

Saranac Community School

Board of Education Agenda

Regular Meeting

September 18, 2014

7:00 PM

Library, Saranac Jr/Sr High School

1. Call to Order_____
2. Pledge of Allegiance
3. Approval of Minutes 2
4. Additions & Deletions
5. Comments from Guests
6. Action Items (Consent Agenda) 6
 - a. Pay Bills 7
 - b. Accept Gifts 27
 - c. Approve Board Policy Changes 29
 - d. Approve Out-of-State Field Trips 89
7. Reports/Presentations 94
 - a. Staffing
8. Comments from Guests
9. Superintendents Report
 - a. MASB Fall Conference
 - b. Track Update
 - c. Enrollment Update
10. Board Requests/Reports
11. Communications
12. Approve Executive Session Minutes
13. Closed Session for Negotiations Planning
14. Closed Session for Superintendent's Evaluation
15. Other
16. Adjournment_____

Saranac Community Schools
Board of Education
Meeting #5

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, September 4, 2014 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

Board President, Steve LaWarre called the meeting to order at 7:00 p.m.

Present: Coulson, Denny, Doll, Hawkins, Lauer, and LaWarre.

Absent: Tutak-Hill

Steve LaWarre led in the Pledge of Allegiance.

Minutes from regular meeting #4, dated August 21, 2014 were approved as written.

ADDITIONS & DELETIONS: Superintendent, Maury Geiger would like to delete Closed Session for Negotiations Planning, and add Closed Session for Superintendent's Evaluation, and also delete Presentation Item – Technology Update from the agenda.

COMMENTS FROM GUESTS: The board received public comment.

STUDENT REPORT: Brendan Klynstra from Student Council reported they held meetings throughout the summer. They are preparing for Homecoming activities and some of the student council members painted the school store this summer.

ADMINISTRATOR'S UPDATE: Jr/Sr High Co-Principal, Josh Leader reported it's been a busy first week of school with students schedule changes and getting them updated. They held class meetings this week and are planning Homecoming events. Portland Federal Credit Union will be here two times a month for students to open up accounts or use their services. The 7th grade will be voting on class officers next week.

Jr/Sr High Co-Principal, Beth Simpson, reported Friday will be the kick-off of their school wide fundraiser selling Entertainment Books. They will be having a Cyber Safety Assembly on September 22 & 23 sponsored through the State of Michigan.

ACCEPT GIFTS: Superintendent Geiger presented the gifts received totaling \$22,855.00. This will be brought back for action at the September 18 meeting.

HIRE JR/SR HIGH MATH TEACHER: Superintendent Geiger reported that Beth Simpson led an interview team of the junior senior high school Math department consisting of Steve Tompkins, Brien Simpson, and Nancy Helminski who interviewed two candidates. The team recommends Kathryn (Katie) Rottier for the Mathematics position. Katie has prior experience in Saranac in a pre-teaching math assignment with Mrs. Helminski, and has two years of teaching experience at the secondary level.

Motion by Coulson, supported by Denny and unanimously approved that the Saranac Board of Education hire Kathryn (Katie) Rottier as the Jr/Sr High School Math teacher upon a clear criminal history check as presented.

HIRE JR/SR HIGH SOCIAL STUDIES TEACHER: Superintendent Geiger reported that Josh Leader led an interview team of the junior senior high school Social Studies department consisting of Glenn Fountain and Steve Miles. They interviewed three candidates, and recommends James McRae for the Social Studies position.

Motion by Coulson, supported by Hawkins and unanimously approved that the Saranac Board of Education hire James McRae as the Jr/Sr High School Social Studies teacher upon a clear criminal history check as presented.

HIRE MUSIC TEACHER: Superintendent Geiger reported that an interview team consisting of Connie Hamilton, Jason Smith & Matt Stauffer interviewed five candidates on Tuesday, September 2, for the elementary music position. The team recommends Dawn Peterson for this position.

Motion by Denny, supported by Doll and unanimously approved that the Saranac Board of Education hire Dawn Peterson as the Elementary School Music Teacher upon a clear criminal history check as presented.

OUT-OF-STATE FIELD TRIPS: Superintendent Geiger reported there are three Out-of-State field trips planned this school year. This will be brought back for action at the September 18 meeting.

TRACK UPDATE: Superintendent Geiger gave an update on the track resurfacing project. Two bids were received for the track and both companies were interviewed with a committee consisting of Karl Klynstra, community member, Josh Leader, Athletic Director, Roy Hawkins, Board Member and Mr. Geiger.

Both contractors interviewed well and have experience and expertise in track resurfacing projects. Both contractors submitted documents that met the resurfacing specifications of the RFB.

AG Sports, LLC out of Jackson, Michigan submitted a quote of \$75,855.00 for materials, labor and lining the track. This also includes the legal requirement of a contractor's bond for Public Buildings or Works (PA 213 of 1963).

Current Surfaces, out of Hanover Michigan submitted a quote of \$67,402.00 for materials, labor and lining the track. This does not include the legal requirement of a contractor's bond for Public Buildings or Works (PA 213 of 1963).

The "Back the Track" community group has raised approximately \$52,000.000 in donations and pledges and continues to grow on a daily.

There was much discussion from the Board regarding the bids.

Motion by Hawkins, supported by Lauer and unanimously approved that the Saranac Board of Education accept the RFB and enter into a contract agreement with AG Sports as the contractor for the track resurfacing project.

Motion by Hawkins, supported by Coulson and unanimously approved that the Saranac Board of Education set aside an amount of up to \$10,000.00 for the purposes of additional materials/projects associated to the track resurfacing project.

Motion by Hawkins, supported by Denny and unanimously approved that the Saranac Board of Education set aside an amount of up to \$25,000.00 as a contingency fund for purposes of the track RFB project.

APPOINT CONSTRUCTION MANAGER & ARCHITECT FIRM: Superintendent Geiger reported that we need to appoint an Architectural firm and a Construction Manager to oversee the track renovation project. Kamminga & Roodvoets, Inc. have offered their services at no additional cost to the district. Mr. Karl Klynstra works for this firm and will help to oversee the project.

Motion by Denny, supported by Doll and unanimously approved that the Saranac Board of Education appoint Kamminga & Roodvoets, Inc. as the Architect and Construction Manager for the Track Resurfacing Project as presented.

STAFF WELCOME BACK: Mr. Geiger presented the Back to School PowerPoint presentation that was shared with all staff at our opening last week regarding our goals in the areas of curriculum, instruction, and promoting and serving our school and community.

DISTRICT CURRICULUM GOALS: Superintendent Geiger shared curriculum goals that have been developed with the administrative team based on the board directive of having the Superintendent set measurable goals in the areas of reading, writing, and mathematics in at least two grade levels.

These goals will be a part of the superintendent evaluation to be completed this fall, and part of the administrative evaluations that will be completed this school year.

STUDENT COUNT AND POSSIBLE STAFF ADJUSTMENTS: Superintendent Geiger reviewed the latest student enrollment numbers and class sizes. The current projected student count across all grades levels is higher than anticipated. As a result, we have recently added a full-time first grade elementary position, and a part-time elementary music position.

We continue to review our student count across the district on a daily basis and have noted additional students in our Kindergarten classes. Both classrooms have 27 students, and can accommodate up to 28 students according to the collective bargaining agreement.

The board also reviewed the class sizes at the Jr/Sr High School noting that several classes have large numbers of students.

There was much discussion from the board. They were in agreement that they needed to add more staff and it was a consensus of the board to post for a Kindergarten position and possible addition of staff at the Jr/Sr High School.

COMMENTS FROM GUESTS: The board received public comment.

SUPERINTENDENT REPORT: Superintendent Geiger reported that Josh Leader, Jason Smith, Roy Hawkins and himself did a walk-thru of the facilities and will report back to the board at a meeting in October.

BOARD REQUESTS/REPORTS: Board member Roy Hawkins would like to see a staff booklet put together with a staff picture and name.

The Board Operating Procedures manual has been updated. This will be brought back in October for another review before it is published. This will be ready for new board members in January.

COMMUNICATIONS: None

CLOSED SESSION FOR SUPERINTENDENT'S EVALUATION: Motion by Coulson, supported by Lauer that the Saranac Board of Education go into closed session at 9:31 p.m. for the purpose of the superintendent's evaluation returning to open session at 9:44 p.m. Roll call vote was taken: Voting Yes: Coulson, Denny, Doll, Hawkins, Lauer, and LaWarre. Motion Carried.

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 9:46 p.m.

