

Saranac Community School

Board of Education Agenda

Regular Meeting

April 21, 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 - March
5. Additions & Deletions
6. Comments from Guests - Agenda Items
7. Action Items - Consent Agenda 5
 - a. Pay Bills 6
 - b. Accept Gifts 22
 - c. 2016 Scholarships 23
 - d. Eagle Scout Resolutions 25
 - e. Consumers Energy Participation Agreement 27
8. Reports/Presentations
 - a. NEOLA Policy 0000 (Bylaws) - 1000 (Administration) 2nd Reading 29
 - b. Updated Policy 5502 - Reduction and Recall of Teachers 30
9. Comments from Guests - Non Agenda Items
10. Superintendent's Report
11. Approve Executive Session Minutes
12. Board Requests/Reports
13. Communications
14. Closed Session for Superintendent Evaluation Calendar & Goals
15. Other
16. Adjournment_____

Saranac Community Schools
Board of Education
Meeting #17

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, April 14, 2016 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

The meeting was called to order by Brent Denny, President at 7:01 p.m.

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

Absent: LaWarre

Chris Coulson was appointed Secretary in the absence of Secretary, Steve LaWarre.

Ted VanKuiken led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated March 17, 2016 were approved as written.

ADDITIONS & DELETIONS: Board President, Brent Denny would like to add to the agenda Closed Session for Superintendent's Evaluation process.

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

STUDENT REPORT: None

ADMINISTRATIVE UPDATE: Josh Leader, Jr/Sr High Principal, reported they were administering the standardized tests this week. Mr. Leader thanked Mandy Mutschler for the pupil accounting audit that came back without any deductions. Mr. Leader congratulated the five students who were nominated for their academic success from MHSAA. Spring sports are underway. The first track meet is next Wednesday. Prom is May 7th at Grand Volute in Lowell. Next Monday they will have 7th & 9th grade orientation in the auditorium. Next Friday is Club 2016 at 7 p.m. April 26 is the 2016 National Honor Society induction.

Connie Hamilton, Curriculum Director reported that the Elementary School has been conducting the M-Step state test. The Book Fair starts on Monday. VIP days begin Friday. Kindergarten round-up begins on Monday along with Begindergarten. March is Reading Month students earned a record 7,051 AR points.

The Jr/Sr High is sponsoring a Data Carousel luncheon for teachers to review student data. Their reflections will be used to develop the 2016-17 school improvement plan. High School science teachers will be joining other science teachers in the county to work on the Next Generation Science Standards. Curriculum Camp for K-5 teachers will be held in August. The focus will be on math, Bridges assessments, and aligning our current elementary report cards with our state math standards.

The Elementary will have an on-site review this fall for the Title program. Mrs. Hamilton gave a shout out to Elissa Mutschler for joining in a Twitter Chat with other schools around the country regarding student leadership.

INSTRUCTIONAL HIGHLIGHT – ARCHERY CLUB: Rob Koerner, Jr/Sr High teacher has formed an Archery Club with students who came to him with an interest. The students demonstrated what they have been doing and hope to be joining in some competitions soon. This is a year round activity.

CONSUMERS ENERGY ENVIRONMENTAL MITIGATION PROJECT (EMP) PARTICIPATION AGREEMENT: Maury Geiger, Superintendent reported that the school district met with a group from Consumers Energy to review the possibility for energy improvements for our facilities. Saranac Community Schools has been selected as a recipient of approximately \$425,000 worth of energy improvements. This is part of a Consent Decree between Consumers Energy and the U.S. EPA and U.S. DOJ in November, 2014, and includes the obligation to undertake several Environmental Mitigation Projects (EMP's) designed to reduce emissions, improve air quality, and support changes that have sustainable long-term benefits.

Kathryn Ross, Senior Environmental Planner for Consumers Energy, and Marty Morgan, Senior Engineer for Consumers Energy Business Energy Efficiency Programs, presented the participation agreement and answered questions from the board.

The board would like legal counsel to review the agreement. Pending legal review, this will be brought back for action at the April 21 meeting.

CURRICULUM UPDATE – MINDSET LEARNING STYLES: Connie Hamilton, Curriculum Director presented information she brought back from a conference she recently attended on Mindset – Growth vs. Fixed. Mrs. Hamilton explained how the Growth vs. Fixed works, and hopes to present this information at some professional development with teachers in the near future.

ACCEPT GIFTS: Superintendent Geiger presented the gifts received for March & April totaling \$2,125.00. This will be brought back for action at the April 21 meeting.

2016 SCHOLARSHIPS: The Board has the responsibility of setting the amounts of the Draper, Morris, Sharritts and Simpson Scholarships, and choosing the recipients of the Morris and Simpson Scholarships. Action on setting these amounts will be at the April 21 meeting.

EAGLE SCOUT RESOLUTIONS: Superintendent Geiger reported we have three students who have earned their Eagle Scout Award. The board reviewed resolutions that will be presented to these students at their Eagle Court of Honor on May 14. Approval of these resolutions will be at the April 21 meeting.

PRELIMINARY 2ND DRAFT OF THE 2016-2017 BUDGET: Superintendent Geiger presented the 2nd draft of the 2016-17 budget. The finance committee, of Mr. Geiger, Sarah Doll, Steve LaWarre and Brent Denny has been meeting regularly with Mr. Geiger to review this information. The 3rd draft of the budget will be presented at the May 5th meeting.

