	Grand River Physical Therapy , Specialists, P.C.		160.00
	Invoice	Date	Description		Amount
	MG41416	04/13/2016	Athletic Trainer Services		160.00
Check	04/21/2016	57739 Accounts Payable	GREAT LAKES SYSTEMS, INC.		1,625.80
	Invoice	Date	Description		Amount
	23903	04/13/2016	HS Roof Repair- Labor & Materials		820.01
	23913	04/13/2016	HS Roof Repairs-Labor & Materials		805.79
Check	04/21/2016	57740 Accounts Payable	GTW		98.31
	Invoice	Date	Description		Amount
	97113	04/13/2016	Transportation Supplies		26.60
	97114	04/13/2016	Transportation Supplies		71.71
Check	04/21/2016	57741 Accounts Payable	HAMILTON, CONNIE		79.63
	Invoice	Date	Description		Amount
	MG41116	04/13/2016	Title 1 Teaching Supplies		79.63
Check	04/21/2016	57742 Accounts Payable	Hi-Tech Building Services		4,859.21
	Invoice	Date	Description		Amount
	01551	04/13/2016	Custodial Hours-March		4,859.21
Check	04/21/2016	57743 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		280.25
	Invoice	Date	Description		Amount
	2016-08	04/13/2016	MASB Workshop/Tech Equipment		280.25
Check	04/21/2016	57744 Accounts Payable	LANSING SANITARY SUPPLY, INC.		165.94
	Invoice	Date	Description		Amount
	878950	04/13/2016	Custodial Supplies		165.94
Check	04/21/2016	57745 Accounts Payable	LEADER, JOSHUA		160.00

User: Chris Updyke

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# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 04/21/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	Invoice		Date	Description	Amount
	MG41216		04/13/2016	Cell Phone Reimb.	160.00
	04/21/2016	57746 Accounts Payable	MACUL		195.00
Check	Invoice		Date	Description	Amount
	CS3568		04/13/2016	Conference-Stacy Sanders	195.00
	04/21/2016	57747 Accounts Payable	METS		4,262.55
Check	Invoice		Date	Description	Amount
	10497		04/13/2016	Salaries & Fees	4,262.55
	04/21/2016	57748 Accounts Payable	MHSAA/CAP		60.00
Check	Invoice		Date	Description	Amount
	MG41916		04/21/2016	Coaches Training	60.00
	04/21/2016	57749 Accounts Payable	MobyMax		99.00
Check	Invoice		Date	Description	Amount
	64005		04/13/2016	MobyMax Software	99.00
	04/21/2016	57750 Accounts Payable	NAPA AUTO & TRUCK PARTS		752.97
Check	Invoice		Date	Description	Amount
	766170		04/13/2016	Parts-Truck	163.13
	766256		04/13/2016	Tools	69.99
	766522		04/13/2016	Parts	112.88
	766544		04/13/2016	Part	9.05
	767125		04/13/2016	Parts	187.18
	767139		04/13/2016	Core Deposit	(18.00)
	767148		04/13/2016	Transportation Supplies	13.99
	767198		04/13/2016	Transportation Supplies	85.96
	767369		04/13/2016	Transportation Supplies	128.79
	04/21/2016	57751 Accounts Payable	OTTAWA AREA ISD		16,697.00
	Invoice		Date	Description	Amount
	10961		04/13/2016	MVU Spring Consortium Purchase	16,697.00
Check	04/21/2016	57752 Accounts Payable	PCMI		4,562.23
Invoice		Date	Description	Amount	

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**Saranac Community Schools**  
**Payment Batch Register**

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 04/21/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	43454	04/13/2016	Sub Salaries & Fees		4,047.60
	43564	04/13/2016	Salaries & Fees		514.63
Check	04/21/2016	57753 Accounts Payable	RENAISSANCE LEARNING, INC.		51.00
	Invoice	Date	Description		Amount
	INV4228484	04/13/2016	MS AR Add Ons		51.00
Check	04/21/2016	57754 Accounts Payable	REYNOLDS & SONS, INC		178.01
	Invoice	Date	Description		Amount
	097401	04/13/2016	Athletic Supplies		68.66
	097424	04/13/2016	Athletic Supplies		109.35
Check	04/21/2016	57755 Accounts Payable	RICHTER, ROBERT		22.78
	Invoice	Date	Description		Amount
	MG41316	04/13/2016	Transportation Supplies		22.78
Check	04/21/2016	57756 Accounts Payable	SMITH, GREG		40.00
	Invoice	Date	Description		Amount
	MG41516	04/13/2016	Cell Phone		40.00
Check	04/21/2016	57757 Accounts Payable	STATE WIRE & TERMINAL INC.		192.53
	Invoice	Date	Description		Amount
	294798	04/13/2016	Transportation Supplies		192.53
Check	04/21/2016	57758 Accounts Payable	SUNRISE SUPPLIES, INC.		776.09
	Invoice	Date	Description		Amount
	1975	04/13/2016	Maint. Supplies		302.28
	18014	04/13/2016	Maint. Supplies		100.41
	18015	04/13/2016	Maint. Supplies		373.40
Check	04/21/2016	57759 Accounts Payable	THRUN LAW FIRM, P.C.		3,902.46
	Invoice	Date	Description		Amount
	230863	04/13/2016	Legal Services		3,902.46
Check	04/21/2016	57760 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		8.95
	Invoice	Date	Description		Amount
	452027	04/13/2016	Transportation Supplies		8.95

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**Saranac Community Schools**  
**Payment Batch Register**

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 04/21/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	04/21/2016	57761 Accounts Payable	TROPHY CENTRAL, INC.		47.06
	Invoice	Date	Description		Amount
		135725	04/13/2016	Service Award Pins	47.06
Check	04/21/2016	57762 Accounts Payable	TRUSWELL, JUNE		12.53
	Invoice	Date	Description		Amount
		MG41416	04/13/2016	ES Teaching Supplies	12.53
Check	04/21/2016	57763 Accounts Payable	VANPOLEN, BARB		9.80
	Invoice	Date	Description		Amount
		MG4116	04/13/2016	ES Teaching Supplies	9.80
Check	04/21/2016	57764 Accounts Payable	Video-Tech-Tronics, Inc		795.20
	Invoice	Date	Description		Amount
		150224	04/13/2016	Maint. Supplies	795.20
Check	04/21/2016	57765 Accounts Payable	WINZER CORPORATION		80.97
	Invoice	Date	Description		Amount
		5558285	04/13/2016	Transportation Supplies	80.97
GF CHECKING General Fund Checking Totals:			Transactions: 37		\$47,630.50
Checks:		37	\$47,630.50		

# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 04/29/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	04/29/2016	57766 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		628.20
	Invoice	Date	Description		Amount
	175264	04/22/2016	Color Printer-ES		99.00
	175719	04/22/2016	B/W & Color Printers		101.76
	175722	04/22/2016	Printers		427.44
Check	04/29/2016	57767 Accounts Payable	Encore Technology Group, LLC		1,846.23
	Invoice	Date	Description		Amount
	123844	04/22/2016	District Phone Cost		1,846.23
Check	04/29/2016	57768 Accounts Payable	Gallagher Uniform		122.45
	Invoice	Date	Description		Amount
	10470874	04/22/2016	Uniforms & Towels		57.88
	10468137	04/22/2016	Towels & Uniforms		64.57
Check	04/29/2016	57769 Accounts Payable	GALLAGHER, SARAH		199.34
	Invoice	Date	Description		Amount
	MG42016	04/22/2016	Title I Teaching Supplies		199.34
Check	04/29/2016	57770 Accounts Payable	GEIGER, MAURY		59.38
	Invoice	Date	Description		Amount
	MG42116	04/22/2016	Meals-Conference		59.38
Check	04/29/2016	57771 Accounts Payable	GREAT LAKES SYSTEMS, INC.		1,055.91
	Invoice	Date	Description		Amount
	23983	04/22/2016	Roof Repairs-ES		361.86
	23986	04/22/2016	Roof Repairs-HS		694.05
Check	04/29/2016	57772 Accounts Payable	Holtforth , Sydney		75.00
	Invoice	Date	Description		Amount
	MG42516	04/22/2016	Refund Pay To Participate		75.00
Check	04/29/2016	57773 Accounts Payable	HOOPLE, BECKY		50.27
	Invoice	Date	Description		Amount

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# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 04/29/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	MG42916	04/22/2016	Mileage-Home Visits		50.27
Check	04/29/2016	57774 Accounts Payable	JONES SCHOOL SUPPLY CO., INC.		156.42
	Invoice	Date	Description		Amount
	1376459	04/22/2016	Award Pins		156.42
Check	04/29/2016	57775 Accounts Payable	KENT I.S.D. , ACCOUNTS RECEIVABLE		40.00
	Invoice	Date	Description		Amount
	17348	04/22/2016	Conference-Cathy Cooper		40.00
Check	04/29/2016	57776 Accounts Payable	LANSING SANITARY SUPPLY, INC.		340.92
	Invoice	Date	Description		Amount
	881804	04/22/2016	Custodial Supplies		340.92
Check	04/29/2016	57777 Accounts Payable	Markit Products		832.00
	Invoice	Date	Description		Amount
	162637	04/22/2016	Track Singlets		832.00
Check	04/29/2016	57778 Accounts Payable	Music Is Elementary		351.84
	Invoice	Date	Description		Amount
	237288	04/22/2016	ES Teaching Supplies		351.84
Check	04/29/2016	57779 Accounts Payable	NAPA AUTO & TRUCK PARTS		186.36
	Invoice	Date	Description		Amount
	767717	04/22/2016	Parts		46.74
	768084	04/22/2016	Parts		104.89
	768101	04/22/2016	Parts		34.73
Check	04/29/2016	57780 Accounts Payable	O'Mara Plumbing, Heating & Cooling		864.00
	Invoice	Date	Description		Amount
	72815	04/22/2016	BG Furnace Repair		864.00
Check	04/29/2016	57781 Accounts Payable	Plummers Waste Group		1,400.00
	Invoice	Date	Description		Amount
	S10018	04/22/2016	Sewer Backup Repairs-ES		1,400.00
Check	04/29/2016	57782 Accounts Payable	SCHOOL SPECIALTY INC.		65.62

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**Saranac Community Schools**  
**Payment Batch Register**

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 04/29/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice	Date	Description		Amount
	308102443471	04/22/2016	ES ECC Teaching Supplies & Office Supplies		55.24
	208116159738	04/22/2016	HS Office Supplies		69.00
	80545968	04/22/2016	HS Office Supplies		(58.62)
Check	04/29/2016	57783 Accounts Payable	SPEEDWAY LLC		304.65
	Invoice	Date	Description		Amount
	MG42516	04/22/2016	Gas District Vehicles		304.65
Check	04/29/2016	57784 Accounts Payable	SUNRISE SUPPLIES, INC.		255.13
	Invoice	Date	Description		Amount
	18041	04/22/2016	Maint. Supplies		74.07
	18057	04/22/2016	Maint. Supplies		80.00
	18058	04/22/2016	Maint. Supplies		83.06
	17842	04/22/2016	Maint. Supplies		18.00
Check	04/29/2016	57785 Accounts Payable	TASC-CLIENT INVOICES		218.00
	Invoice	Date	Description		Amount
	IN775202	04/22/2016	Admin & Claim Card Fees		218.00
Check	04/29/2016	57786 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		251.00
	Invoice	Date	Description		Amount
	453147	04/22/2016	Parts		251.00
Check	04/29/2016	57787 Accounts Payable	WESTERN TEL-COM, INC.		400.00
	Invoice	Date	Description		Amount
	027928	04/22/2016	Cable Protection Screening Fee 1st Quarter		400.00
Check	04/29/2016	57788 Accounts Payable	WINZER CORPORATION		165.30
	Invoice	Date	Description		Amount
	5572347	04/22/2016	Maint. Supplies		165.30
GF CHECKING General Fund Checking Totals:			Transactions: 23		\$9,868.02
Checks:		23	\$9,868.02		