Respectfully submitted,

Roy Hawkins
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approval of Action Items - Consent Agenda

- Bills Paid: \$346,543.68 from General Fund for August/September
- Accept Gifts Totaling: \$22,855.00 per attached
- Approve Board Policy Changes
- Approve Out-of-State Field Trips

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: 08/19/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/19/2014	54994 Accounts Payable	Barnes, , Ray		50.00
	Invoice	Date	Description		Amount
	MG82114	08/19/2014	Athletic Official		50.00
Check	08/19/2014	54995 Accounts Payable	Goda, , Brian		60.00
	Invoice	Date	Description		Amount
	MG82114	08/19/2014	Athletic Official		60.00
Check	08/19/2014	54996 Accounts Payable	Green, , Jeffrey		60.00
	Invoice	Date	Description		Amount
	MG82114	08/19/2014	Athletic Official		60.00
Check	08/19/2014	54997 Accounts Payable	Grice, , Brandon		110.00
	Invoice	Date	Description		Amount
	MG82114	08/19/2014	Athletic Official		110.00
Check	08/19/2014	54998 Accounts Payable	Halstead, , Randall		60.00
	Invoice	Date	Description		Amount
	MG82114	08/19/2014	Athletic Official		60.00
Check	08/19/2014	54999 Accounts Payable	Lacroix, , George		50.00
	Invoice	Date	Description		Amount
	MG82114	08/19/2014	Athletic Official		50.00
Check	08/19/2014	55000 Accounts Payable	Lambright, , Dave		50.00
	Invoice	Date	Description		Amount
	MG82114	08/19/2014	Athletic Official		50.00
Check	08/19/2014	55001 Accounts Payable	Siver, , James		60.00
	Invoice	Date	Description		Amount
	MG82114	08/19/2014	Athletic Official		60.00
Check	08/19/2014	55002 Accounts Payable	Siver, , Tom		60.00
	Invoice	Date	Description		Amount
	MG82114	08/19/2014	Athletic Official		60.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/19/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	08/19/2014	55003 Accounts Payable	Sutter, , Jerry		50.00
	Invoice	Date	Description		Amount
	MG82114	08/19/2014	Athletic Official		50.00
GF CHECKING General Fund Checking Totals:			Transactions: 10		\$610.00
Checks:	10		\$610.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/21/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/21/2014	55004 Accounts Payable	Architectural Openings & Access, Inc.		186.59
	Invoice	Date	Description		Amount
	s1000544	08/08/2014	Lite Kit & Glass		186.59
Check	08/21/2014	55005 Accounts Payable	ARROW UNIFORM		270.26
	Invoice	Date	Description		Amount
	12-939936	08/08/2014	Towels/Uniforms		200.28
	12-947478	08/08/2014	Towels/Uniforms		69.98
Check	08/21/2014	55006 Accounts Payable	AT&T		70.97
	Invoice	Date	Description		Amount
	MG81214	08/08/2014	Phone Bill		70.97
Check	08/21/2014	55007 Accounts Payable	BATTERIES PLUS		60.00
	Invoice	Date	Description		Amount
	383-294711	08/08/2014	Batteries		60.00
Check	08/21/2014	55008 Accounts Payable	BRUNETTE, TERI		175.56
	Invoice	Date	Description		Amount
	MG8714	08/08/2014	ES Teaching Supplies		175.56
Check	08/21/2014	55009 Accounts Payable	ENGINEERED PROTECTION SYSTEMS		175.14
	Invoice	Date	Description		Amount
	A901361	08/08/2014	Alarm Monitoring		175.14
Check	08/21/2014	55010 Accounts Payable	HAMILTON, CONNIE		168.85
	Invoice	Date	Description		Amount
	MG81514	08/08/2014	Supplies		168.85
Check	08/21/2014	55011 Accounts Payable	Hi-Tech Building Services		5,939.23
	Invoice	Date	Description		Amount
	007836	08/08/2014	Custodial Hours-July		5,939.23
Check	08/21/2014	55012 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		5,756.47
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/21/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	2015-06	06/30/2014	Tech Mileage		5,756.47
Check	08/21/2014	55013 Accounts Payable	LINDEN LIGHTING SUPPLY		685.55
	Invoice	Date	Description		Amount
	118904	08/08/2014	Electrical Supplies		371.80
	118923	08/08/2014	Electrical Supplies		313.75
Check	08/21/2014	55014 Accounts Payable	M.A.S.A.		1,476.00
	Invoice	Date	Description		Amount
	MG8814	08/08/2014	Dues Renewal		1,476.00
Check	08/21/2014	55015 Accounts Payable	M.A.S.B.		145.60
	Invoice	Date	Description		Amount
	14470	08/08/2014	Mileage		145.60
Check	08/21/2014	55016 Accounts Payable	MCPHERSON, DORIS		266.03
	Invoice	Date	Description		Amount
	MG8714	08/08/2014	Teaching Supplies		266.03
Check	08/21/2014	55017 Accounts Payable	MEEKHOF TIRE SALES & SERVICE		2,044.82
	Invoice	Date	Description		Amount
	230984-10	08/08/2014	Bus Tires		2,044.82
Check	08/21/2014	55018 Accounts Payable	MENARDS-IONIA		159.00
	Invoice	Date	Description		Amount
	55488	08/08/2014	Drill		159.00
Check	08/21/2014	55019 Accounts Payable	METS		3,247.49
	Invoice	Date	Description		Amount
	7696	08/08/2014	Salaries & Fees		3,247.49
Check	08/21/2014	55020 Accounts Payable	Miller, Johnson, Snell, & Cummiskey, P.L.C.		318.75
	Invoice	Date	Description		Amount
	1528970	08/08/2014	Legal Services		318.75
Check	08/21/2014	55021 Accounts Payable	MOVIE LICENSING USA		609.00
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/21/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
		1954165	08/08/2014	Annual Public Performance Site License	609.00
Check	08/21/2014	55022 Accounts Payable	NAPA AUTO & TRUCK PARTS		386.34
	Invoice		Date	Description	Amount
		723448	08/08/2014	Parts	78.40
		723564	08/08/2014	Parts	36.57
		723565	08/08/2014	Return Part	(22.15)
		724293	08/08/2014	Parts	11.40
		724144	08/08/2014	Part	15.16
		724424	08/08/2014	Parts	239.00
		724630	08/08/2014	Parts	27.96
Check	08/21/2014	55023 Accounts Payable	OTTAWA AREA ISD		14,100.00
	Invoice		Date	Description	Amount
		9051	08/08/2014	E2020 Consortium	14,100.00
Check	08/21/2014	55024 Accounts Payable	PIONEER		1,101.00
	Invoice		Date	Description	Amount
		INV525240	08/08/2014	Field Paint	1,101.00
Check	08/21/2014	55025 Accounts Payable	QUILL CORP.		24.92
	Invoice		Date	Description	Amount
		5097874	08/08/2014	Paper	24.92
Check	08/21/2014	55026 Accounts Payable	RENAISSANCE LEARNING, INC.		6,365.50
	Invoice		Date	Description	Amount
		INV4100015	08/08/2014	Software Renewal-HS	1,006.50
		INV4100017	08/08/2014	Software Renewal-ES	5,359.00
Check	08/21/2014	55027 Accounts Payable	REYNOLDS & SONS, INC		415.40
	Invoice		Date	Description	Amount
		094102	08/08/2014	Athletic Supplies	358.37
		094114	08/08/2014	Football Belts	57.03
Check	08/21/2014	55028 Accounts Payable	RIDDELL/ALL AMERICAN SPORTS , CORP.		305.98
	Invoice		Date	Description	Amount

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/21/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	96877971	08/08/2014	Padded Girdle		305.98
Check	08/21/2014	55029 Accounts Payable	SARANAC COMMUNITY SCHOOLS		490.00
	Invoice	Date	Description		Amount
	MG8714	08/08/2014	Replace Money Taken From Revolving For Postage		490.00
Check	08/21/2014	55030 Accounts Payable	SARANAC HARDWARE		19.43
	Invoice	Date	Description		Amount
	82994	08/08/2014	Maint. Supplies		19.43
Check	08/21/2014	55031 Accounts Payable	School Datebooks		756.57
	Invoice	Date	Description		Amount
	514-0074989	08/08/2014	School Planners		756.57
Check	08/21/2014	55032 Accounts Payable	SCHOOL SPECIALTY INC.		1,106.71
	Invoice	Date	Description		Amount
	208112802962	08/08/2014	HS Teaching Supplies		88.43
	308101965254	08/08/2014	HS Teaching Supplies		98.02
	308101954118	08/08/2014	High School Science Teaching Supplies		72.59
	208112741888	08/08/2014	HS English Teaching Supplies		91.02
	208112802945	08/08/2014	HS History Teaching Supplies		95.78
	308101986845	08/08/2014	ES Office Supplies		169.32
	308101977696	08/08/2014	Es Office Supplies		102.24
	208112868904	08/08/2014	ES Teachinng Supplies		146.89
	208112762084	08/08/2014	ES ^th Grade Teaching Supplies		27.08
	208112802936	08/08/2014	HS Teaching Supplies		107.36
	308101965216	08/08/2014	HS Teaching Supplies		107.98
Check	08/21/2014	55033 Accounts Payable	SPEED WRENCH INC.		4,540.82
	Invoice	Date	Description		Amount
	2022	08/08/2014	Bus Repair-221		3,407.95
	2239	08/08/2014	Bus Repairs-221		1,132.87
Check	08/21/2014	55034 Accounts Payable	Star Truck Rentals		4,056.52
	Invoice	Date	Description		Amount
	AW83008	08/08/2014	Repairs Done to Bus 215		4,056.52