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

SUPERINTENDENT REPORT: Superintendent Geiger reported the Community Appreciation Dinner is set for Tuesday. The Robotics Team and SAMS will be performing. The first week of May is Teacher Appreciation Week. Adopt-A-Highway is on April 23. Mr. Geiger has been invited to speak at the MICAN meeting next Friday to talk about the Promise Scholarship Program. The district does have to make up an additional day from going over on snow days, which will be June 13. The May 5 board meeting will be held at the Elementary School.

BOARD REQUESTS/REPORTS: Board member, David Price reported the Promise Committee has received 34 scholarship applications.

COMMUNICATIONS: None

CLOSED SESSION FOR THE SUPERINTENDENT'S EVALUATION PROCESS: Motion by Hawkins, supported by VanKuiken that the Saranac Board of Education go into closed session at 9:47 p.m. for the purpose of the superintendent's evaluation process returning to open session at 9:55 p.m. Roll Call Vote was taken: Yes Votes: Coulson, Denny, Doll, Hawkins, 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 9:55 p.m.

Respectfully submitted,

Chris Coulson
Secretary Pro-Tem

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approval of Action Items - Consent Agenda

- Accept Gifts totaling \$2,125.00
- Bills Paid: \$768,174.74 from General Fund for March/April
- 2016 Scholarships
- Eagle Scout Resolutions
- Consumers Energy Participation Agreement

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: 03/15/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/15/2016	57640 Accounts Payable	Toole-Smith , Clara		245.00
	Invoice		Date	Description	Amount
	MG31416		03/14/2016	Refund Drs. Ed Money	245.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$245.00</u>
Checks:	1	\$245.00			

Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 03/22/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/21/2016	57641 Accounts Payable	AT&T		102.08
	Invoice	Date	Description		Amount
	MG031516	03/21/2016	Phone Bill		102.08
Check	03/21/2016	57642 Accounts Payable	SMITH, GREG		40.00
	Invoice	Date	Description		Amount
	MG031016	03/21/2016	Cell Phone		40.00
GF CHECKING General Fund Checking Totals:			Transactions: 2		<u>\$142.08</u>
Checks:	2		\$142.08		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 03/23/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/23/2016	57643 Accounts Payable	M.E.S.S.A.		81,212.84
	Invoice	Date	Description		Amount
	16-0065839	03/22/2016	Insurance Premium		81,212.84
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$81,212.84</u>
Checks:	1		\$81,212.84		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/23/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/25/2016	57644 Accounts Payable	Advanced Pension Solution Inc.		180.00
	Invoice	Date	Description		Amount
		2016-00000373	03/25/2016	ROTH IRA - ROTH IRA	180.00
Check	03/25/2016	57645 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2016-00000374	03/25/2016	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	03/25/2016	57646 Accounts Payable	HealthEquity, Inc.		150.00
	Invoice	Date	Description		Amount
		2016-00000375	03/25/2016	HSA - Health Savings Account *	150.00
Check	03/25/2016	57647 Accounts Payable	HORACE MANN		1,714.02
	Invoice	Date	Description		Amount
		2016-00000376	03/25/2016	H MANN - Horace Mann Insurance	1,714.02
Check	03/25/2016	57648 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2016-00000377	03/25/2016	FOC - Child Support FOC	201.61
Check	03/25/2016	57649 Accounts Payable	STATE OF MICHIGAN		5,521.14
	Invoice	Date	Description		Amount
		2016-00000378	03/25/2016	MI TAX - Michigan Withholding Tax	5,521.14
Check	03/25/2016	57650 Accounts Payable	TRANSAMERICA WORKSITE , MARKETING		56.11
	Invoice	Date	Description		Amount
		2016-00000379	03/25/2016	TRANS SELECT - Trans Select Life Ins *	56.11
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$7,903.55
Checks: 7			\$7,903.55		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/29/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/29/2016	57651 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		102.30
	Invoice		Date	Description	Amount
		173658.	03/24/2016	HS Copier Supplies	102.30
Check	03/29/2016	57652 Accounts Payable	BATH HIGH SCHOOL		175.00
	Invoice		Date	Description	Amount
		MG31016.	03/24/2016	MHSAA/CMAC Captains Clinic	175.00
Check	03/29/2016	57653 Accounts Payable	Crowd Control Store		327.12
	Invoice		Date	Description	Amount
		41173.	03/24/2016	Stanchions & Chains For Crowd Control	327.12
Check	03/29/2016	57654 Accounts Payable	CRYSTAL FLASH ENERGY		1,426.34
	Invoice		Date	Description	Amount
		156903000.	03/24/2016	Diesel Fuel	1,426.34
Check	03/29/2016	57655 Accounts Payable	GALAXY SIGNS & AWARDS		170.00
	Invoice		Date	Description	Amount
		2284.	03/24/2016	Awards	170.00
Check	03/29/2016	57656 Accounts Payable	Gallagher Uniform		212.59
	Invoice		Date	Description	Amount
		10465279.	03/24/2016	Towels & Uniforms	69.13
		10463390.	03/24/2016	Towels & Uniforms	69.13
		10466207.	03/24/2016	Towels & Uniforms	74.33
Check	03/29/2016	57657 Accounts Payable	GORDON FOOD SERVICE		86.46
	Invoice		Date	Description	Amount
		168683144.	03/24/2016	Graham Crackers	26.68
		168980219.	03/24/2016	Strag. Planning Dinner	59.78
Check	03/29/2016	57658 Accounts Payable	GRAND RAPIDS COMMUNITY COLLEGE		5,360.00
	Invoice		Date	Description	Amount
		0014808-Winter.	03/24/2016	Dual Enrollment-Winter	5,360.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/29/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	03/29/2016	57659 Accounts Payable	GREAT LAKES SYSTEMS, INC.		1,166.96
	Invoice	Date	Description		Amount
	23837.	03/24/2016	HS Roof Repairs		685.54
	23838.	03/24/2016	ES Roof Repairs		481.42
Check	03/29/2016	57660 Accounts Payable	GULLIKSON, ROXANNE		34.89
	Invoice	Date	Description		Amount
	MG31616.	03/24/2016	ES Spec Ed Supplies		34.89
Check	03/29/2016	57661 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		94,641.03
	Invoice	Date	Description		Amount
	2016-02.	03/24/2016	15/16 Semi Annual Billing		94,641.03
Check	03/29/2016	57662 Accounts Payable	Ionia Occupational Health Services		100.00
	Invoice	Date	Description		Amount
	180271.	03/24/2016	Bus Driver Physical		100.00
Check	03/29/2016	57663 Accounts Payable	LANSING SANITARY SUPPLY, INC.		1,094.03
	Invoice	Date	Description		Amount
	874047.	03/24/2016	Vacuum Repairs		170.93
	873967-1.	03/24/2016	Custodial Supplies		864.00
	874587.	03/24/2016	Custodial Supplies		59.10
Check	03/29/2016	57664 Accounts Payable	M.A.S.A.		1,282.00
	Invoice	Date	Description		Amount
	13727.	03/24/2016	Membership Renewal		1,282.00
Check	03/29/2016	57665 Accounts Payable	MENARDS-IONIA		365.21
	Invoice	Date	Description		Amount
	99053.	03/24/2016	Maint. Supplies		85.19
	99603.	03/24/2016	Lumber For Baseball Benches		280.02
Check	03/29/2016	57666 Accounts Payable	METS		7,548.39
	Invoice	Date	Description		Amount
	10371.	03/24/2016	Salaries & Fees		7,548.39
Check	03/29/2016	57667 Accounts Payable	MPAAA		325.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/29/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice	Date	Description		Amount
	MG31416.	03/24/2016	Conference-Teri Bergy		325.00
Check	03/29/2016	57668 Accounts Payable	NAPA AUTO & TRUCK PARTS		946.68
	Invoice	Date	Description		Amount
	764795.	03/24/2016	Parts		152.07
	764870.	03/24/2016	Parts		84.36
	764826.	03/24/2016	Parts		113.96
	764942.	03/24/2016	Parts		5.75
	765088.	03/24/2016	Parts		371.05
	765114.	03/24/2016	Transportation Supplies		52.74
	765282.	03/24/2016	Truck Part		24.03
	764900.	03/24/2016	Parts		26.52
	765317.	03/24/2016	Part		13.41
	765470.	03/24/2016	Parts		125.98
	765471.	03/24/2016	Parts		(35.83)
	765543.	03/24/2016	Transportation Supplies		12.64
Check	03/29/2016	57669 Accounts Payable	PCMI		5,723.77
	Invoice	Date	Description		Amount
	43039.	03/24/2016	Salaries & Fees		1,292.25
	42925.	03/24/2016	Sub Salaries & Fees		4,431.52
Check	03/29/2016	57670 Accounts Payable	Peterson, , Dawn		13.25
	Invoice	Date	Description		Amount
	MG31416.	03/24/2016	ES Teaching Supplies		13.25
Check	03/29/2016	57671 Accounts Payable	PIONEER MANUFACTURING COMPANY		37.50
	Invoice	Date	Description		Amount
	INV587280.	03/24/2016	Maint. Supplies		37.50
Check	03/29/2016	57672 Accounts Payable	PLUMLEY, PHYLLIS		25.00
	Invoice	Date	Description		Amount
	MG3916.	03/24/2016	Conference		25.00
Check	03/29/2016	57673 Accounts Payable	QUILL CORP.		55.56