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 05/04/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/06/2016	57789 Accounts Payable	Advanced Pension Solution Inc.		180.00
	Invoice	Date	Description		Amount
		2016-00000433	05/06/2016	ROTH IRA - ROTH IRA	180.00
Check	05/06/2016	57790 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2016-00000434	05/06/2016	AFLAC Pre-Tax - AFLAC Pre-Tax *	80.67
Check	05/06/2016	57791 Accounts Payable	HealthEquity, Inc.		150.00
	Invoice	Date	Description		Amount
		2016-00000435	05/06/2016	HSA - Health Savings Account *	150.00
Check	05/06/2016	57792 Accounts Payable	HORACE MANN		1,733.74
	Invoice	Date	Description		Amount
		2016-00000436	05/06/2016	H MANN - Horace Mann Insurance	1,733.74
Check	05/06/2016	57793 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2016-00000437	05/06/2016	FOC - Child Support FOC	201.61
Check	05/06/2016	57794 Accounts Payable	STATE OF MICHIGAN		5,631.05
	Invoice	Date	Description		Amount
		2016-00000438	05/06/2016	MI TAX - Michigan Withholding Tax	5,631.05
GF CHECKING General Fund Checking Totals:				Transactions: 6	<u>\$7,977.07</u>
Checks:		6	\$7,977.07		

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**Saranac Community Schools**  
**Payment Batch Register**

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 05/10/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	05/10/2016	57795 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		120.38
	Invoice	Date	Description		Amount
	175889	05/03/2016	Staples- HS Copier Machine		120.38
Check	05/10/2016	57796 Accounts Payable	BERGY, THERESE		93.83
	Invoice	Date	Description		Amount
	MG42816	05/03/2016	Homeless Liaison Meeting Mileage		35.53
	MG5216	05/03/2016	Postage		58.30
Check	05/10/2016	57797 Accounts Payable	BRUNETTE, TERI		18.78
	Invoice	Date	Description		Amount
	MG5216	05/03/2016	ES Teaching Supplies		18.78
Check	05/10/2016	57798 Accounts Payable	CONSUMERS ENERGY		20,246.25
	Invoice	Date	Description		Amount
	MG5316	05/03/2016	Electric & Natural Gas		20,246.25
Check	05/10/2016	57799 Accounts Payable	CRYSTAL FLASH ENERGY		1,510.91
	Invoice	Date	Description		Amount
	158926738	05/03/2016	Diesel Fuel		1,510.91
Check	05/10/2016	57800 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		187.74
	Invoice	Date	Description		Amount
	A993124	05/03/2016	Quarterly Monitoring-ES		187.74
Check	05/10/2016	57801 Accounts Payable	Gallagher Uniform		63.08
	Invoice	Date	Description		Amount
	10471779	05/03/2016	Towels & Uniforms		63.08
Check	05/10/2016	57802 Accounts Payable	GORDON FOOD SERVICE		85.52
	Invoice	Date	Description		Amount
	169774646/2	05/03/2016	Graham Crackers		26.68
	169927986/2	05/03/2016	Apples-Teacher Appreciation		58.84
Check	05/10/2016	57803 Accounts Payable	GRAND LEDGE ATHLETICS		180.00

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# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/10/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
					Amount
Check	Invoice		Date	Description	Amount
	MG5516		05/09/2016	Greater Lansing Invite 10/17/15	180.00
Check	05/10/2016		57804 Accounts Payable	Grand River Physical Therapy , Specialists, P.C.	260.00
	Invoice		Date	Description	Amount
Check	MG42916		05/03/2016	PT Training	260.00
	05/10/2016		57805 Accounts Payable	Hi-Tech Building Services	4,431.13
Check	Invoice		Date	Description	Amount
	011743		05/03/2016	April Custodian Cost	4,431.13
Check	05/10/2016		57806 Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE	144.54
	Invoice		Date	Description	Amount
Check	13311		05/03/2016	Community Dinner Ads	144.54
	05/10/2016		57807 Accounts Payable	JORGENSEN, MAUREEN	43.02
Check	Invoice		Date	Description	Amount
	MG42816		05/03/2016	ES Teaching Supplies	43.02
Check	05/10/2016		57808 Accounts Payable	JOSTENS	945.72
	Invoice		Date	Description	Amount
Check	18701677		05/03/2016	Grad Supplies	669.58
	18701915		05/03/2016	Grad. Supplies	276.14
Check	05/10/2016		57809 Accounts Payable	LAKESHORE LEARNING MATERIALS	55.11
	Invoice		Date	Description	Amount
Check	2095450416		05/03/2016	ES Teaching Supplies	55.11
	05/10/2016		57810 Accounts Payable	LANSING SANITARY SUPPLY, INC.	171.18
Check	Invoice		Date	Description	Amount
	881804-1		05/03/2016	Custodial Supplies	171.18
Check	05/10/2016		57811 Accounts Payable	MEEKHOF TIRE SALES & SERVICE	218.00
	Invoice		Date	Description	Amount
Check	391115-08		05/03/2016	Turf Tires	218.00
	05/10/2016		57812 Accounts Payable	METS	6,407.18

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# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 05/10/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
					Amount
Check	Invoice		Date	Description	Amount
	10555		05/03/2016	Transportation Salaries & Fees	6,407.18
Check	05/10/2016		57813 Accounts Payable	Michigan Dyslexia Institute	1,700.00
	Invoice		Date	Description	Amount
Check	MG5516		05/06/2016	Orton Gillingham Training-Melissa Price	1,700.00
	05/10/2016		57814 Accounts Payable	NAPA AUTO & TRUCK PARTS	50.08
Check	Invoice		Date	Description	Amount
	768493		05/03/2016	Transportation Supplies	50.08
Check	05/10/2016		57815 Accounts Payable	Neola, Inc.	1,900.00
	Invoice		Date	Description	Amount
Check	60865		05/03/2016	Bylaws & Policies	1,900.00
	05/10/2016		57816 Accounts Payable	O'Mara Plumbing, Heating & Cooling	910.00
Check	Invoice		Date	Description	Amount
	72863		05/03/2016	Elementary Sewer Problems	910.00
Check	05/10/2016		57817 Accounts Payable	PCMI	8,212.86
	Invoice		Date	Description	Amount
Check	43722		05/03/2016	Salaries & Fees	7,281.35
	43835		05/03/2016	Salaries & Fees	931.51
Check	05/10/2016		57818 Accounts Payable	SCHOLASTIC BOOK FAIRS , SCHOOL RESOURCE CATA	28.97
	Invoice		Date	Description	Amount
Check	3524839		05/03/2016	Es Teaching Supplies	28.97
	05/10/2016		57819 Accounts Payable	SMITH, CARRIE	54.95
Check	Invoice		Date	Description	Amount
	MG5216		05/03/2016	ES Teaching Supplies	54.95
Check	05/10/2016		57820 Accounts Payable	SUNRISE SUPPLIES, INC.	246.64
	Invoice		Date	Description	Amount
	18099		05/03/2016	C Battery	20.64
	18139		05/03/2016	Maint. Supplies	226.00