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/21/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	08/21/2014	55035 Accounts Payable	STATE WIRE & TERMINAL INC.		78.12
	Invoice	Date	Description		Amount
	272922	08/08/2014	Transportation Supplies		78.12
Check	08/21/2014	55036 Accounts Payable	SUNRISE SUPPLIES, INC.		319.16
	Invoice	Date	Description		Amount
	15199	08/08/2014	Maint. Supplies		20.64
	15120	08/08/2014	Custodial Supplies		57.35
	15136	08/08/2014	Maint. Supplies		160.95
	15137	08/08/2014	Custodial supplies		80.22
Check	08/21/2014	55037 Accounts Payable	SYNCB/Amazon		197.47
	Invoice	Date	Description		Amount
	150191430987	08/08/2014	ES Teaching Supplies		43.98
	106209056191	08/08/2014	Teaching Supplies		153.49
Check	08/21/2014	55038 Accounts Payable	TRANSPORTATION ACCESSORIES CO.		1,471.74
	Invoice	Date	Description		Amount
	422909	08/08/2014	Bus Parts		500.00
	422908	08/08/2014	Bus Parts		509.34
	422908-1	08/08/2014	Bus Parts		139.40
	422908-2	08/08/2014	Bus Parts		215.00
	423286	08/08/2014	Bus Parts		57.00
	423384	08/08/2014	Bus Parts		51.00
Check	08/21/2014	55039 Accounts Payable	Traverse City Area Public Schools		9,701.50
	Invoice	Date	Description		Amount
	080714SCS	08/08/2014	New/Used Buses		9,701.50
Check	08/21/2014	55040 Accounts Payable	WASTE MANAGEMENT OF MI-MIDWEST		955.23
	Invoice	Date	Description		Amount
	7532629-2333-1	08/08/2014	Trash Removal		419.60
	752628-2333-3	08/08/2014	Trash Removal		431.87
	7532630-2333-9	08/08/2014	Trash Removal		103.76
GF CHECKING General Fund Checking Totals:			Transactions: 37		\$68,147.72

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Saranac Community Schools
Payment Batch Register
Bank Account: GF CHECKING - General Fund Checking
Batch Date: 08/21/2014

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
Checks:		37				\$68,147.72

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/22/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/22/2014	55041 Accounts Payable	DINGERSON, DENNIS		150.91
	Invoice	Date	Description		Amount
	MG81414	08/21/2014	Diesel Fuel		150.91
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$150.91</u>
Checks:	1		\$150.91		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/26/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/26/2014	55042 Accounts Payable	Babbit , Jeremy		70.00
	Invoice	Date	Description		Amount
	MG82614	08/22/2014	Athletic Official		70.00
Check	08/26/2014	55043 Accounts Payable	Block , Chuck		300.00
	Invoice	Date	Description		Amount
	MG82714	08/22/2014	Athletic Official		300.00
Check	08/26/2014	55044 Accounts Payable	Canada, , Nolan		70.00
	Invoice	Date	Description		Amount
	MG82614	08/22/2014	Athletic Official		70.00
Check	08/26/2014	55045 Accounts Payable	Canada, Maurice		70.00
	Invoice	Date	Description		Amount
	70.	08/22/2014	Athletic Official		70.00
Check	08/26/2014	55046 Accounts Payable	Garrison , John		70.00
	Invoice	Date	Description		Amount
	MG82614	08/22/2014	Athletic Official		70.00
Check	08/26/2014	55047 Accounts Payable	Gross , James		70.00
	Invoice	Date	Description		Amount
	MG82614	08/22/2014	Athletic Official		70.00
Check	08/26/2014	55048 Accounts Payable	Hesche , Keith		60.00
	Invoice	Date	Description		Amount
	MG82714	08/22/2014	Athletic Official		60.00
Check	08/26/2014	55049 Accounts Payable	Parling , Dean		70.00
	Invoice	Date	Description		Amount
	MG82614	08/22/2014	Athletic Official		70.00
Check	08/26/2014	55050 Accounts Payable	Stephens , Lauri		70.00
	Invoice	Date	Description		Amount
	MG82614	08/22/2014	Athletic Official		70.00

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Saranac Community Schools
Payment Batch Register
Bank Account: GF CHECKING - General Fund Checking
Batch Date: 08/26/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	08/26/2014	55051 Accounts Payable	Stopczynski , Tim		70.00
	Invoice	Date	Description		Amount
	MG82614	08/22/2014	Athletic Official		70.00
GF CHECKING General Fund Checking Totals:			Transactions: 10		\$920.00
Checks:	10		\$920.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/27/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/27/2014	55052 Accounts Payable	Braman , Rob		50.00
	Invoice	Date	Description		Amount
	MG82714	08/27/2014	Athletic Official		50.00
Check	08/27/2014	55053 Accounts Payable	Carman , Rollie		50.00
	Invoice	Date	Description		Amount
	MG82714	08/27/2014	Athletic Official		50.00
Check	08/27/2014	55054 Accounts Payable	Grice , Brandon		50.00
	Invoice	Date	Description		Amount
	MG82714	08/27/2014	Athletic Official		50.00
Check	08/27/2014	55055 Accounts Payable	McCullem , Robert		50.00
	Invoice	Date	Description		Amount
	MG82714	08/27/2014	Athletic Official		50.00
Check	08/27/2014	55056 Accounts Payable	Proper , Chuck		50.00
	Invoice	Date	Description		Amount
	MG82714	08/27/2014	Athletic Official		50.00
GF CHECKING General Fund Checking Totals:			Transactions: 5		\$250.00
Checks: 5			\$250.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/28/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	08/28/2014	55057 Accounts Payable	Almy , Greg		50.00
	Invoice	Date	Description		Amount
	MG9414	08/28/2014	Athletic Official		50.00
Check	08/28/2014	55058 Accounts Payable	AUSTIN, SHAWN		29.76
	Invoice	Date	Description		Amount
	MG81914	08/22/2014	Office Supplies		29.76
Check	08/28/2014	55059 Accounts Payable	BATTLE CREEK MATH & SCIENCE , CENTER		107.42
	Invoice	Date	Description		Amount
	15SL0467	08/22/2014	Es Teaching Supplies		107.42
Check	08/28/2014	55060 Accounts Payable	BUYERS GUIDE		12.30
	Invoice	Date	Description		Amount
	MG81014	08/22/2014	Instructional Consultant Ad-HS		12.30
Check	08/28/2014	55061 Accounts Payable	CENTRAL MONTCALM HIGH SCHOOL		125.00
	Invoice	Date	Description		Amount
	MG82814	08/28/2014	Tournament Fee		125.00
Check	08/28/2014	55062 Accounts Payable	CMC TELECOM INC.		987.16
	Invoice	Date	Description		Amount
	142270214	08/22/2014	Phone Bill		987.16
Check	08/28/2014	55063 Accounts Payable	Collins , James		70.00
	Invoice	Date	Description		Amount
	MG9414	08/28/2014	Athletic Official		70.00
Check	08/28/2014	55064 Accounts Payable	COOPER, CATHY		108.94
	Invoice	Date	Description		Amount
	MG82614	08/22/2014	ES Teaching Supplies		108.94
Check	08/28/2014	55065 Accounts Payable	Dibble , Jayson		50.00
	Invoice	Date	Description		Amount
	MG9414	08/28/2014	Athletic Official		50.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/28/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	08/28/2014	55066 Accounts Payable	Ely , Jeff		50.00
	Invoice	Date	Description		Amount
	MG9414	08/28/2014	Athletic Official		50.00
Check	08/28/2014	55067 Accounts Payable	EPS Literacy & Intervention		421.08
	Invoice	Date	Description		Amount
	10794046	08/22/2014	Es Spec Ed Supplies		421.08
Check	08/28/2014	55068 Accounts Payable	GORDON FOOD SERVICE		92.98
	Invoice	Date	Description		Amount
	MG82214	08/22/2014	Welcome Back Breakfast Supplies		92.98
Check	08/28/2014	55069 Accounts Payable	HAMILTON, CONNIE		147.56
	Invoice	Date	Description		Amount
	MG82414	08/22/2014	Office Supplies		147.56
Check	08/28/2014	55070 Accounts Payable	Hartley , Trever		50.00
	Invoice	Date	Description		Amount
	MG9414	08/28/2014	Athletic Official		50.00
Check	08/28/2014	55071 Accounts Payable	Hungerford , Cathy		70.00
	Invoice	Date	Description		Amount
	MG9414	08/28/2014	Athletic Official		70.00
Check	08/28/2014	55072 Accounts Payable	Johnson , Jim		50.00
	Invoice	Date	Description		Amount
	MG9414	08/28/2014	Athletic Official		50.00
Check	08/28/2014	55073 Accounts Payable	Justin , David		70.00
	Invoice	Date	Description		Amount
	MG9414	08/28/2014	Athletic Official		70.00
Check	08/28/2014	55074 Accounts Payable	LEADER, JOSHUA		160.00
	Invoice	Date	Description		Amount
	MG82614	08/22/2014	Cell Phone Reimb		160.00
Check	08/28/2014	55075 Accounts Payable	LeVeque , Daniel		70.00