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/29/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
					Amount
	Invoice	Date	Description		Amount
	4119393.	03/24/2016	Admin Office Supplies		55.56
Check	03/29/2016	57674 Accounts Payable	R.E. RUEHS GARAGE INC.		160.00
	Invoice	Date	Description		Amount
	78714.	03/24/2016	Towing Charge		160.00
	03/29/2016	57675 Accounts Payable	REYNOLDS & SONS, INC		119.45
Check	Invoice	Date	Description		Amount
	097226.	03/24/2016	Athletic Supplies		119.45
Check	03/29/2016	57676 Accounts Payable	SANDERS STACY		19.75
	Invoice	Date	Description		Amount
	MG3716.	03/24/2016	ES Teaching Supplies		9.75
	MG31716.	03/24/2016	Es Teaching Supplies		10.00
Check	03/29/2016	57677 Accounts Payable	SARANAC COMMUNITY SCHOOLS		16.98
	Invoice	Date	Description		Amount
	CS31716.	03/24/2016	Srat, Planning Dinner		16.98
	03/29/2016	57678 Accounts Payable	SCHOOL SPECIALTY INC.		37.48
Check	Invoice	Date	Description		Amount
	208115957878.	03/24/2016	HS Office Supplies		37.48
Check	03/29/2016	57679 Accounts Payable	SMITH, JASON		15.99
	Invoice	Date	Description		Amount
	MG2116.	03/24/2016	ES Teaching Supplies		15.99
	03/29/2016	57680 Accounts Payable	SPEEDWAY LLC		352.21
Check	Invoice	Date	Description		Amount
	MG32216.	03/24/2016	Gas District Vehicles		352.21
Check	03/29/2016	57681 Accounts Payable	SUNRISE SUPPLIES, INC.		1,535.42
	Invoice	Date	Description		Amount
	17879.	03/24/2016	Maint. Supplies		623.30
	17880.	03/24/2016	Maint. Supplies		884.12
	17905.	03/24/2016	Athletic Supplies		28.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/29/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
					127.42
Check	03/29/2016	57682 Accounts Payable	SYNCB/Amazon		Amount
	Invoice	Date	Description		
	05374234010.	03/24/2016	Tech Supplies		25.88
	063526266189.	03/24/2016	Tec Repair Supplies		28.00
	250836517471.	03/24/2016	ES Teaching Supplies		73.54
					225.50
Check	03/29/2016	57683 Accounts Payable	TASC-CLIENT INVOICES		Amount
	Invoice	Date	Description		
	INV756340.	03/24/2016	Admin & Claim Card Fees		225.50
					165.78
Check	03/29/2016	57684 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		Amount
	Invoice	Date	Description		
	450166.	03/24/2016	Parts		165.78
					147.00
Check	03/29/2016	57685 Accounts Payable	U. S. POSTMASTER		Amount
	Invoice	Date	Description		
	CU31416.	03/24/2016	Stamps		147.00
					320.00
Check	03/29/2016	57686 Accounts Payable	WHITE JEAN		Amount
	Invoice	Date	Description		
	MG3716.	03/24/2016	Bus Driver Training		320.00
					99.00
Check	03/29/2016	57687 Accounts Payable	X-CEL CHEMICAL SPECIALTIES CO.		Amount
	Invoice	Date	Description		
	60717.	03/24/2016	Custodial Supplies		99.00
GF CHECKING General Fund Checking Totals:					Transactions: 37
Checks: 37					\$124,561.06

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/31/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/31/2016	57688 Accounts Payable	ArbiterPay Trust Account		4,965.00
	Invoice	Date	Description		Amount
	MG32916	03/30/2016	Spring Sports Officials		4,965.00
Check	03/31/2016	57689 Accounts Payable	GEIGER, MAURY		160.00
	Invoice	Date	Description		Amount
	MG32516	03/30/2016	Wellness Gift Cards		160.00
GF CHECKING General Fund Checking Totals:			Transactions: 2		<u>\$5,125.00</u>
Checks:	2	\$5,125.00			

