

# Saranac Community School

## Board of Education Agenda

### Regular Meeting

June 2, 2016

7:00 PM

### Library, Saranac Jr/Sr High School

Walk-thru of the Jr/Sr High at 6 pm

Student Hearing at 6:30 pm

Regular Meeting at 7 pm

1. Call to Order\_\_\_\_\_
2. Pledge of Allegiance
3. Student Hearing 3
4. Approval of Minutes - Regular & Finance Committee Minutes 4
5. Additions & Deletions
6. Comments from Guests - Agenda Items
7. Administrator's Update
8. Instructional Highlight - Jr/Sr High School
9. Action Item
  - a. Approve the 2016-17 Budget Hearing Resolution 7
  - b. Retirement Resolution 10
10. Reports/Presentations
  - a. Food Service Director Update 11
  - b. Accept Gifts 12
  - c. 2016-17 MHSAA Membership Resolution 13
  - d. 2016-17 Extracurricular Assignments 16
  - e. Present 4th 2015-2016 Budget Amendment 18
  - f. Present Final Draft of the 2016-17 Budget 19
  - g. 2nd Reading of NEOLA Policy 6000 (Finances) & 7000 (Property) 20
11. Comments from Guests - Non Agenda Items
12. Superintendent's Report
13. Approve Executive Session Minutes
14. Board Requests/Reports
15. Communications
16. Closed Session for Negotiation Purposes
17. Closed Session for Superintendent's Evaluation Process

18. Other

19. 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."

TO: Saranac Board of Education

FROM: Maury Geiger

SUBJECT: Student Hearing

POLICY: 8350 Student Suspension and Expulsion

The Board will conduct a student hearing.

Suggested Resolution

"I move that the Saranac Board of Education

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_."

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

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

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

Saranac Community Schools  
Board of Education  
Meeting #19

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, May 19, 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 7:02 p.m.

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

Connie Hamilton led in the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Minutes from regular meeting dated May 5, 2016 were approved as written.

**TREASURER'S REPORT:** The Treasurer's Report for April was accepted as presented.

**ADDITIONS & DELETIONS:** None

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

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

- ✓ Approve bills paid totaling \$674,122.14 from General Fund for April/May
- ✓ Accept Gifts totaling \$19,900.00
- ✓ Approve Retirement Resolutions
- ✓ Approve the ISD 2016-2017 Budget Resolution
- ✓ Approve the 3<sup>rd</sup> amendment of the 2015-16 General Fund Budget
- ✓ Approve updated Policy 5502 – Reduction and Recall of Teachers

**APPROVE TEACHERS 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.

Motion by LaWarre, supported by Doll and unanimously approved that the Saranac Board of Education approve the part-time leave of absence for the two employees for the 2016-2017 school year.

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

**NEOLA POLICY 4000(SUPPORT STAFF) AND 5000 (STUDENTS) 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 that Connie Hamilton, Curriculum Director applied for two grants and received both of them. One of the grants was for \$13,695 for Targeted Literacy Instruction and Interventions. This will provide additional instructional time to students in grades K-3 who need interventions in reading. The second one is MIBLSI (Michigan's Integrated Behavior and Learning Support Initiative) grant to provide intensive training on creating a multi-tiered system of support for behavior and reading in grades K-12.

Mr. Geiger updated the board on the Consumers Energy project.

The Saranac Promise Committee has updated their brochure, and there are 40 students who will receive scholarships this year from the Saranac Promise.

**APPROVE EXECUTIVE SESSION MINUTES:** Executive Session minutes dated May 5, 2016 were approved as written.

**BOARD REQUESTS/REPORTS:** A board member requested more information on the Jr/Sr High School scheduling.

**COMMUNICATIONS:** None

**CLOSED SESSION FOR NEGOTIATIONS PURPOSES:** Motion by Hawkins, supported by VanKuiken that the Saranac Board of Education go into closed session at 9:14 p.m. for the purpose of negotiations returning to open session at 9:51 p.m. Roll Call Vote was taken: Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, Price and VanKuiken. Motion Carried.

**CLOSED SESSION FOR PERSONNEL COMPLAINT:** Motion by Price, supported by VanKuiken that the Saranac Board of Education go into closed session at 9:51 p.m. for the purpose of a personnel complaint returning to open session at 10:30 p.m. Roll Call Vote was taken: Yes Votes: Coulson, Denny, Doll, Hawkins, LaWarre, Price and VanKuiken. Motion Carried.

**OTHER:** None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 10:30 p.m.

Respectfully submitted,

Steve LaWarre  
Secretary

Saranac Community Schools

Finance Committee Meeting

May 19, 2016

The meeting began at 5:40 pm at Library, Saranac Jr/Sr High School, Saranac, MI.

Present: Brent Denny, Sarah Doll, Steve LaWarre and Maury Geiger

Items discussed:

- Discussed value of the Administrative Office based on meeting with Realtor, Ryan Hesche
- Discussed Harker Middle School walk-through & plan for evaluation
- Update on inventory of Harker Middle School should be done by next Friday
- Discussed projected revenue and expenses for 4<sup>th</sup> amendment
- Discussed possible projected changes to next draft of the 2016-2017 budget
- Discussed shared Technology Contract services
- Discussed shared Business Contract services

The next finance committee meeting is scheduled for May 31<sup>st</sup> at 6 p.m.

Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Steve LaWarre

Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approve Budget Hearing Resolution

POLICY: 3100 Annual Operating Budget

The attached resolution takes action to set a time, date, and place for a public hearing on the proposed budget for the 2016-2017 school year. The budgets will be presented at the June 16 hearing, with action for approval of the budgets to be requested following the hearing.

We will need to take action on this so that we can have the posting in a local newspaper.

Suggested Resolution

I move that the Saranac Board of Education approve the attached Budget Hearing Resolution as presented.

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

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

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

A regular meeting of the Board of Education of the Saranac Community Schools was held in the Library at Saranac Jr/Sr High School on the 2<sup>nd</sup> day of June, 2016, at 7:00 p.m.

The meeting was called to order at 7:00 o'clock, in the p.m. by:

Present: Members

Absent: Members

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

**WHEREAS**, Tonight this Board will review a proposed budget and desires to establish a hearing thereon for the fiscal year 2016-2017.

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

1. This Board does hereby set 7:00 o'clock, in the p.m. Thursday, June 16, 2016 in the Library at Saranac Jr/Sr High School, Michigan, as the time, date and location for the public hearing on the proposed budget for the 2016-2017 fiscal year.
2. The Board authorizes and directs the Superintendent to cause the Notice of a Public Hearing on Proposed 2016-2017 Budget, a copy of which is attached hereto as Exhibit A, to be published in a newspaper of general circulation in the district, not less than six (6) days prior to the hearing.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Yes: Members

No: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Saranac Community Schools, Ionia County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on Thursday, June 2, 2016, the original of which is part of the Board's minutes. The undersigned further certified that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

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Secretary, Board of Education

**EXHIBIT A**

4liof4yo.xob.doc



## **NOTICE OF A PUBLIC HEARING ON PROPOSED 2016-2017 BUDGET**

**PLEASE TAKE NOTICE** that on Thursday, June 16, 2016 at 7:00 p.m., in the Library at Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, Michigan, the Board of Education of Saranac Community Schools will hold a public hearing to consider the district's proposed 2016-2017 budget.

The Board may not adopt its proposed 2016-2017 budget until after the public hearing. A copy of the proposed 2016-2017 budget including the proposed property tax millage rate is available for public inspection during normal business hours at the Superintendent's Office, 88 Pleasant Street, Saranac, Michigan.

**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

This notice is given by order of the Board of Education

Steve LaWarre, Secretary

The third paragraph must be printed in 11-point boldface type as shown.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Retirement Resolution

We have another retirement that we just received notice on, and Teri has prepared a retirement resolution. I will ask for action on this so that we can present it at the end of year celebration.

Suggested Resolution

I move that the Saranac Board of Education approve the retirement resolution as presented.

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

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

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

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Food Service Update

Food Service Director, Carmen Smith will update the Board on the Food Service Program.

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.

2016 Volleyball Program	Donation	\$ 50.00
The Saranac Promise	Donation	\$ 100.00
The Saranac Promise	Donation	\$ 5,000.00
The Saranac Promise	Donation	\$ 600.00
The Saranac Promise	Donation	\$ 250.00
Robotics Program	Donation	\$ 300.00
McGee Memorial Scholarship	Donation	\$ 25.00
Total This Month		<b>\$ 6,325.00</b>
Total Gifts for 2015-2016 Including This Month		\$ 177,589.75

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Participation in the Michigan High School Athletic Association

We are required to annually renew our membership in the Michigan High School Athletic Association. The resolution to be approved is attached. I will ask for Board approval of this resolution at the June 16 meeting.

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2016 — through July 31, 2017

### LIST ON BACK

\_\_\_\_\_ the Secondary School(s) which are under the direction of this Board of Education/Governing Body.

***(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2016-17 must be listed on the back of this form)***

Saranac Community Schools

City of Saranac, MI

County of Ionia, of State of Michigan, are hereby:

(A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and

(B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2016 and shall remain effective until July 31, 2017, during which the authorization may not be revoked.

### RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

Saranac Community School(s), on the 16 day of June, 2016,  
and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Saranac Community Schools

(Governing Body Name)

88 Pleasant Street

(Address)

Saranac, MI 48881

(City & Zip Code)

Board Secretary Signature  
or Designee

☐ Check if Designee



# Schools Which Are To Be MHSAA Members During 2016-17

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th grade students.

B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

## Member High School(s) (if any)

List separately from JH/MS even if all grades are housed in the same building.

1. Saranac Jr/Sr High School 9-12
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

If necessary, list additional schools for either column on a separate sheet.

## Junior High /Middle School(s) (if any)

List separately from HS even if all grades are housed in the same building.