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/28/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice	Date	Description		Amount
	MG9414	08/28/2014	Athletic Official		70.00
Check	08/28/2014	55076 Accounts Payable	LINDEN LIGHTING SUPPLY		683.20
	Invoice	Date	Description		Amount
	118941	08/22/2014	Electrical Supplies		683.20
Check	08/28/2014	55077 Accounts Payable	M.A.S.A.		275.00
	Invoice	Date	Description		Amount
	MG82714	08/22/2014	Conference-Maury Geiger		275.00
Check	08/28/2014	55078 Accounts Payable	METS		4,858.68
	Invoice	Date	Description		Amount
	7751	08/22/2014	Salaries/Fees		4,858.68
Check	08/28/2014	55079 Accounts Payable	Michigan Pupil Accounting & Attendance Association		60.00
	Invoice	Date	Description		Amount
	MG81814	08/22/2014	Membership-Kate Hardy		60.00
Check	08/28/2014	55080 Accounts Payable	MPAAA		590.00
	Invoice	Date	Description		Amount
	MG82514	08/22/2014	Conference-Teri Bergy		295.00
	MG82614	08/22/2014	Conference-Beth Kelly		295.00
Check	08/28/2014	55081 Accounts Payable	NAPA AUTO & TRUCK PARTS		25.89
	Invoice	Date	Description		Amount
	724899	08/22/2014	Part		25.89
Check	08/28/2014	55082 Accounts Payable	NETech Corporation		19,103.04
	Invoice	Date	Description		Amount
	95510	06/30/2014	Dell Chromebook & License		19,103.04
Check	08/28/2014	55083 Accounts Payable	QUILL CORP.		102.10
	Invoice	Date	Description		Amount
	5404688	08/22/2014	Paper Order-ES		102.10
Check	08/28/2014	55084 Accounts Payable	SARANAC COMMUNITY SCHOOLS		170.46

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 08/28/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice	Date	Description		Amount
	MM82014	08/22/2014	Petty Cash-HS		91.97
	MG8192014	08/22/2014	Petty Cash		5.20
	CU82714	08/22/2014	Petty Cash		73.29
Check	08/28/2014	55085 Accounts Payable	SCHOOL SPECIALTY INC.		703.04
	Invoice	Date	Description		Amount
	208112868903	08/22/2014	ES Teaching Supplies		187.86
	208112728601	08/22/2014	ES Teaching Supplies		73.95
	208113017761	08/22/2014	Inventory-Pencils		194.75
	208112802958	08/22/2014	HS Teaching Supplies		78.29
	308101954175	08/22/2014	HS Teaching Supplies		95.16
	208112802940	08/22/2014	HS Teaching Supplies		73.03
Check	08/28/2014	55086 Accounts Payable	SEG WORKERS COMPENSATION FUND		4,598.00
	Invoice	Date	Description		Amount
	MG82014	08/22/2014	Worker Comp Installment		4,598.00
Check	08/28/2014	55087 Accounts Payable	SENTINEL STANDARD		130.80
	Invoice	Date	Description		Amount
	MG82014	08/22/2014	Subscription Renewal		130.80
Check	08/28/2014	55088 Accounts Payable	SPEEDWAY LLC		386.77
	Invoice	Date	Description		Amount
	MG82514	08/22/2014	Gas District Vehicles		386.77
Check	08/28/2014	55089 Accounts Payable	TASC-CLIENT INVOICES		218.00
	Invoice	Date	Description		Amount
	IN356541	08/22/2014	Admin Fees/Claim Card Fees		218.00
Check	08/28/2014	55090 Accounts Payable	U. S. POSTMASTER		147.00
	Invoice	Date	Description		Amount
	MG82814	08/22/2014	Postage		147.00
Check	08/28/2014	55091 Accounts Payable	Wyoming High School		140.00
	Invoice	Date	Description		Amount

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Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
Batch Date: 08/28/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	MG82814	08/28/2014	Tournament Fee		140.00
GF CHECKING General Fund Checking Totals:			Transactions: 35		<u>\$34,914.18</u>
Checks:		35	\$34,914.18		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 09/03/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					182.00
Check	08/29/2014	55092 Accounts Payable	Advanced Pension Solution Inc.		Amount
	Invoice	Date	Description		182.00
	2015-00000086	08/29/2014	ROTH IRA - ROTH IRA		80.67
Check	08/29/2014	55093 Accounts Payable	AFLAC		Amount
	Invoice	Date	Description		80.67
	2015-00000087	08/29/2014	AFLAC Pre-Tax - AFLAC Pre-Tax *		150.00
Check	08/29/2014	55094 Accounts Payable	HealthEquity, Inc.		Amount
	Invoice	Date	Description		150.00
	2015-00000088	08/29/2014	HSA - Health Savings Account *		1,656.93
Check	08/29/2014	55095 Accounts Payable	HORACE MANN		Amount
	Invoice	Date	Description		1,656.93
	2015-00000089	08/29/2014	H MANN - Horace Mann Insurance		166,051.87
Check	08/29/2014	55096 Accounts Payable	INDEPENDENT BANK		Amount
	Invoice	Date	Description		166,051.87
	2015-00000093	08/29/2014	PR DD & EFTs		201.61
Check	08/29/2014	55097 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		Amount
	Invoice	Date	Description		201.61
	2015-00000090	08/29/2014	FOC - Child Support FOC		6,157.19
Check	08/29/2014	55098 Accounts Payable	STATE OF MICHIGAN		Amount
	Invoice	Date	Description		6,157.19
	2015-00000091	08/29/2014	MI TAX - Michigan Withholding Tax		3.00
Check	08/29/2014	55099 Accounts Payable	UNITED WAY MONTCALM IONIA COUNTIES		Amount
	Invoice	Date	Description		3.00
	2015-00000092	08/29/2014	UNITED WAY - United Way		
GF CHECKING General Fund Checking Totals:					Transactions: 8
Checks: 8					\$174,483.27

User: Karen Bowen

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Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 09/05/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	09/05/2014	55100 Accounts Payable	Beal City High School		140.00
	Invoice	Date	Description		Amount
	MG9914	09/05/2014	Entry Fee		140.00
Check	09/05/2014	55101 Accounts Payable	BELDING AREA SCHOOLS		150.00
	Invoice	Date	Description		Amount
	MG91314	09/05/2014	Tournament Fee-Varsity Volleyball		150.00
Check	09/05/2014	55102 Accounts Payable	Sparta High School		145.00
	Invoice	Date	Description		Amount
	MG91314	09/05/2014	Entry Fee		145.00
GF CHECKING General Fund Checking Totals:			Transactions: 3		\$435.00
Checks: 3			\$435.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 09/05/2014

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	09/05/2014	55103 Accounts Payable	Dobie, , Scott		60.00
	Invoice	Date	Description		Amount
	MG91214	09/04/2014	Athletic Official		60.00
Check	09/05/2014	55104 Accounts Payable	Hersman, , John		60.00
	Invoice	Date	Description		Amount
	MG91214	09/04/2014	Athletic Official		60.00
Check	09/05/2014	55105 Accounts Payable	Lapinski, , Christopher		60.00
	Invoice	Date	Description		Amount
	MG91214	09/04/2014	Athletic Official		60.00
Check	09/05/2014	55106 Accounts Payable	M.E.S.S.A.		66,332.60
	Invoice	Date	Description		Amount
	14-0055785	09/02/2014	Sept. Insurance Premium		66,332.60
Check	09/05/2014	55107 Accounts Payable	Massey, , John		60.00
	Invoice	Date	Description		Amount
	MG91214	09/04/2014	Athletic Official		60.00
Check	09/05/2014	55108 Accounts Payable	Sefcik, , Mark		60.00
	Invoice	Date	Description		Amount
	MG91214	09/04/2014	Athletic Official		60.00
GF CHECKING General Fund Checking Totals:			Transactions: 6		<u>\$66,632.60</u>
Checks:		6	\$66,632.60		

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TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Gifts

POLICY: 9350 Public Gifts and Bequests

These are the gifts received in late July & August.