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

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/08/2016	57690 Accounts Payable	Advanced Pension Solution Inc.		180.00
	Invoice	Date	Description		Amount
		2016-00000393	04/08/2016	ROTH IRA - ROTH IRA	180.00
Check	04/08/2016	57691 Accounts Payable	AFLAC		80.67
	Invoice	Date	Description		Amount
		2016-00000394	04/08/2016	AFLAC Pre-Tax - AFLAC Pre-Tax **	80.67
Check	04/08/2016	57692 Accounts Payable	HealthEquity, Inc.		150.00
	Invoice	Date	Description		Amount
		2016-00000395	04/08/2016	HSA - Health Savings Account *	150.00
Check	04/08/2016	57693 Accounts Payable	HORACE MANN		1,724.85
	Invoice	Date	Description		Amount
		2016-00000396	04/08/2016	H MANN - Horace Mann Insurance	1,724.85
Check	04/08/2016	57694 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2016-00000397	04/08/2016	FOC - Child Support FOC	201.61
Check	04/08/2016	57695 Accounts Payable	STATE OF MICHIGAN		5,570.89
	Invoice	Date	Description		Amount
		2016-00000407	04/08/2016	MI TAX - Michigan Withholding Tax	5,570.89
GF CHECKING General Fund Checking Totals:			Transactions: 6		\$7,908.02
Checks:		6	\$7,908.02		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/14/2016	57696 Accounts Payable	A B DICK PRODUCTS OF WEST MICHIGAN		2,117.82
	Invoice	Date	Description		Amount
	173971	04/04/2016	Copier Charges		1,437.77
	174351	04/04/2016	Printer Charges		474.99
	174352	04/04/2016	B/W & Color Printer Charges		205.06
Check	04/14/2016	57697 Accounts Payable	CONSUMERS ENERGY		24,964.49
	Invoice	Date	Description		Amount
	MG4416	04/04/2016	Districts Electric & Natural Gas Cost		24,964.49
Check	04/14/2016	57698 Accounts Payable	Encore Technology Group, LLC		1,875.72
	Invoice	Date	Description		Amount
	123420	04/04/2016	District Phone Cost		1,845.53
	122883-1	04/04/2016	Phone Cost		15.09
	122504-1	04/04/2016	Phone Cost		15.10
Check	04/14/2016	57699 Accounts Payable	Gallagher Uniform		69.13
	Invoice	Date	Description		Amount
	104671963	04/04/2016	Towels & Uniforma		69.13
Check	04/14/2016	57700 Accounts Payable	GULLIKSON, ROXANNE		88.53
	Invoice	Date	Description		Amount
	MG32916	04/04/2016	ES Spec Ed Teaching Supplies		88.53
Check	04/14/2016	57701 Accounts Payable	HOOPER PRINTING		157.16
	Invoice	Date	Description		Amount
	47871	04/04/2016	HS Office Supplies		157.16
Check	04/14/2016	57702 Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE		219.30
	Invoice	Date	Description		Amount
	13182	04/04/2016	ES Ad-Kindergarten		219.30
Check	04/14/2016	57703 Accounts Payable	Ionia Occupational Health Services		255.00
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	181057	04/04/2016	Drug Test		55.00
	181120	04/04/2016	Bus Driver Physicals		200.00
Check	04/14/2016	57704 Accounts Payable	LANSING SANITARY SUPPLY, INC.		768.30
	Invoice	Date	Description		Amount
	877752	04/04/2016	Custodial Supplies		768.30
Check	04/14/2016	57705 Accounts Payable	METS		7,419.84
	Invoice	Date	Description		Amount
	10437	04/04/2016	Salaries & Fees		7,419.84
Check	04/14/2016	57706 Accounts Payable	MF ATHLETIC CO.,		282.67
	Invoice	Date	Description		Amount
	2194412-00	04/04/2016	Athletic Equipment		282.67
Check	04/14/2016	57707 Accounts Payable	NAPA AUTO & TRUCK PARTS		130.59
	Invoice	Date	Description		Amount
	765700	04/04/2016	Parts		10.90
	765809	04/04/2016	Parts		8.90
	766040	04/04/2016	Tools		110.79
Check	04/14/2016	57708 Accounts Payable	Neal's Truck Parts		344.78
	Invoice	Date	Description		Amount
	1208503	04/04/2016	Parts		344.78
Check	04/14/2016	57709 Accounts Payable	PCMI		7,252.14
	Invoice	Date	Description		Amount
	43194	04/04/2016	Subs & Fees		6,226.92
	43302	04/04/2016	Salaries & Fees		1,025.22
Check	04/14/2016	57710 Accounts Payable	REYNOLDS & SONS, INC		908.19
	Invoice	Date	Description		Amount
	097279	04/04/2016	Athletic Supplies		815.34
	097284	04/04/2016	Athletic Supplies		92.85
Check	04/14/2016	57711 Accounts Payable	SARANAC COMMUNITY SCHOOLS		163.87
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		MM4416	04/04/2016	Petty Cash	94.25
		CU4416	04/04/2016	Petty Cash	69.62
Check	04/14/2016	57712 Accounts Payable	SARANAC HARDWARE		62.15
		Invoice	Date	Description	Amount
		83935	04/04/2016	Misc Maint. Supplies	62.15
Check	04/14/2016	57713 Accounts Payable	SCHOOL SPECIALTY INC.		43.96
		Invoice	Date	Description	Amount
		208115991155	04/04/2016	ES Office Supplies	2.73
		308102427564	04/04/2016	ES Teaching Supplies	41.23
Check	04/14/2016	57714 Accounts Payable	SUNRISE SUPPLIES, INC.		186.00
		Invoice	Date	Description	Amount
		17924	04/04/2016	Custodial Supplies	186.00
Check	04/14/2016	57715 Accounts Payable	Systime, Inc.		8,928.00
		Invoice	Date	Description	Amount
		INV000086973	04/04/2016	Dell Classroom Computers	8,928.00
Check	04/14/2016	57716 Accounts Payable	U. S. POSTMASTER		490.00
		Invoice	Date	Description	Amount
		MM32916	04/04/2016	Stamps-HS	490.00
Check	04/14/2016	57717 Accounts Payable	VILLAGE OF SARANAC		5,218.18
		Invoice	Date	Description	Amount
		MG4416	04/04/2016	District Water & Sewage	5,218.18
Check	04/14/2016	57718 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		1,036.85
		Invoice	Date	Description	Amount
		767623323338	04/04/2016	ES Trash Removal	446.63
		767623123332	04/04/2016	HS Trash Removal Cost	479.77
		767623423336	04/04/2016	BG Trash Removal	110.45
Check	04/14/2016	57719 Accounts Payable	WESTERN MICHIGAN INTERNATIONAL		3,620.65
		Invoice	Date	Description	Amount
		X1010305099:01	04/04/2016	Parts	133.26

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Saranac Community Schools
Payment Batch Register
Bank Account: GF CHECKING - General Fund Checking
Batch Date: 04/14/2016

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		X101031026:01	04/04/2016	Parts	182.37
		X101032223:01	04/04/2016	Parts	249.96
		X101032052:01	04/04/2016	Parts	3,055.06
GF CHECKING General Fund Checking Totals:				Transactions: 24	<hr/> \$66,603.32
Checks:		24			\$66,603.32