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# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 05/10/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	05/10/2016	57821 Accounts Payable	THRUN LAW FIRM, P.C.		8,324.68
	Invoice	Date	Description		Amount
	231405	05/03/2016	Legal Services		3,253.96
	231504	05/03/2016	Legal Services		519.22
	231406	05/03/2016	Legal Services		4,551.50
Check	05/10/2016	57822 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		25.84
	Invoice	Date	Description		Amount
	453494	05/03/2016	Parts		25.84
Check	05/10/2016	57823 Accounts Payable	U. S. POSTMASTER		376.00
	Invoice	Date	Description		Amount
	TB42816	05/03/2016	Stamps		376.00
Check	05/10/2016	57824 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,411.29
	Invoice	Date	Description		Amount
	768299023335	05/03/2016	Es Trash Removal		448.95
	768298923337	05/03/2016	MS Canister Removal		369.08
	768298823339	05/03/2016	HS Trash Removal		482.23
	768299123333	05/03/2016	BG Trash Removal		111.03
Check	05/10/2016	57825 Accounts Payable	WEBB, CAROL		27.10
	Invoice	Date	Description		Amount
	MG5216	05/03/2016	ES Teaching Supplies		27.10
Check	05/10/2016	57826 Accounts Payable	WESTERN MICHIGAN INTERNATIONAL		75.81
	Invoice	Date	Description		Amount
	R101003933:01	04/13/2016	Bus Repair-962		400.57
	X101024971:01	04/13/2016	Parts		120.03
	X101032045:01	04/13/2016	Parts		61.51
	X101032336:01	04/13/2016	Pparts		(182.37)
	X101034335:01	04/13/2016	Parts		14.72
	X101032826:01	04/13/2016	Parts		(1,200.00)
	X101035781:01	05/03/2016	Parts		644.22
	X101035693:01	05/03/2016	Parts		(167.56)
	X101035450:01	05/03/2016	Parts		71.43

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Saranac Community Schools  
**Payment Batch Register**

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 05/10/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		X101035197:01	05/03/2016	Parts	313.26
Check	05/10/2016	57827 Accounts Payable	WINZER CORPORATION		77.56
		Invoice	Date	Description	Amount
		5582533	05/03/2016	Maint. Supplies	77.56
GF CHECKING General Fund Checking Totals:				Transactions: 33	\$58,604.15
	Checks:	33	\$58,604.15		



**Saranac Community Schools**  
**Payment Batch Register**

Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 05/11/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	05/11/2016	57828 Accounts Payable	SARANAC COMMUNITY SCHOOLS		82.15
	Invoice	Date	Description		Amount
	CU51116	05/11/2016	Petty Cash Reimb.		82.15
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$82.15</u>
Checks:	1		\$82.15		

# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 05/11/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: GF CHECKING - General Fund Checking</b>					
Check	05/11/2016	57829 Accounts Payable	M.A.S.A.		1,300.00
	Invoice	Date	Description		Amount
	MG51116	05/11/2016	Conference-Maury Geiger/Joshua Leader/Jason Smith/Connie Hamilto		1,300.00
Check	05/11/2016	57830 Accounts Payable	U. S. POSTMASTER		68.00
	Invoice	Date	Description		Amount
	MG51116	05/11/2016	Post Card Stamps		68.00
GF CHECKING General Fund Checking Totals:			Transactions: 2		<u>\$1,368.00</u>
Checks:	2	\$1,368.00			

# Payment Register

From Payment Date: 4/18/2016 - To Payment Date: 5/13/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
<b>EFT</b>									
202	04/22/2016	Reconciled		04/30/2016	Accounts Payable	TASC-CLIENT INVOICES	\$1,884.89	\$1,884.89	\$0.00
203	04/22/2016	Reconciled		04/30/2016	Accounts Payable	INDEPENDENT BANK	\$139,894.21	\$139,894.21	\$0.00
204	05/01/2016	Open			Accounts Payable	Priority Health	\$9,078.77		
205	05/02/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$51,425.80		
206	05/02/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$45,598.46		
207	05/06/2016	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,884.89		
208	05/06/2016	Open			Accounts Payable	INDEPENDENT BANK	\$154,196.03		
209	05/12/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$55,722.45		
Type EFT Totals:							\$459,685.50	\$141,779.10	\$0.00
GF CHECKING - General Fund Checking Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$317,906.40	\$0.00
	Reconciled	2	\$141,779.10	\$141,779.10
	Voided	0	\$0.00	\$0.00
	Total	8	\$459,685.50	\$141,779.10

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$317,906.40	\$0.00
	Reconciled	2	\$141,779.10	\$141,779.10
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$459,685.50	\$141,779.10

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$317,906.40	\$0.00
	Reconciled	2	\$141,779.10	\$141,779.10
	Voided	0	\$0.00	\$0.00
	Total	8	\$459,685.50	\$141,779.10

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	6	\$317,906.40	\$0.00
	Reconciled	2	\$141,779.10	\$141,779.10
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$459,685.50	\$141,779.10

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Gifts

POLICY: 9350 Public Gifts and Bequests

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

- Community Relations

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

The Saranac Promise	Donation	\$ 100.00
Relay for Life	Donation	\$ 250.00
Community Appreciation Dinner	Donation - Product	\$ -
Steven Brown Scholarship Fund	Donation	\$ 10,000.00
The Saranac Promise	Donation	\$ 1,000.00
The Saranac Promise	Donation	\$ 1,000.00
The Saranac Promise	Donation	\$ 50.00
The Saranac Promise	Donation	\$ 1,000.00
The Saranac Promise	Donation	\$ 1,000.00
The Saranac Promise	Donation	\$ 500.00
The Saranac Promise	Donation	\$ 5,000.00
Total This Month		<b>\$ 19,900.00</b>
Total Gifts for 2015-2016 Including This Month		\$ 171,264.75

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Retirement Resolutions

We have six retirements this year. To honor them we will be preparing retirement resolutions to honor all of them. The resolutions for Carol Webb, June Truswell, Lori Visser, Terrie Abel, Kris Norris and Gary Golombisky will be shared at the meeting.