1. Saranac Jr/Sr High School  
 Name of Junior High/Middle School \_\_\_\_\_  
 Configuration of grades in school (e.g. 6-8, 7-8, 7-9): 7-8  
 Provide anticipated 2016-17 7th- and 8th-Grade Enrollment: \_\_\_\_\_  
 Provide anticipated 2016-17 6th-Grade Enrollment: \_\_\_\_\_  
☐ Yes, 6th-grade students will be participating in one or more sports for our school.  
☐ No, 6th-grade students will not be participating in sports for our school.
2. \_\_\_\_\_  
 Name of Junior High/Middle School \_\_\_\_\_  
 Configuration of grades in school (e.g. 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2016-17 7th- and 8th-Grade Enrollment: \_\_\_\_\_  
 Provide anticipated 2016-17 6th-Grade Enrollment: \_\_\_\_\_  
☐ Yes, 6th-grade students will be participating in one or more sports for our school.  
☐ No, 6th-grade students will not be participating in sports for our school.
3. \_\_\_\_\_  
 Name of Junior High/Middle School \_\_\_\_\_  
 Configuration of grades in school (e.g. 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2016-17 7th- and 8th-Grade Enrollment: \_\_\_\_\_  
 Provide anticipated 2016-17 6th-Grade Enrollment: \_\_\_\_\_  
☐ Yes, 6th-grade students will be participating in one or more sports for our school.  
☐ No, 6th-grade students will not be participating in sports for our school.
4. \_\_\_\_\_  
 Name of Junior High/Middle School \_\_\_\_\_  
 Configuration of grades in school (e.g. 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2016-17 7th- and 8th-Grade Enrollment: \_\_\_\_\_  
 Provide anticipated 2016-17 6th-Grade Enrollment: \_\_\_\_\_  
☐ Yes, 6th-grade students will be participating in one or more sports for our school.  
☐ No, 6th-grade students will not be participating in sports for our school.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2016-2017 Extracurricular Positions

POLICY: 5730      Recruitment  
          5750      Part-Time and Substitute Non-Certified Staff

The SEA contract requires the appointment of individuals to extracurricular positions by June 30th for the following year. I have attached a listing of extracurricular positions. I will ask for Board action on the list at the June 16 meeting.

A list of recommended appointments is attached.



## 2016-2017 Extracurricular Positions

Middle School Student Council .....	Joel Manion
Music Director .....	Matt Stauffer
High School Student Council.....	Diana Smith
Yearbook Advisor. ....	Diana Smith
National Honor Society Sponsor .....	Nancy Helminski
FFA Sponsors.....	Tracy Dahms & Susann Young
Junior Class Sponsor.....	Phyllis Plumley
Head Varsity Football.....	Andy Lytle
Head Junior Varsity Football .....	Jayson Potter
Assistant Football .....	Tim Ward & John Nummer
Varsity & JV Fall Sports Cheerleading .....	Self Funded
Varsity Girls Basketball .....	Steve Tompkins
JV Girls Basketball.....	Todd Chipman
8th Grade Girls Basketball .....	Self-Funded
7th Grade Girls Basketball .....	Self-Funded
Cross Country .....	Diana Smith
Varsity Volleyball .....	Amy McElvain
JV Volleyball .....	Amy Miles
7 <sup>th</sup> & 8 <sup>th</sup> Grade Volleyball .....	Self Funded
Varsity Boys Basketball .....	Nick Wigfield
Winter Varsity & JV Cheerleading.....	Self Funded
JV Boys Basketball .....	Gelan Dibaba
8th Grade Boys Basketball .....	Self-Funded
7th Grade Boys Basketball .....	Self-Funded
Varsity Softball.....	Terry Johnson
JV Softball.....	<b>OPEN</b>
Varsity Baseball .....	Jason Smith
JV Baseball.....	Keaton Moyer
Track.....	Diana Smith
Assistant Track .....	Erric Smith
Jr. High Track.....	Self-Funded
Boys/Girls Golf.....	Self Funded
Soccer .....	Self Funded

**Updated: 5/18/16**

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 4<sup>th</sup> Amendment of the 2015-2016 Budget

The Board Finance Committee will be meeting on Tuesday, May 31<sup>st</sup> to review the 4<sup>th</sup> budget amendment for 2015-2016, and it will be shared at the board meeting on Thursday.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Projected Final Draft of 2016-2017 Budget

The final draft of the 2016-2017 budget will be shared with the Board Finance Committee on May 31<sup>st</sup>, and then presented at the board meeting for your review. As always, the goal is to have a balanced budget of projected expenditures to anticipated revenues, and the Board has established a goal of a minimum of a 5 % fund balance.

The budget timeline for presentation and approval is as follows:

June 2<sup>nd</sup> – Update 2016-2017 budget projections (Final draft)

- Review 4<sup>th</sup> amendment of the 2015-2016 school year
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections

June 16<sup>th</sup> – Final 2016-2017 budget projections – Budget Hearing

- Approve 4<sup>th</sup> amendment of the 2015-2016 school year
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections
- Approve the 2016-2017 budget with a minimum of a 5% fund balance

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 2<sup>nd</sup> Reading of NEOLA Policy 6000 (Finances) & Policy 7000 (Property)

We will be reviewing and discussing the 2<sup>nd</sup> reading of NEOLA Policy 6000 and 7000. No action will be taken.