Payment Register

From Payment Date: 3/21/2016 - To Payment Date: 4/15/2016

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
EFT									
194	03/21/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$45,598.47		
195	04/01/2016	Open			Accounts Payable	Priority Health	\$9,078.77		
196	03/25/2016	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,884.89		
197	03/25/2016	Open			Accounts Payable	INDEPENDENT BANK	\$152,245.07		
198	04/01/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$55,505.89		
199	04/08/2016	Open			Accounts Payable	TASC-CLIENT INVOICES	\$1,884.89		
200	04/08/2016	Open			Accounts Payable	INDEPENDENT BANK	\$152,510.23		
201	04/13/2016	Open			Accounts Payable	M.P.S.E.R.S.	\$55,765.66		
Type EFT Totals:							\$474,473.87		
GF CHECKING - General Fund Checking Totals									

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$474,473.87	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$474,473.87	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$474,473.87	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$474,473.87	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$474,473.87	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$474,473.87	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$474,473.87	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$474,473.87	\$0.00

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.

Casey & Maddie McGee Memorial Scholarship	Donation	\$ 25.00
Relay for Life	Donation	\$ 350.00
The Saranac Promise	Donation	\$ 250.00
The Saranac Promise	Donation	\$ 500.00
Appreciation Dinner	Donation	\$ 400.00
The Saranac Promise	Donation	\$ 100.00
The Saranac Promise	Donation	\$ 500.00
Total This Month		\$ 2,125.00
Total Gifts for 2015-2016 Including This Month		\$ 151,364.75

Saranac Community Schools

December 31, 2015

	Amount of Fund Transferred to GRCC	Percentage of Beginning Total	Available Dec 31, 2015/GRCF	Amount Available for Distribution	Available Trust Fund	Total Available	Proposed Scholarship Amount	Remaining in Account
			\$ 15,340.57	\$ 9,500.00				
Draper	\$ 4,882.38	2.02%	\$ 309.57	\$ 191.71	\$ -	\$ 191.71		\$ 191.71
Hammer	\$ 11,550.00	4.77%	\$ 732.34	\$ 453.52	\$ 45.01	\$ 498.53	\$ 500.00	\$ (1.47)
Morris	\$ 86,528.49	35.76%	\$ 5,486.46	\$ 3,397.62	\$ 1,000.00	\$ 4,397.62	\$ 2,000.00	\$ 2,397.62
Sharritts	\$ 11,803.26	4.88%	\$ 748.40	\$ 463.47	\$ (2,975.82)	\$ (2,512.35)		\$ (2,512.35)
Simpson	\$ 17,128.46	7.08%	\$ 1,086.05	\$ 672.56	\$ 1,100.00	\$ 1,772.56	\$ 1,000.00	\$ 772.56
Kramer	\$ 35,000.00	14.47%	\$ 2,219.23	\$ 1,374.31	\$ -	\$ 1,374.31	\$ 1,000.00	\$ 374.31
UM (Sachen)	\$ 20,250.00	8.37%	\$ 1,283.98	\$ 795.13	\$ 2,556.95	\$ 3,352.08	\$ 3,000.00	\$ 352.08
McGee	\$ 5,232.60	2.16%	\$ 331.78	\$ 205.46	\$ 63.01	\$ 268.47		\$ 268.47
Spens	\$ 14,030.00	5.80%	\$ 889.59	\$ 550.90	\$ 59.16	\$ 610.06	\$ 500.00	\$ 110.06
Raimer	\$ 14,530.00	6.01%	\$ 921.30	\$ 570.53	\$ 59.16	\$ 629.69	\$ 500.00	\$ 129.69
Brown	\$ 21,005.00	8.68%	\$ 1,331.85	\$ 824.78	\$ 82.79	\$ 907.57	\$ 500.00	\$ 407.57
	\$ 241,940	100.00%	\$ 15,340.57	\$ 9,500.00	\$ 1,990.26	\$ 11,490.26	\$ 9,000.00	\$ 2,490.26
Allen	\$ 40,950.00	100.00%	\$ 6,894.10		\$ 50.00	\$ 6,000.00	\$ 6,000.00	\$ 320.40

xfer 114.73 into Sharritts + xfer 1.47 into Hammer

xfer into Sharritts

	2003 Scholarships	2004 Scholarships	2005 Scholarships	2006 Scholarships	2007 Scholarships	2008 Scholarships	2009 Scholarships	2010 Scholarships	2013 Scholarships	2014 Scholarships	2015 Scholarships	2016 Scholarships
Draper	1 @ \$400	0	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$500	1 @ \$500	1 @ \$1,000	1 @ \$1,000	0	0
Hammer				1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$1,000	1 @ \$1,000	1 @ \$500	1 @ \$1,000	1 @ \$500
Morris	4 @ \$1,000	4 @ \$1,000	4 @ \$1,000	5 @ \$1,000	4 @ \$1,000	3 @ \$1,000	2 @ \$1,000	5 @ \$1,000	5 @ \$1,000	3 @ \$1,000	2 @ \$1,000	4 @ \$500
Sharritts	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	2 @ \$1,000	2 @ \$1,000	1 @ \$1,000	6 @ \$1,000	1 @ \$1,000	0	0
Simpson	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$500	0	2 @ \$500
Kramer	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$500	1 @ \$500	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	2 @ \$500
Sachen	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	3 @ \$1,000
Spens					1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500
Raimer						1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500
Brown							1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$500	1 @ \$1,000	1 @ \$500
Slocum											3 - \$500	
Allen								1 @ \$1,000	1 @ \$1,000	1 @ \$1,000	6 @ \$1,000	12 @ \$500
Total	\$8,500	\$8,000	\$9,000	\$10,500	\$10,000	\$10,500	\$9,500	\$12,500	\$17,500	\$10,500	\$14,500	\$15,000