Mr. & Mrs. Eric Jorgensen	Donation for "Back the Track"	\$ 500.00
Mr. Aaron J. Kroemer, DDS	Donation for "Back the Track"	\$ 500.00
Mr. T.J. Mitchell	Donation for "Back the Track"	\$ 100.00
Lake Funeral Homes	Donation for "Back the Track"	\$ 1,000.00
Mrs. Donna Atkins	Donation for "Back the Track"	\$ 50.00
Dependable LP Gas Co.	Donation for "Back the Track"	\$ 200.00
Mr. & Mrs. Ed Truswell	Donation for "Back the Track"	\$ 50.00
Mr. & Mrs. Barry Jackson	Donation for "Back the Track"	\$ 100.00
Mr. & Mrs. Clifford Jackson	Donation for "Back the Track"	\$ 100.00
Mrs. Evelyn Jackson	Donation for "Back the Track"	\$ 100.00
Caledonia Farmers Elevator	Donation for "Back the Track"	\$ 200.00
Builders Exchange of Lansing	Donation for "Back the Track"	\$ 200.00
Mr. & Mrs. Ojar Smits	Donation for "Back the Track"	\$ 50.00
Mr. & Mrs. Richard Cahoon	Donation for "Back the Track"	\$ 500.00
Mr. Virgil Biggs - H.D. Vest Financial Serv.	Donation for "Back the Track"	\$ 1,000.00
Mrs. Barb Sparks	Donation for "Back the Track"	\$ 100.00
Grand River Veterinary Hospital	Donation for "Back the Track"	\$ 500.00
MITA	Donation for "Back the Track"	\$ 200.00
Mr. & Mrs. Dean Hyde	Donation for "Back the Track"	\$ 100.00
Sons of the American Legion	Donation for "Back the Track"	\$ 1,000.00
Mr. & Mrs. James McCarty	Donation for "Back the Track"	\$ 50.00
Ms. Tamara Cantu	Donation for "Back the Track"	\$ 200.00
Mr. & Mrs. Peter Lambrecht	Donation for "Back the Track"	\$ 100.00
Mr. & Mrs. Mike Mason	Donation for "Back the Track"	\$ 500.00
Mr. & Mrs. W David Moore	Donation for "Back the Track"	\$ 250.00
Mr. & Mrs. Karl Klynstra	Donation for "Back the Track"	\$ 2,500.00
Mr. & Mrs. James Wackerlin	Donation for "Back the Track"	\$ 2,500.00
Mr. & Mrs. Richard Geiger	Donation for "Back the Track"	\$ 100.00
Nimble Needles	Donation for "Back the Track"	\$ 50.00
Shear Styles Salon	Donation for "Back the Track"	\$ 100.00
MC Sports	Donation for "Back the Track" - Gift Card	\$ 50.00
Mr. & Mrs. Joe Rasmus	Donation for "Back the Track"	\$ 100.00
Mr. & Mrs. Walt Powel	Donation for "Back the Track"	\$ 400.00
Mr. Kevin Cole	Donation for "Back the Track"	\$ 50.00
Mrs. Joyce Ballard	Donation for "Back the Track"	\$ 1,000.00
Mr. & Mrs. George Rust	Donation for "Back the Track"	\$ 50.00
Mr. & Mrs. Donald Leslie	Donation for "Back the Track"	\$ 100.00
Edmondson, Rouse & Schmid, PC	Donation for "Back the Track"	\$ 50.00

35911884

Raymond James	Donation for "Back the Track"	\$ 1,000.00
Overbeck Construction	Donation for "Back the Track"	\$ 1,000.00
BHT&D, P.C.	Donation for "Back the Track"	\$ 200.00
Adam & Sarah Doll	Donation for "Back the Track"	\$ 50.00
Mr. William Eckstrom	Donation for "Back the Track"	\$ 100.00
Mr. & Mrs. Brett Risner	Donation for "Back the Track"	\$ 100.00
Mr. & Mrs. Darold Simpson	Donation for "Back the Track"	\$ 300.00
Mr. & Mrs. Jason Smith	Donation for "Back the Track"	\$ 75.00
Saranac Community Association	Donation for "Back the Track"	\$ 1,000.00
Mr. & Mrs. Stephen Grody	Donation for "Back the Track"	\$ 50.00
Mr. Michael Wojcik	Donation for "Back the Track"	\$ 100.00
Mr. & Mrs. Clarence Renwick	Donation for "Back the Track"	\$ 50.00
Mr. & Mrs. Kyle Tribbett	Donation for "Back the Track"	\$ 65.00
Mrs. Julie Miller	Donation for "Back the Track"	\$ 50.00
Mr. & Mrs. Doug McPherson	Donation for "Back the Track"	\$ 30.00
Mr. & Mrs. Dan Hale	Donation for "Back the Track"	\$ 100.00
Mr. & Mrs. Glenn Fountain	Donation for "Back the Track"	\$ 50.00
Mr. & Mrs. Chris Coulson	Donation for "Back the Track"	\$ 500.00
Mr. & Mrs. R. James Wackerlin	Donation for "Back the Track"	\$ 25.00
Mr. & Mrs. Karl Klynstra	Donation for "Back the Track"	\$ 50.00
Carhart Products	Donation for "Back the Track"	\$ 100.00
Mr. & Mrs. Larry Burton	Donation for "Back the Track"	\$ 25.00
Mr. & Mrs. Robert Talcott	Donation for "Back the Track"	\$ 1,000.00
Trent Buck, Bill's Barber Shop	Donation for "Back the Track"	\$ 35.00
Kristina & Jill Hoople	Donation for "Back the Track"	\$ 50.00
Quality Hardwoods - Luke Brogger	Donation for "Back the Track"	\$ 1,000.00
Mr. & Mrs. Chris Van Spronsen	Donation for "Back the Track"	\$ 100.00
Mr. & Mrs. Stephen Houtteman	Donation for "Back the Track"	\$ 30.00
Mr. & Mrs. Lee Jones & Families	Donation for "Back the Track"	\$ 400.00
Mr. & Mrs. Ed Vance	Donation for "Back the Track"	\$ 500.00
Deer Run Golf Club	Donation for "Back the Track"- Golf Certificate	\$ -
Dan's Bike Shop	Donation for "Back the Track"-Bicycle Gift Set	\$ -
Joe's Place	Donation for "Back the Track"-Certificate	\$ 20.00
Viki's Pasty Shop	Donation for "Back the Track"-2 Free Pasty Certificates	\$ -
Germaine's	Donation for "Back the Track"-Buy 1 get one free meal	\$ -
Arrowhead Golf Course	Donation for "Back the Track"-Golf Certificate	\$ -
Blundy & Hoppes	Donation for "Back the Track" - Free Oil Change	\$ -
Ionia County YMCA	Donation for "Back the Track"-Free Swim Lessons	\$ -
Total This Month		\$ 22,855.00
Total Gifts for 2014-2015 Including This Month		\$ 34,675.00

Saranac Community Schools

Maury Geiger, Superintendent
88 Pleasant Street
Saranac, Michigan 48881

www.saranac.k12.mi.us

Telephone 616-642-1400
Fax 616-642-1405

POLICY REVIEW

New:

Policy 1950: Board Member Conflicts of Interest, Ethics and Responsibilities

Policy 4511: Personal Internet Account Privacy – Students

Policy 4512: Personal Internet Account Privacy – Staff

Policy 5176: Criminal Justice Information Security

- This policy is now needed to make sure we are in compliance with MSP.

Policy 5202: Social Networking Conduct

Policy 5251: Personal Internet Account Privacy – Staff

Policy 7051: On-Line/Blended Learning Program

Policy 8285: Personal Internet Account Privacy – Students

Policy 8351: Suspensions or Expulsions Required by Statute

Policy 8595: Concussions and Athletic Activities

Policy 8675: Epinephrine Auto Injectors – Required

Updates:

Policy 4040: Safety (New Wording)

Policy 5175: Criminal History Check – (New Wording)

Policy 6001: Goals and Objectives – (New Wording)

Policy 7050: Curriculum Development – (New Wording)

Policy 7880: Flag Display (New Title) – United States Flag and Pledge of Allegiance - (New Wording & Title)

Policy 8350: Student Suspension and Expulsion (New Wording)

Saranac Elementary School
Connie Hamilton, Co-Principal, Curriculum Director
Jason Smith, Co-Principal, Transportation Director
Phone 616.642.1200
Fax 616.642.1205

Saranac Junior-Senior High School
Beth Simpson, Co-Principal, Special Ed Director
Josh Leader, Co-Principal, Athletic Director
Phone 616.642.1100
Fax 616.642.1105

Preparing youth today for tomorrow...

The objectives of this bylaw are to maintain an impartial administration of the business of the School District and to maintain public confidence in the Board of Education.

Conflict of Interest

Board members shall perform their official duties in a manner free from conflicts of interest.

No Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.

When a member of the Board determines that the possibility of a personal interest conflict exists, he/she should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from voting on the matter.

A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of the School District, Intermediate School District, or public school academy. Having a child in the District does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the School District.

“Family member” means a person’s spouse or spouse’s sibling or child; a person’s sibling or sibling’s spouse or child; a person’s child or child’s spouse; or a

person's parent or parent's spouse, and includes these relationships as created by adoption or marriage.

A Board member is not considered to have a financial interest in any of the following instances:

a. A contract or other financial transaction between the School District and any of the following:

i) A corporation in which the individual is a stockholder owning 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owning stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.

ii) A corporation in which a trust, if the individual is a beneficiary under the trust, owns 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owns stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.

iii) A professional limited liability company organized pursuant to the Michigan limited liability company act, if the individual is an employee but not a member of the company.

b. A contract or other financial transaction between the School District and any of the following:

i) A corporation in which the individual is not a director, officer, or employee.

ii) A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.

iii) A corporation or firm that has an indebtedness owed to the individual.

c. A contract between the School District and the intermediate School District.

d. A contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding.

This does not apply to any amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.

If a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the Board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.