Jason P. Mellema  
Superintendent

Christopher J. Carnes  
Director of Fiscal Services

James L. Löser  
Assistant Superintendent  
Special Education

April 20, 2016

TO: Ionia Intermediate Superintendents

FROM: Jason Mellema, Superintendent

RE: Ionia ISD 2016-17 Budget Projections - General Fund

**Process:**

Please find enclosed the Ionia ISD general fund budget for 2016-17. Section 624 of the Revised School Code, as amended, requires the Intermediate School Board to submit its proposed budget no later than May 1 of each year to the board of each constituent district for review.

No later than June 1 of each year the board of each constituent district shall review the proposed intermediate school district budget and shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget. If disapproving the budget, the constituent district board shall submit any specific objections and proposed changes it may have.

A resolution for support and one for disapproval of the Ionia ISD general fund budget is enclosed to assist in that process. Please have your Board Secretary confirm the support or disapproval and return the signed resolution to Catherine Wilson ([cwilson@ioniaisd.org](mailto:cwilson@ioniaisd.org)) by June 1, 2016.

The following information has been provided to assist in reviewing the general fund budget.

**General Fund Overview:**

As the name would indicate, the general fund houses many of the “general operations” of the ISD. This includes many of the general education services, such as curriculum and professional development services, and early childhood services like the Great Start Readiness Program and Great Start Collaborative. The general fund also houses other general operations such as executive administration, business and human resources services and IT services.

At \$3.6 million the general fund represents approximately 15% of the total ISD budget of \$25.3 million. The largest source of discretionary funding for the general fund is Section 81 state aid funding, which is similar to the foundation allowance for local districts. Section 81 funding totals nearly \$470,000 or 14.5% of general education revenue. The next largest source of discretionary funding is property tax revenue at \$221,070 or 6.8% of revenue. The largest overall source of funding is the Great Start Readiness Program at \$1.23 million or 38% of total revenue, which is restricted for GSRP programming.

**Assumptions:**

As with any budget a number of assumptions are used to build it. Below are the key assumptions that were used to build the general fund budget:

Property tax collections	1% increase
Section 81 funding	1.6% increase (same as foundation allowance)
Wages	Net increase of 1%
Medical insurance	2.5% increase (same as CPI)
MPERS retirement	Ranges from 20.96% to 24.94% Plus UAAL rate of 11.70%
Tax tribunals	No increase

A three year trend analysis showing 2014-15 actual, 2015-16 amended (January 16') and 2016-17 proposed is also included. Please take the time to review our budget. If there are any questions I can answer or additional information you would like on our budget please let me know, I would be happy to discuss at any time.

**Three Year Trend Analysis**  
**GENERAL FUND**

Year ending:	2015	2016	2017	% chg
	Actual	Amended	Original	
<b>Revenue:</b>				
Local sources	402,138	365,541	371,151	1.53%
Non-educational sources	96,515	76,044	76,044	0.00%
State sources	1,849,455	2,189,478	2,129,936	-2.72%
Federal sources	160,478	64,842	64,842	0.00%
Interdistrict sources	871,217	547,198	587,198	7.31%
<b>Total revenues</b>	<b>3,379,803</b>	<b>3,243,103</b>	<b>3,229,171</b>	<b>-0.43%</b>
<b>Expenditures:</b>				
Instruction:				
Basic programs	830,971	770,831	783,562	1.65%
Added needs	56,787	58,217	59,035	1.41%
Supporting services:				
Pupil services	295,600	156,239	154,958	-0.82%
Instructional staff	765,569	576,623	560,256	-2.84%
General administration	228,068	286,250	278,145	-2.83%
School administration	-	-	-	0.00%
Business services	666,837	615,480	619,718	0.69%
Operation and maintenance	97,782	99,679	103,949	4.28%
Transportation services	55,890	69,918	70,037	0.17%
Central services	454,100	523,608	529,794	1.18%
Food	-	-	-	
Community services	263,674	241,348	241,348	0.00%
Intergovernmental payments	268,410	233,360	233,360	0.00%
Capital outlay	39,628	-	-	
Debt service				
Principal	52,960	-	-	
<b>Total expenditures</b>	<b>4,076,276</b>	<b>3,631,553</b>	<b>3,634,162</b>	<b>0.07%</b>
<b>Revenue over (under) expenditures</b>	<b>(696,473)</b>	<b>(388,450)</b>	<b>(404,991)</b>	<b>4.26%</b>
<b>Other financing sources (uses)</b>				
Transfer in	701,484	470,500	470,500	0.00%
Transfer out	(57,125)	(56,718)	(57,050)	0.59%
<b>Total other financing uses</b>	<b>644,359</b>	<b>413,782</b>	<b>413,450</b>	<b>-0.08%</b>
<b>Net change in fund balances</b>	<b>(52,114)</b>	<b>25,332</b>	<b>8,459</b>	<b>-66.61%</b>
<b>Beginning Year Fund Balance</b>	<b>248,375</b>	<b>196,261</b>	<b>221,593</b>	
<b>Ending Year Fund Balance</b>	<b>196,261</b>	<b>221,593</b>	<b>230,052</b>	
	<b>4.81%</b>	<b>6.10%</b>	<b>6.33%</b>	



**ISD BUDGET RESOLUTION**

\_\_\_\_\_, Michigan (the "District")

A \_\_\_\_\_ meeting of the board of education of the District was held in the \_\_\_\_\_ in the District, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_ o'clock in the \_\_\_\_\_.

The meeting was called to order by \_\_\_\_\_, President.

Present:     Members

Absent:     Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1.     Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2.     Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1.     The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.

Page Two

2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2016.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

---

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2016, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

---

Secretary, Board of Education

kd

**ISD BUDGET RESOLUTION**

\_\_\_\_\_, Michigan (the "District")

A \_\_\_\_\_ meeting of the board of education of the District was held in the \_\_\_\_\_ in the District, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_ o'clock in the \_\_\_\_\_.