Send to GRCF	22-Jun-09
Hammer	\$ 750.00
Simpson	\$ 500.00
Sachen	\$ 250.00
Spens	\$ 750.00
Raimer	\$ 750.00
Total	\$ 3,000.00

Send to GRCF	24-Jun-09
Brown	\$ 1,250.00

Sent to GRCF	12/7/10	5/30/12	9/30/2015
Brown	\$15,500	\$1,100	\$ 1,300

Received at GRCF	
Paul/Alberta Allen	\$40,000

Sent to GRCF	6/1/12	5/30/12	9/30/2015
Spens	\$1,000.00	\$ 280.00	\$ 500.00
Raimer	\$1,000.00	\$ 280.00	\$ 500.00

Sent to GRCF	5/30/2012	5/15/2013	9/30/2015
McGee	\$ 912.60	\$ 275.00	\$ 500.00

Send to GRCF	18-Jun-10
Brown	\$ 1,000.00
McGee	\$ 1,200.00
Spens	\$ 2,000.00
Raimer	\$ 2,000.00
Total	\$ 6,200.00

Sent to GRCF	12/7/10	5/30/12	Sent to GRCF	9/30/2015
Brown	\$15,500	\$1,100	Allen	\$ 950.00

Sent to GRCF	6/1/12	5/30/12
Spens	\$1,000.00	\$ 280.00
Raimer	\$1,000.00	\$ 280.00

Sent to GRCF	5/30/2012
McGee	\$ 912.60

Morris Scholarship and Hubbard Fund

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Eagle Scout Resolutions

We have three students who have earned their Eagle Scout Award. Their Court of Honor is on Saturday, May 14th at 2 pm in the Saranac Jr/Sr High Auditorium.

WHEREAS: Alec Doll has been an active member of Boy Scouts of America, Troop 71 for the past nine years, and

WHEREAS: The Boy Scouts of America is an organization that promotes duty to God, Country, Community, helping other people at all times, and whose members strive to build character through their commitment to be trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent, and

WHEREAS: This Eagle Scout is always prepared, and willing to do a good turn daily, and

WHEREAS: The requirements for the Eagle Scout Award are difficult and met by few who start in the Boy Scout Program, and

WHEREAS: Alec has worked hard, and successfully completed all requirements for the award, including a project of clearing one acre of overgrown village land to create Lake Creek Park, including installation of a park sign and picnic table. Lake Creek Park now offers the community picturesque green space, with access to Lake Creek that meanders through the back of the property, and

WHEREAS: Alec will be recognized on May 14, 2016 for this accomplishment.

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing the accomplishments of Eagle Scout, Alec Doll and congratulate him on attaining this lofty goal.

WHEREAS: Noah Field has been an active member of Boy Scouts of America, Troop 71 for the past twelve years, and

WHEREAS: The Boy Scouts of America is an organization that promotes duty to God, Country, Community, helping other people at all times, and whose members strive to build character through their commitment to be trustworthy, loyal, helpful, friendly, Courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent, and

WHEREAS: This Eagle Scout is always prepared, and willing to do a good turn daily, and

WHEREAS: The requirements for the Eagle Scout Award are difficult and met by few who start in the Boy Scout Program, and

WHEREAS: Noah is Chapter Chief of The Order of the Arrow, has worked as camp staff for two years and has done a couple of fifty mile backpacking trips. He has worked hard, and successfully completed all requirements for the award, including a project of improving the Frederik Meijer Trail and updating Scheid Park, and

WHEREAS: Noah will be recognized on May 14, 2016 for this accomplishment.

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing the accomplishments of Eagle Scout, Noah Field and congratulate him on attaining this lofty goal.

WHEREAS: Tristen Perrone has been an active member of Boy Scouts of America, Troop 71 for the past nine years, and

WHEREAS: The Boy Scouts of America is an organization that promotes duty to God, Country, Community, helping other people at all times, and whose members strive to build character through their commitment to be trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent, and

WHEREAS: This Eagle Scout is always prepared, and willing to do a good turn daily, and

WHEREAS: The requirements for the Eagle Scout Award are difficult and met by few who start in the Boy Scout Program, and

WHEREAS: Tristen has worked hard, and successfully completed all requirements for the award, including a project of building two Information Kiosks at Ionia State Recreation Area, and

WHEREAS: Tristen will be recognized on May 14, 2016 for this accomplishment.

NOW THEREFORE BE IT RESOLVED: That this Board of Education go on record as officially recognizing the accomplishments of Eagle Scout, Tristen Perrone and congratulate him on attaining this lofty goal.