If an Intermediate school Board member or Intermediate School District administrator has a substantial conflict of interest in a proposed contract, the Intermediate School Board shall not enter into that contract and the administrator or Board member shall not present the contract. As used in this subsection, "substantial conflict of interest" means a conflict of interest on the part of an Intermediate School Board member or Intermediate School District administrator in respect to a contract with the Intermediate School District that is of such substance as to induce action on his/her part to promote the contract for his/her own personal benefit. Excluded from substantial conflict are the situations described in MCL 380.634(5).

Board Ethics

No member of the Board of Education shall engage in, or be a party to, any of the following activities:

1. Representing his/her opinion as that of the Board of Education or making commitments on behalf of the School District or the Board unless that person has been specifically designated to do so by official Board action. The Board shall make the staff and citizens aware that only the Board, not individual members, has the right to take official action for the District.

Board members may be contacted for discussion of District business or for complaints.

The Board member may listen but shall not make a commitment on behalf of the Board.

The individual Board member does not and cannot, speak for the Board or the Superintendent.

2. Placing him/herself in situations where prejudice, bias, favoritism or personal gain is a motivating force in his/her conduct.

3. Disclosing or releasing confidential information, not otherwise available to members of the public, in advance of the time prescribed for the release; provided however, that this provision shall not prevent a Board of Education member from divulging or releasing confidential information regarding suspected violations of law.

4. Benefiting financially from confidential information obtained due to the member's position on the Board of Education.

5. Using personnel resources, property, or funds of the School District, except in accordance with prescribed constitutional, statutory, and regulatory procedures, and in accordance with good business procedures and not for personal gain or benefit.

6. Soliciting or accepting a gift or loan of money, goods, services or other things of value, which tends to influence the manner in which the Board of Education member performs his/her official duties.
7. Becoming employed by the School District or receiving any compensation for services rendered, except compensation for attending meetings as permitted by law.
8. Endorsing any organizations, institutions, instructional books or materials, political candidates, etc., on behalf of the District or the Board without the express approval of the full Board.

Board Member Responsibilities

Board Members shall:

1. Attend all scheduled Board meetings insofar as possible and become informed concerning the issues to be discussed at Board meetings;
2. Take no action that will compromise the Board or the District's staff and respect the confidentiality of information that is privileged under applicable law;
3. Make policy only after full discussion of the issues at publicly held Board meetings;
4. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
5. Encourage the free expression of opinion by all Board members and seek systematic communications between the Board, students, staff, and all elements of the community;

6. Work with other Board members to establish effective policy and to delegate authority for the administration of the schools to the Superintendent;
7. Communicate to other Board members and the Superintendent public reaction to Board policy and District programs;
8. Become informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations; and
9. Support the employment of those persons best qualified to serve as District staff and insist on a regular, impartial evaluation of all staff.

The Board shall transact all business at legally called and noticed meetings.

If a specific complaint needs attention, the Board member shall explain to the complainant the District's chain of command for handling complaints or refer the complaint to the Superintendent. The Board member also shall inform the complainant about the process for bringing items to the Board through the Board's agenda or through the public participation portion of the Board meeting.

Employment of Former Board Members

No former Board of Education Member shall become employed by the School District until that individual has been out of office for at least one (1) full year from the date of official separation from office.

Approved:

LEGAL REF: OAG, 1985-1986, No 6368, p 296 (June 5, 1986); OAG, 1989-1990, No 6642, p 274 (January 2, 1990); OAG, 1991-1992, No 6728, p 172 (August 26, 1992); MCL 380.1203

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and those contractors who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI the following standards are established.

Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

Local Agency Security Officer (LASO)

The Superintendent shall be designated as the District's Security Officer and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

- A. ensuring that personnel security screening procedures are being followed as set forth in this policy;
- B. ensuring that approved and appropriate security measures are in place and working as expected;
- C. supporting policy compliance and institute the CSA (Criminal Systems Agency) incident response reporting procedures;

D. ensuring the CSA ISO (Criminal Systems Agency Information Security Officer) is promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;

E. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;

F. to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police.

Agency User Agreements

The District shall enter into any User Agreement required, and future amendments, by the Michigan State Police necessary to access the statutorily required CHRI on applicants, volunteers and contractors. The LASO shall be responsible for assuring the District's compliance with the terms of any such User Agreement.

Personnel Security

All individuals that have access to any criminal justice information shall be subject to the following standards.

A. Background Checks - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct

responsibility to configure and maintain computer systems and networks with direct access to criminal justice information.

1. A felony conviction of any kind will disqualify an individual for access to criminal justice information.

2. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.

3. Support personnel, contractors and custodial workers with access to physically secure locations or controlled areas (during criminal justice information processing) are subject to the same clearance standards as other individuals with access, unless they are escorted by authorized personnel at all times when in these locations or areas.

B. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination.

C. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.

D. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be an employee of the District.

E. Termination of Employment/Access - Upon termination of employment, all access to criminal justice information shall be terminated for that individual, and steps taken to assure security of such information and any systems at the District to access such information.

F. Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information.

Media Protection

Access to electronic and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only.

A. Media Storage and Access – All electronic and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all electronic CHRI background data shall be encrypted.

B. Media Transport – Electronic and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. It shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only

be allowed to an authorized individual. To the extent possible, electronic media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process.

C. Media Disposal/Sanitization – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years. [Note: This time period is suggested as it will likely cover most all statutes of limitation and can be retained in electronic format.]

1. Electronic Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.

2. Physical Media – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of or unauthorized access to the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for

ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process.

Controlled Area

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a controlled area, which shall be a designated office, room, area or lockable storage container. The following security precautions will apply to the controlled area:

- A. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
- B. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
- C. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
- D. Encryption shall be used for electronic storage of criminal justice information.

Passwords (Standard Authentication)

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

- A. at least eight (8) characters long on all systems
- B. not be a proper name or a word found in the dictionary
- C. not be the same as the user identification
- D. not be displayed when entered into the system (must use feature to hide password as typed)
- E. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval

F. must expire and be changed every ninety (90) days

G. renewed password cannot be the same as any prior ten (10) passwords used

Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through the Michigan State Police or a program approved by the Michigan State Police. At a minimum, the training shall comply with the standards established by U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services.

Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

- A. the date of release;
- B. record disseminated;
- C. method of sharing;
- D. agency personnel that shared the CHRI;
- E. the agency to which the information was released;
- F. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police.

Audit Retention

The District shall retain audit records (Position description, consent, and CHRI for both applicants that are hired and those that are not) for at least 365 days. Audit records must continue to be maintained until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes. This includes, for example, retention and availability of audit records subject to Freedom of Information Act (FOIA) requests, subpoena, litigation hold and law enforcement actions.

Approved:

LEGAL REF: Criminal Justice Information Services - Security Policy (Version 5.0, 2011); U.S. Dept. of Justice and Federal Bureau of Investigation Noncriminal Justice Agency Compliance Audit Review; Michigan State Police, Criminal Justice Information, Center, Audit and Training Section

The Superintendent and the school Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using Facebook, Instagram and similar Internet sites or social networks, or via cell phone, texting or telephone.
 - a. Teachers may not list current students as “friends” on individual , personal social networking sites. This does not prohibit mutual membership between a student and a teacher on a “fan page,” or community or group social networking website.
 - b. All individual (one-on-one) e-contacts with students should be through the District’s computer and telephone system or a classroom social networking website that is exclusively used to discuss classroom assignments, homework, projects, or other topics that relate to the subject matter of the class. There is no expectation of privacy in these communications.
 - c. All contacts and messages by coaches with team members shall be sent to all team members, except messages involving medical privacy matters, in which case, the messages will be copied to the Athletic Director and the school Principal.
 - d. Staff will not give out their private cell phone or home phone numbers without prior approval of the District.

- e. Improper private contact via e-mail or phone is prohibited.
- 2. Inappropriateness of posting items with sexual content
- 3. Inappropriateness of posting items exhibiting or advocating use of drugs
- 4. Examples of inappropriate behavior from other Districts, as behavior to avoid
- 5. Monitoring and penalties for improper use of District computers and technology
- 6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct

Enforcement

The Superintendent or designee will periodically conduct internet searches to see if Teachers or other staff members have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the school Principals and/or Superintendent will review the information and consider appropriate disciplinary action.

Approved:

The following definitions shall be used for this policy:

- “Access information” means user name, password, login information, or other security information that protects access to a personal internet account.
- “Personal internet account” means an account created via a bounded system established by an internet-based service that requires a user to input or store access information via an electronic device to view, create, utilize, or edit the user’s account information, profile, display, communications, or stored data.

The District will not:

- Request an employee or an applicant for employment to grant access to, allow observation of, or disclose information that allows access to or observation of the employee’s or applicant’s personal internet account.
- Discharge, discipline, fail to hire, or otherwise penalize an employee or applicant for employment for failure to grant access to, allow observation of, or disclose information that allows access to or observation of the employee’s or applicant’s personal internet account.

The District may:

- Request or require an employee to disclose access information to the District to gain access to or operate: (1) an electronic communications device paid for in whole or in part by the employer, (2) or an account or service provided by the employer, obtained by virtue of the employee’s employment relationship with the employer, or used for the district’s business purposes.