The meeting was called to order by \_\_\_\_\_, President.

Present:      Members

Absent:        Members

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

**WHEREAS:**

1.      Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2.      Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

**NOW, THEREFORE BE IT RESOLVED THAT:**

1.      The board of education has reviewed the proposed intermediate school district budget and has determined that it disapproves of certain portions of the proposed intermediate school district budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.

2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

---

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of \_\_\_\_\_, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a \_\_\_\_\_ meeting held on \_\_\_\_\_, 2016, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

---

Secretary, Board of Education

kd

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Teachers Partial Leave of Absence

Per the SEA collective Bargaining Agreement any tenured bargaining unit member (teacher) who was at one time a full-time employee and is currently less than full-time is considered to be on a partial leave of absence. An employee on a partial leave of absence is entitled to return to a comparable position for which he/she is certified and qualified, even if such a return necessitates displacement of a bargaining unit member. Those employees on a partial leave of absence must notify the Board of Education in writing by April 15<sup>th</sup> if they wish to return to full time employment for the following year or request a continued partial leave of absence.

We have notified both teachers and have received their responses, Tina Catrell & Tara Rasmus for the 2016-2017 school year. This request can be handled in one of two ways.

1. Agree to the request as submitted. This will allow the teacher to continue to work half time but have the right to request to return to full time at the end of the year.
2. Deny the request. This will require the teacher to either return to full time employment next year or resign half of their position and become a half time teacher. This would only entitle them to half time employment in future years.

April 15, 2016

Dear Superintendent Maury Geiger and Board of Education Members,

I am requesting to continue my half-time leave of absence for next year. My family is very important to me and I would like the opportunity to be able to work part-time and raise my young children at home as well. I hope the Board will grant my half-time leave as you have done in previous years. The Board has always been supportive of teachers' decisions to be part-time and for that I am truly gracious.

Sincerely,

A handwritten signature in cursive script that reads "Tina Catrell". The signature is written in dark ink and is positioned above the printed name.

Tina Catrell

April 15, 2016

Saranac Board of Education:

I'm writing this letter to inform you of my decision for my full time status next year. I had originally planned to come back full time next year, as my kids continue to get closer to college and I get closer to saving for my retirement. However, on Monday, I posed a question to Mr. Smith; "if I come back full time next year, will it cause someone else to lose their job." Mr. Smith, went back to the administration team and shared with me on Thursday, that it could cause someone else to lose their job. So, at this point in time I will continue with my part time leave.

However, with talking with Mr. Smith yesterday, I also asked him if something were to change and a position opened up could I be considered for that position. He informed me that I could. So, knowing that if a position were to come available I have the option to apply, I will stay part time and wait to see if something opens up for the next school year.

I appreciate the years that I have been allowed to stay home part time with my children. I truly have the best of both worlds.

Sincerely,

Tara Rasmus

# Saranac Community Schools

General Fund Budget		06/19/14	11/20/14	02/19/15	06/18/15	06/18/15	01/07/16	03/17/16	for 05/19/16	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 2015-2016	1st Amended Budget 2015-2016	2nd Amended Budget 2015-2016	3rd Proposed Amended Budget 2015-2016	2015-16
100	Local Revenue	873,821	943,002	969,829	934,828	866,918	818,152	904,167	912,667	8,500
300	State Revenue	7,354,647	7,671,323	7,653,321	7,610,059	7,134,237	7,598,422	7,555,606	7,531,700	(23,906)
400	Federal Revenue	217,144	216,080	221,671	193,222	220,354	181,582	175,849	207,432	31,583
500	Incoming Trans & Other	259,814	259,814	259,814	211,261	211,261	211,261	258,861	258,861	-
	<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>8,809,417</b>	<b>8,894,483</b>	<b>8,910,660</b>	<b>16,177</b>
1110	Basic Programs	4,754,984	4,821,648	4,793,510	4,770,914	5,151,566	5,119,205	5,027,810	5,057,647	29,837
1120	Added Needs	901,580	826,411	831,964	861,528	832,876	851,033	915,025	877,566	(37,459)
1210	Pupil Support Services	317,846	318,481	318,481	287,212	282,152	288,093	273,527	279,140	5,613
1220	Inst Staff Support Services	111,415	119,279	120,405	117,935	130,905	233,440	249,738	297,053	47,315
1230	General Administration	291,751	309,044	308,912	286,196	305,727	291,828	328,470	337,020	8,550
1240	School Administration	706,396	697,742	716,132	787,321	718,701	499,779	543,529	543,723	194
1250	Basic Support Service	246,973	218,525	220,180	184,128	207,313	199,128	217,074	217,074	-
1260	Operations & Maintenance	765,554	741,493	747,771	756,403	750,063	857,346	876,142	881,079	4,937
1270	Transportation	542,197	541,301	574,324	607,309	575,667	607,009	551,922	585,206	33,284
1280	Support Services	197,325	204,922	205,573	232,924	206,099	215,896	196,977	198,777	1,800
1290	Other Support Service	161,266	162,163	162,163	158,570	161,891	171,374	198,961	201,131	2,170
1130/1390	Continuing Ed	34,535	34,535	34,535	17,594	691	691	-	-	-
1410	Transfers to Govt Units - Voc. Ed. Ag.	31,500	31,500	31,500	26,767	23,900	23,900	15,900	15,900	-
1450	Facilities Acquisition, Construction and Improvements	-	87,000	88,449	89,005	-	-	-	-	-
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>9,358,722</b>	<b>9,395,075</b>	<b>9,491,316</b>	<b>96,241</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>	<b>(549,305)</b>	<b>(500,592)</b>	<b>(580,656)</b>	
Fund Balance Forward	1,044,109	1,239,811	1,239,811	1,239,811	1,005,375	914,963	914,963	914,963	
Audited Total Fund Balance	1,239,811				914,963				
Estimated Total Fund Balance	686,213	1,215,986	1,190,547	1,005,375	80,594	365,658	414,371	334,307	
<b>Total Fund Balance as a % of Expenditures</b>	<b>7.6%</b>	<b>13.3%</b>	<b>13.0%</b>	<b>10.9%</b>	<b>0.9%</b>	<b>3.9%</b>	<b>4.4%</b>	<b>3.5%</b>	