Energy Efficiency Environmental Mitigation Project (EMP) Participation Agreement

This participation agreement between Saranac Community Schools District (Customer) and Consumers Energy Company (Consumers Energy) confirms Consumers Energy's selection of the Customer as the intended recipient of approximately \$425,000 worth of energy efficiency improvements (i.e. installations) at Customer locations. In November of 2014, Consumers Energy entered a Consent Decree (CD) with the U.S. EPA and U.S. DOJ which includes the obligation to undertake several Environmental Mitigation Projects (EMPs) designed to reduce emissions, improve air quality and support changes that have sustainable long-term benefits. The intent of this document is to ensure each party understands their respective responsibilities associated with this Energy Efficiency EMP. This EMP will not provide any direct monetary funds or rebates to the Customer, nor will the Customer receive any items of cash value that are not associated with energy efficiency installations for this EMP.

This EMP shall be implemented in accordance with the requirements of the CD and the October 19, 2015 EPA-approved Energy Efficiency EMP Project Plan (documents available upon request).

The Project Intent:

- Consumers Energy must use good faith efforts to secure as much environmental benefit as possible for the Project Dollars expended, consistent with the applicable requirements and limits of the CD.
- Implement energy efficiency improvements which target Customer district-wide 25% reduction of energy use over a ten-year period.

The Customer will:

- Develop and support an Energy Team to lead energy efficiency activities within the Customer district, including but not limited to facilitating capital project installations and implementing low cost/no cost energy efficiency improvement measures recommended by this EMP.
- Assist Consumers Energy and its authorized contractors in the completion of assessment activities with personnel support as required to access equipment being considered for replacement by this EMP, and assume proper operation and maintenance of new equipment after installation.
- Support implementation through adoption of and continued employment of behavioral recommendations focused on energy efficiency gains, as recommended by Consumers Energy.
- Assist Consumers Energy in the post-construction verification of long-term energy savings by providing documentation as requested.
- Provide timely access to the District's facilities as necessary to complete the EMP in a timely manner.
- Not make any public statement or press release regarding Consumers Energy's actions or expenditures for this EMP without the express written consent of Consumers Energy.

Consumers Energy will:

- Benchmark each of the Customer district's buildings larger than 5,000 square feet using the Energy Star Portfolio Manager.
- Provide an American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Level 1 or 2 audit of targeted building(s) resulting in a comprehensive list of energy efficiency recommendations (including any low cost/no cost improvements) prioritized to achieve the highest level of energy use reductions. The list of recommendations will be developed into a Project Implementation Plan (PIP).
- Provide a list of qualifying Trade Allies within the Consumers Energy Business Solutions program.
- Fund the PIP as the EMP. Oversee PIP work to ensure targeted energy reductions will be met. Release payment to Trade Allie(s) upon satisfactory review of invoices.

- In addition to the PIP energy efficient improvements, work with Customer to maximize incentives available from the Consumers Energy Business Energy Efficiency Program. These incentives are independent from the EMP and are not guaranteed. Incentives on energy efficiency projects are subject to all program terms and conditions as listed in the Consumers Energy Business Energy Efficiency Program application and catalog.

Terms & Conditions

Consumers Energy determines the participant for this EMP in its sole discretion.

VERIFICATION AND INSPECTION: Consumers Energy reserves the right to verify all project installations resulting from this EMP. No additional warranty is implied by this inspection.

ENDORSEMENT: Consumers Energy does not endorse any particular manufacturer, product, system design, claim or Trade Ally as part of this EMP. Consumers Energy does not guarantee the energy savings and does not make warranties associated with the measures eligible for incentives as a result of this EMP. Consumers Energy has no obligations regarding and does not endorse or guarantee any claims, promises, work or equipment made, performed or furnished by any Trade Allies or equipment vendors that sell or install energy efficiency measures.

INFORMATION RELEASE: Participant agrees that Consumers Energy may obtain energy data collected by operation of equipment for the purpose of sharing that information, or other energy information available to Consumers Energy, with a third party contractor to perform evaluation of the energy savings impact of this EMP. Consumers Energy and all third party contractors will treat information gathered for evaluations as confidential.

LIMITATION OF LIABILITY: Consumers Energy IS NOT LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES OR FOR ANY DAMAGES CONNECTED WITH OR RESULTING FROM PARTICIPATION IN THIS EMP.

WARRANTIES: Manufacturer warranties for products installed apply to defects in materials and workmanship under normal use and service. The Trade Ally performing installation warranties proper installation and labor. Any problems related to the installed equipment must first be communicated to the installing trade ally to arrange service or repair by the appropriate party, and failure to inform trade ally will void the trade ally labor warranty.

CUSTOMER CERTIFICATION: Customer certifies that he/she has agreed to this EMP being performed at the defined location(s).

(Customer)

(Consumers Energy Company)

(Signature)

(Signature)

(Name & Title)

(Name & Title)

(Date)

(Date)

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2nd Reading of NEOLA Policy 0000 (Bylaws) & Policy 1000 (Administration)

We will be reviewing and discussing the 2nd reading of NEOLA Policy 0000 and 1000. No action will be taken.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Policy Revision – 5502 – Reduction and Recall of Teachers

The board will be reviewing the most recently updated district policy 5502 as it relates to Reduction and Recall of Teachers, and has been developed by the Thrun Law Firm. This is the 1st reading of this policy. The 2nd reading will be at the May 5 board meeting.

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: _____