Local Revenues	
8,500	E-Rating BEAR payments projected to be received w/in 60 days of year end
State Revenues	
-23,906	
	-23,945 more Section 25e student count reductions
	131 31A At Risk - offsetting expenditures below
	-11 State Aid one time funding for 102d Financial Analytic Tools - Munetrix updated by April State Aid
	-81 our share of this year's Headlee Obligation Data Collection adjusted as per April State Aid
Federal Revenues	
31,583	
	-1,472 Title I A Project changes - offsetting expenditures below
	33,055 Title II A Project changes - offsetting expenditures below
<hr/>	
1110 Basic Instruction	
29,837	
	6,897 Dual Enrollment tuition cost increase, Ottawa ISD
	-560 31A At Risk - offsetting State Revenues above (no HotMath, less subs)
	2,674 Increase in Teaching Testing & Supplies
	-300 Reclass of Awards Night to 1240 below
	5,356 Spread of Math Curriculum Training - offsetting in 1220 below
	15,770 Wage adjustments for mid-year degrees, steps, docks, average 5 sick days per staff and Drivers Training adjustment for hours
1120 Added Needs	
-37,459	
	-42,738 Reclass to 1220 below for Title I A
	404 Title I A Project changes - offsetting Federal Revenues above
	2,598 English Language Learners estimated increase in cost per Belding Area Schools
	675 Increase in Teaching Testing & Supplies
	227 Spread of Math Curriculum Training - offsetting in 1220 below
	-300 Transfer employee Tuition costs to 1210 below
	1,675 Wage adjustments for mid-year degrees, steps, docks, average 5 sick days per staff

1210 Pupil Support		
5,613		
	300	Transfer employee Tuition costs from 1120 above
	4,622	Increase in Speech services costs
	691	31A At Risk - offsetting State Revenues above (Social Worker)
1220 Inst Staff Support Services		
47,315		
	-5,583	Spread Math Curriculum Training costs to during instructional time (1110 & 1120 above)
	-14,938	Eliminate remaining Math Curriculum Training as all completed per schedule of PD
	-5,350	5D removal from General Fund expenditures
	654	Miscellaneous supplies and dues
	42,738	Reclass from 1120 above for Title I A
	-1,876	Title I A Project changes - offsetting Federal Revenues above
	31,255	Title II A Project changes - offsetting Federal Revenues above
	415	Average 5 sick days per staff
1230 General Admin		
8,550		
	10,000	Estimated increase in Legal fees for staff related issues
	-1,500	\$3,000 removal of 5D + \$1,500 PA106 Health Insurance Bids
	50	Mail/Postage increase to actual costs
1240 School Admin		
194		
	300	Reclass of Awards Night from 1110 above
	-306	Wage adjustments to actual mid-year costs for mid-year degree plus 5 sick days
	200	Increase in Office Supplies
1260 Operations & Maintenance		
4,937		
	4,980	FMLA custodian
	3,667	Benefits adjustment and average 5 sick days per employee
	-14,200	Reduction of contracted maintenance employee
	1,850	5 Year Internal Inspections by Fire Pro
	8,290	Actual Maintenance costs higher than expected - furnaces, equipment, etc
	350	Miss Dig dues

1270 Transportation	
33,284	
	2,252 Leaves of Absences - not FMLA due to under hours requirement
	-481 Athletic Transportation decrease - coach/parent drive or one way drops
10,105 Summer Transportation, increase wage for Mechanic, increase hours for secretary to cover	
	Trans Director driving and sub aide work, 18 hours training for new sub bus driver
20,250 Increase to actual expenditures for repairs and supplies	
1,158 Tools	
1280 Support Services	
1,800	
	1,800 Title II A Project changes - offsetting Federal Revenues above
1290 Other Support Services	
2,170	
	-2,229 One spring coach SCS paid not PCMI paid & no JV Softball this year
	-3,880 Reduction in referees per amount requested to be sent to ArbiterPay
	8,279 Athletic Supplies and Materials increase, mostly Football equipment

**DISTRICT POLICY**  
**REDUCTION AND RECALL OF TEACHERS**

In making program and staffing decisions, **the Board of Education shall retain the most effective teachers who are certified and qualified to instruct the courses within the established curriculum, academic levels and departments.** The Board of Education shall determine the size of the teaching staff in response to curricular, fiscal, and other operating conditions and retains the exclusive right to do so. To the extent that such determinations involve the requirements of Section 1248 of the Revised School Code, MCL 380.1248, this policy shall guide the implementation of that statute.

To the extent that such determinations involve the adoption and implementation of a reform plan under Section 1280c of the Revised School Code (Priority Schools), MCL 380.1280c, and corresponding regulations and guidance, this policy and the District's reform plan shall control.

**A. General Provisions**

1. This policy applies to "teachers", which term refers to those District employees whose employment is regulated by the Teachers' Tenure Act, MCL 38.71, *et seq.*
2. The Superintendent shall be responsible, acting within budgetary approval and consistent with any applicable school redesign plan approved by the Michigan Department of Education, for establishing the number and type of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing complement of faculty or that a reduction in teaching staff is necessary due to programmatic or curricular considerations (including, but not limited to, implementation of a school redesign plan), he/she shall recommend to the Board the number of teaching positions and the academic levels or departments to be reduced.
3. Similarly, if after a reduction of teachers, the Superintendent determines that the District's programs and curriculum cannot be delivered through the existing complement of faculty and that sufficient funds are budgeted to support an increase in the number of teachers, he/she shall recommend to the Board the number of teachers to be added and the affected academic level(s) or department(s). If a school is operating under a redesign plan which authorizes a reduction in existing staff, recall of teachers is contingent upon compliance with the redesign plan.
4. Decisions involving the reduction and recall of teachers shall be guided by the following:
  - a. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the established curriculum, academic level(s), and department(s).

- i. This Policy shall not require retention or recall of a probationary or tenured teacher whose most recent performance evaluation contains an overall rating of “ineffective” or “minimally effective” in preference to any probationary or tenured teacher rated either “effective” or “highly effective”, as reflected in that teacher’s most recent performance evaluation.
  - ii. A probationary teacher who is rated as “effective” or “highly effective” on his/her most recent annual year-end performance evaluation is not subject to being displaced under this policy by a tenured teacher solely because the other teacher has attained tenure under the Teachers’ Tenure Act, MCL 38.71, *et seq.*
- b. All teachers must be properly certified, approved, or authorized for all aspects of their assignments. The certification, authorization, or approval status of a teacher shall be:
  - i. Determined by applicable statutes and regulatory authority, including, but not limited to, the Revised School Code, the Teacher Certification Code, and the Michigan Department of Education’s Rules for Special Education Programs and Services; and
  - ii. Based upon documentation on file with the Superintendent’s office. A teacher shall maintain current and valid certification, approval or authorization, as applicable, and shall be responsible for filing a copy of his/her teaching certificate, approval, or authorization with the Superintendent’s office in compliance with Section 1532 of the Revised School Code, MCL 380.1532. If a teacher petitions for nullification of his/her teaching certificate or any endorsement, he/she shall promptly provide written notice of that petition to the Superintendent’s office.
- c. All teachers must be qualified for all aspects of their assignments, as determined by the Board based upon documentation on file with the Superintendent’s office and considering:
  - i. Compliance with applicable state or federal regulatory standards, including, but not limited to, those standards established as a condition to receipt of foundation, grant, or categorical funding;
  - ii. Compliance with applicable accreditation requirements;
  - iii. A teacher’s professional training and academic preparation for an instructional assignment that are anticipated to contribute to the teacher’s effectiveness in that assignment;
  - iv. Formal or specialized training in the subject area(s) or grade level(s);
  - v. Completed college and continuing education courses and professional development in the instructional subject area(s);

- vi. A teacher's prior teaching experience that is relevant to an instructional assignment and that is anticipated to contribute to the teacher's effectiveness in that assignment. This may include, but is not limited to, consideration of the following factors:
  - (1) the building and department, academic level and grade level;
  - (2) instructional subjects;
  - (3) recency of relevant and comparable teaching assignments; and
  - (4) previous effectiveness ratings;
- d. All teachers shall supply to the District current information and documentation supporting the teacher's qualifications, as provided above. Reduction and recall decisions shall be based on the teacher's certification and qualifications, as reflected in the District's records, at the time that such decisions are made. It is the laid-off teacher's responsibility to maintain current contact information (address, phone and e-mail address) in the Superintendent's office. Failure to maintain current contact information may negatively impact the recall of an eligible teacher under this policy;
- e. All teacher reductions and recalls are subject to formal action and approval by the Board of Education;
- f. The Superintendent shall provide written notice of Board-approved layoff or recall decisions to each affected teacher; and
- g. A teacher's length of service with this District or the teacher's attainment of tenure under the Teachers' Tenure Act shall not be the primary or determining factor in layoff and recall decisions.
- h. If the layoff or recall decision involves two or more teachers and each has the same year-end evaluation score used to determine the teacher's effectiveness rating under the performance evaluation system adopted by the Board to implement Section 1249 of the Revised School Code, a tenured teacher has priority over a probationary teacher and, among tenured teachers, the teacher's seniority (as established by the most recent seniority list for the bargaining unit to which the tenured teachers belong) will determine preference for reduction and recall.

**B. Reduction in Staff Process:**

All teacher layoff decisions shall be implemented by the following process:

- 1. If one or more teaching positions are to be reduced, the Superintendent shall first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher for layoff shall be based upon the year-end evaluation score used to determine each teacher's effectiveness rating under the performance



evaluation system adopted by the Board to implement Section 1249 of the Revised School Code.

2. Teachers within the affected academic level(s) or department(s), who are certified and qualified for the remaining positions and who have the highest effectiveness scores will be retained and the teachers within the affected academic level(s) or department(s) who have the lowest effectiveness scores will be laid-off.
3. When a teaching position has been identified for reduction and there exists a concurrently vacant teaching position for which the incumbent teacher in the position to be reduced is both certified and qualified, and if that teacher has received an overall rating of at least “effective” on his/her most recent year-end performance evaluation, that teacher may be assigned to the vacant position unless the Superintendent determines that the educational interests of the District would not be furthered by that assignment.
4. If more than one teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant teaching assignment, the teacher with the highest year-end evaluation score used to determine the teacher’s effectiveness rating under the performance evaluation system adopted by the Board to implement Section 1249 of the Revised School Code shall be afforded priority for the assignment unless the Superintendent determines that the educational interests of the District would not be furthered by that assignment.

**C. Recall Process**

1. A teacher is eligible for recall under this Policy for 24 months or 2 years following the month in which the layoff becomes effective.
2. The Superintendent shall first identify the academic level(s) or department(s) where a teaching vacancy exists.
3. Before or in lieu of initiating the recall of a laid-off teacher, the Superintendent may reassign on-staff teachers to fill vacancies in accordance with District Policy 5501 Teacher Placement.
4. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take the following actions to fill a vacancy:
  - a. Recall the laid-off teacher with the highest effectiveness score on his/her most recent year-end evaluation under the performance evaluation system adopted by the Board to implement Section 1249 of the Revised School Code and who is certified and qualified for the vacancy.
  - b. Post the vacancy and consider all applicants if the Superintendent determines (i) that the District’s educational interests would not be furthered by recalling the laid-off teacher with the highest effectiveness score on his/her most recent year-

end evaluation; or (ii) that no teacher on layoff meets the certification and qualification requirements for the position as otherwise stated herein.

5. The District will provide written notice of the Board's recall decision to any recalled teachers and establish the time within which the teacher must accept recall, in writing, in order to preserve the teacher's employment rights.
6. A teacher who is recalled and fails to accept recall by the time designated in the recall notice or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, shall forfeit all rights to recall and continued employment unless the Superintendent, in his/her sole discretion, has extended the time limitation, in writing.

Legal Reference: MCL 38.71, *et seq.*; MCL 380.11a (K-12); MCL 380.601a (ISD); MCL 380.1248; MCL 380.1249; MCL 380.1280c; MCL 380.1532; MCL 423.215

Approved: \_\_\_\_\_

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2<sup>nd</sup> Reading of NEOLA Policy 4000 (Support Staff) & Policy 5000 (Students)

We will be reviewing and discussing the 2<sup>nd</sup> reading of NEOLA Policy 4000 and 5000. No action will be taken.