- Discipline or discharge an employee for transferring the proprietary or confidential information or financial data to an employee's personal internet account without the district's authorization;
- Conduct an investigation or require an employee to cooperate in an investigation in any of the following circumstances:
 - If there is specific information about activity on the employee's personal internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct.
 - If the district has specific information about an unauthorized transfer of the district's proprietary information, confidential information, or financial data to an employee's personal internet account.
- Restrict or prohibit an employee's access to certain websites while using an electronic communications device paid for in whole or in part by the District or while using the District's network or resources, in accordance with state and federal law;
- Monitor, review, or access electronic data stored on an electronic communications device paid for in whole or in part by the employer, or traveling through or stored on an District's network, in accordance with state and federal law;
- Screen employees or applicants prior to hiring or to monitor or retain employee communications that is established under federal law or by a self-regulatory organization, as defined in section 3(a)(26) of the securities and exchange act of 1934, 15 USC 78c(a)(26); and

- View, access or utilize information about an employee or applicant that can be obtained without any required access information or that is available in the public domain.

Approved:

LEGAL REF: Michigan Internet Privacy Protection Act, PA 478 of 2012 MCL 37.271 et seq.

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. Definitions

1. On-Line Learning - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

2. Blended Learning - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The District shall offer a program for students in:

✓ K-12.

() Grades 6-12.

() Grades _____.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

C. Student Eligibility

1. Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:

a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.

b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.

2. Only students enrolled in grades 5 to 12 are eligible to enroll in an On-Line Learning course. Students in grades K-4 are only eligible to participate in Blended Learning Courses.

D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one of the following:

() On-line Learning, pursuant to the requirements set forth in Pupil

Accounting Manual 5-O-D.

() Virtual Learning, pursuant to the requirements set forth in Pupil

Accounting Manual 5-O-A.

() Independent Study, pursuant to the requirements set forth in Pupil

Accounting Manual 5-O-A.

2. The District shall enroll an eligible student in up to 2 on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of 18.

3. The District will provide two or fewer courses per semester in Grades K-4 and one or more courses per semester in Grades 5-12. If students are taking more than two courses per semester, the guidance found in the Pupil Accounting Manual 5-0-B shall be followed and seat time waivers obtained.

4. An eligible student may enroll in an on-line course published in the District on-line course syllabus, as described in section 8 below, or the statewide catalog of on-line courses maintained by the Michigan virtual university.

5. The District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:

a. The student has previously gained the credits provided from the completion of the on-line course.

b. The on-line course is not capable of generating academic credit.

c. The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.

d. The student does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject.

e. The on-line course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.

f. If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the Superintendent. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The Superintendent shall respond to the appeal within 5 days after it is received. If the Superintendent determines that the denial of enrollment does not meet 1 or more of the reasons specified in subsection 4(E)i.-vi., the District shall allow the student to enroll in the on-line course.

6. An on-line learning student shall have the same rights and access to technology in his or her District's school facilities as all other students enrolled in that District.

7. If a student successfully completes an on-line course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.

8. The enrollment of a student in 1 or more on-line courses shall not result in a student being counted as more than 1.0 full-time equivalent students under this act.

E. Nonresident Applicants

1. The District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for refusal to enroll an applicant.

2. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.

3. If the number of nonresident applicants exceeds the District's capacity to provide the on-line course, the District shall use a random draw system.

F. Requirements Specific to On-Line Learning Courses

To offer an on-line course, the District must:

1. Provide the Michigan virtual university with the course syllabus in a form and method prescribed by the Michigan virtual university for inclusion in a statewide on-line course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the on-line courses offered by the District, as described in section 8, and a link to the statewide catalog of on-line courses maintained by the Michigan virtual university.
3. Offer the on-line course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

H. On-line Course Syllabus

The District must publish an on-line course syllabus for each on-line course offered.

The on-line course syllabus must include:

1. State academic standards addressed in an on-line course.
2. On-line course content outline.
3. On-line course required assessments.
4. On-line course prerequisites.
5. Expectations for actual teacher contact time with the on-line learning student and other student-to-teacher communications.
6. Academic support available to the on-line learning student.
7. On-line course learning outcomes and objectives.
8. Name of the institution or organization providing the on-line instructor.

9. Number of eligible nonresident students that will be accepted by the District in the on-line course.

10. Results of the on-line course quality review using the guidelines and model review process published by the Michigan virtual university.

Approved:

LEGAL REF: M.C.L. 388.1621f, 388.1622f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L 388.1622f

The following definitions shall be used for this policy:

- “Access information” means user name, password, login information, or other security information that protects access to a personal internet account.
- “Personal internet account” means an account created via a bounded system established by an internet-based service that requires a user to input or store access information via an electronic device to view, create, utilize, or edit the user’s account information, profile, display, communications, or stored data.

The District will not:

- Request a student or prospective student to grant access to, allow observation of, or disclose information that allows access to or observation of the student’s or prospective student’s personal internet account; or
- Expel, discipline, fail to admit, or otherwise penalize a student or prospective student for failure to grant access to, allow observation of, or disclose information that allows access to or observation of the student’s or prospective student’s personal internet account.

The District may request or require a student to disclose access information to gain access to or operate: (1) an electronic communications device paid for in whole or in part by the District, (2) or an account or service provided by the District that is either obtained by virtue of the student’s admission to the educational institution or used by the student for educational purposes.

The District may also view, access or utilize information about a student or applicant that can be obtained without any required access information or that is available in the public domain.

Approved:

LEGAL REF: Michigan Internet Privacy Information Act, PA 478 of 2012 MCL 37.271 et seq.

The Board will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

Weapons, Arson, Criminal Sexual Conduct

In compliance with state and federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of state law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device.

Physical and Verbal Assault

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor.

Bomb Threats

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student makes a bomb threat or similar threat directed at the District's school building(s), property, or at a school-related activity.

Alternative Services

An expelled or suspended student may be enrolled in the County's ISD Alternative Education Program; upon the Superintendent's recommendation and Board approval. Students who are expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor and are enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with procedures set forth in 8350-R.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's right to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

Approved:

LEGAL REF: MCL 380.1308; 380.1310; 380.1310a; 380.1311; 380.1311a

To provide for the safety of student athletes, all athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes. The District shall comply with whichever standards are more protective.

Before a youth athlete may participate in an athletic activity sponsored by or operated under the auspices of the District, all of the following must occur:

- All coaches and employees, who are involved with the participation of youth athletes in the athletic activity must have completed the concussion awareness training program. Each youth athlete who participates in an athletic activity and a parent or guardian of the youth athlete must be provided educational materials on the risks of concussions. A signed receipt for the materials described in B. above must be obtained from the youth athlete and a parent/guardian.

The signed receipts shall be maintained in a permanent file for as long as the youth athlete continues to participate in athletic activities sponsored by or operated under the auspices of the District or until s/he turns eighteen (18). The materials and receipt requirement will not be necessary for participation in additional athletic activities.

Redistribution and a new signed receipt will only be required if the DCH issues updated

materials with new risks associated with concussions or if the DCH requires more frequent distribution. These signed receipts shall be made available, upon request, to the DCH.

During Participation

Each coach or other adult employed by, volunteering for, or otherwise acting on behalf of the District shall:

- immediately remove from physical participation in an athletic activity a youth athlete who is suspected of sustaining a concussion during the athletic activity;

- not allow a youth athlete who has been removed from physical participation in an athletic activity for suspected concussion to return to physical activity until s/he has been evaluated by an appropriate health professional and received written clearance authorizing the physical participation in the athletic activity.

The District shall maintain the written clearances in a permanent file for the duration of that youth athlete's participation in athletic activity sponsored by or operated under the auspices of the District or until s/he turns eighteen (18). The written clearances shall be made available, upon request, to the DCH.

These protocols do apply to programs or events sponsored by or operated under the auspices of the District where the primary focus is not participation in an organized athletic game or competition, but such participation is only incidental to the primary focus of the program or event.

Definitions:

A. “*Appropriate health professional*” means a health professional who is licensed or otherwise authorized to engage in a health profession under state law and whose scope of practice within that health profession includes the recognition, treatment, and management of concussions.

B. “*Athletic activity*” means a program or event, including practice and competition, during which youth athletes participate or practice to participate in an organized athletic game or competition against another team, club, entity, or individual. Athletic activity includes participation in physical education classes that are part of a school curriculum.

C. “*Concussion*” means a type of traumatic brain injury as recognized by the Centers for Disease Control and Prevention. A concussion may cause a change in a person’s mental status at the time of the injury, including, but not limited to, feeling dazed, disoriented, or confused, and may or may not involve a loss of consciousness. A concussion may be caused by any type of accident or injury including, but not limited to, the following:

- o a fall
- o a blow, bump, or jolt to the head or body
- o the shaking or spinning of the head or body
- o the acceleration and deceleration of the head

D. “*Youth athlete*” means an individual who participates in an athletic activity and who is under eighteen (18) years of age.

Approved:

LEGAL REF: MCL 333.9155-9156

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in *Policy 8670 – Administration of Medications by School Personnel*.

Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of the Superintendent or his/her designee to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The Superintendent or his/her designee shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional

nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify (→) the Building Administrator, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to Superintendent. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Superintendent shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

Approved:

LEGAL REF: M.C.L.380.1178, 380.1179, 380.1179A

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

The board and its administrative staff shall make every effort to provide a safe environment for students to study and play and for all employees to fulfill their employment duties and responsibilities. The District's administrative staff shall develop safety rules and practices. Annually, these rules shall be reviewed with all employees and students.

Emergency Drills

1. Each school shall conduct a minimum of five (5) fire drills each school year. Three of the fire drills shall be held by December 1st of the school year, and two (2) shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.
2. Each school shall conduct a minimum of two (2) tornado safety drills each school year. At least 1 of the tornado safety drills shall be conducted during March of the school year. These drills shall be conducted for the purpose of preventing injuries caused by severe weather.
3. Each school shall conduct a minimum of 3 drills in which the occupants are restricted to the interior of the building and the building secured each school year. At least one (1) of these drills shall be conducted by December 1st of the school year, and at least 1 shall be conducted after January 1st of the school year, with a reasonable spacing interval between each drill. Such drills shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The Superintendent shall seek input from local public safety officials on the nature of the drills to be conducted under this subsection.
4. Each school shall conduct at least one (1) of the aforementioned drills during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom.
5. Schools shall not conduct a drill at a time that would interfere with the conduct of a state-mandated assessment.
6. Not later than September 15th of each school year, the Principal shall provide a list of the scheduled drill days to the county emergency management coordinator.

7. If the drill is not conducted on a scheduled drill day due to conditions not with the control of school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county, or state health authorities, the school shall reschedule the drill to occur within ten (10) school days after the scheduled date of the cancelled drill. The school's Principal shall notify the county emergency management coordinator of the rescheduled date for the drill.
8. Drill Result Publication
 - a. The Principal shall provide that documentation of a completed school safety drill is posted on the school's (or the District's) website within thirty (30) school days after the drill is completed and is maintained on the website for at least three (3) years.
 - b. The documentation posted on the website shall include at least all of the following:
 - (1) name of the school
 - (2) school year of the drill
 - (3) date and time of the drill
 - (4) type of drill completed
 - (5) number of completed drills for that school year for each type of drill required under law.
 - (6) signature of the school principal or his/her designee acknowledging the complete of the drill
 - (7) name of the individual in charge of conducting the drill, if other than the school Principal

Cardiac Emergency Response Plan

1. Use and regular maintenance of automated external defibrillators, if available.
2. Activation of a cardiac emergency response team during an identified cardiac emergency.
3. A plan for effective and efficient communication throughout the school campus.

4. If the school includes grades 9 to 12, a training plan for the use of an automated external defibrillator and in cardiopulmonary resuscitation techniques.
5. Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan.
6. An annual review and evaluation of the cardiac emergency response plan.

Fire Prevention

The district's employees shall be constantly on the alert for potential fire hazards.

Warning System

The board shall seek to cooperate with local government officials, emergency preparedness authorities and other related state agencies to ensure that adequate warning systems in the event of disasters are available for use in the district.

Safety Inspections

The superintendent, building principals and maintenance personnel shall inspect each attendance center, playgrounds and playground equipment, boilers, bleachers and other such areas to determine whether said facilities or play areas are in adequate repair and free of harmful defects under a schedule developed by the superintendent.

Approved: July 1, 1997

LEGAL REF: MCL 29.19; 380.1288; 30.409; R 340.1301-1305; Michigan Bureau of Fire Services, Fire Marshal Bulletin 2 – Fire and Tornado Drills, Revised January 2007.

Criminal History Checks

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with state law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan state police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District shall notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run.

¹ Individuals who act on behalf of the District, work on a regular or continuous basis in the District, are involved in the hiring process of District employees, and have successfully undergone a fingerprint-based criminal history record check by the District, may continue to submit and receive such criminal history record checks on behalf of the District, regardless of their status as employees, contractors, vendors or similar classification.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another District, public school academy or non-public school in the state, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple Districts may authorize the release of a prior criminal history records check with another District in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school District, Intermediate School District, public school academy or non-public school within the state, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay-off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school District, Intermediate School District, public school academy or non-public school within the state.

All criminal history record check reports received from the state police or produced by the state police and received by the District from another proper source, will be maintained in the individual's personnel record.

When the District receives a report that shows an individual has been convicted of a listed offense under state statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the state Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the state Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days or receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the state police, any criminal history on the applicant maintained by the state police.

In addition, the Superintendent shall request the state police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must:

() submit, at no expense to the District

a set of fingerprints, prepared by an entity approved by the Michigan state police, upon receiving an offer of employment, or as required by state law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan state police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

Approved: MASB Highly Recommended

LEGAL REF: MCL 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

The board recognizes its legal obligation to negotiate wages, hours, and terms and conditions of employment with duly and legally recognized employee groups. It is the intent of the board and its authorized representatives to adhere to the confines of the law and to discharge its obligations in an orderly and positive manner within the restrictions of the Public Employment Relations Act.

It is the intent of the board to participate in the negotiations process in order to maintain the primary function of the district, which is the education of students.

Prohibited Subjects of Bargaining

The Board has authority, based on statute, to make decisions regarding the following subjects without resort to prior bargaining:

- A. the policyholder of the District's group insurance program
- B. the starting day for the school year and the amount of student contact time to receive full state school aid
- C. the composition of the District's site-based, decision-making groups or school-improvement committees
- D. the decision whether or not to have inter-district and intra-district open-enrollment opportunities
- E. the decision whether or not to permit authorization of public school academies
- F. contracting with outside parties for non-instructional support services including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit
- G. use of volunteers
- H. decisions regarding the use of experimental or pilot programs including staffing, use

of technology, provision of the technology, and the impact on individual staff members or a bargaining unit

- I. compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under M.C.L. 423.201 et seq.
- J. any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit
- K. decisions about the development, content, standards, procedures, adoption and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or a position elimination for staff covered under the Teacher Tenure Act (M.C.L. 38.71), as well as decisions regarding recall or hiring after any such reduction

This includes the impact of any such decisions on an individual employee or the bargaining unit.
- L. decisions about the development, content, standards, procedures, adoption and implementation of a performance evaluation system under M.C.L. 380.1249 for teachers and administrators
- M. decisions concerning the content of a teacher's or administrator's performance evaluation or the impact of such decision
- N. decisions about the format, timing or number of classroom observations required for evaluation under the Teacher Tenure Act (M.C.L. 38.83a)
- O. decisions concerning the classroom observation of an individual teacher, and the impact of such decision on an individual teacher or the bargaining unit

- P. decisions about the development, content, standards, procedures, adoption and implementation of the method of performance based compensation for teachers and administrators in accordance with M.C.L. 380.1250
- Q. decisions about how performance evaluation is used to determine the performance based compensation for teachers and administrators
- R. decisions concerning the performance based pay of an individual teacher or administrator, or the impact of such decision on such individual or the bargaining unit
- S. decisions about the development, content, standards, procedures, adoption and implementation of a policy regarding discipline or discharge for teachers covered under the Teacher Tenure Act (M.C.L. 38.71)
- T. decisions concerning the discipline or discharge a teacher covered under the Teacher Tenure Act (M.C.L. 38.71), or the impact of such decision on an individual teacher or the bargaining unit
- U. insertion of statutorily required emergency manager language into all collective bargaining agreements
- V. decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform or to collaborate on one or more functions or services [Note: the impact on employees of such decisions remains a mandatory subject of bargaining]

This includes the procedures of obtaining such an agreement and the identities of any other parties to the agreement.

- W. any requirement that would violate section 10(3), MCL 423.210(3), (the requirement not to require union membership or the payment of dues, fees or charitable contributions in lieu of dues)
- X. decisions about the development, format, content, and procedures of the notification to parents/guardians required under MCL 380.1249a (the requirement to make the notifications is effective with the 2015-16 school year).

Approved: July 1, 1997

LEGAL REF: MCL 168.301 et seq., 380.601a; 380.661; 423.201, 202, 206, 215

The Board, believing that “student academic achievement” is the number one priority and purpose of the District, hereby adopts this policy.

The administration, with the cooperation of the certified staff, shall develop a comprehensive curriculum K-12 which is based on valid educational research and which encompasses a philosophy of education compatible with the needs of the student, the resources of the District, and the State of Michigan.

The administration shall evaluate the curriculum of the District in view of the Board’s goals and objectives on a periodic basis. The findings, conclusions and recommendations of the staff shall be transmitted to the board.

Technology

The board supports the use of computers and related technology to enhance classroom instruction. The use of computers and related technology should significantly increase the opportunity for the expansion of student reasoning and thinking ability, the improvement of the management and delivery of instruction to all students and other uses in support of the Board approved curriculum.

Resources

The administration is encouraged to utilize any available resource in the development of a comprehensive curriculum.

Distance Learning

The administration is encouraged to explore the possibilities of various “distance learning” instructional tools to enhance the curricular offerings of the District including, but not limited to: Teleconferencing, web based instruction, satellite transmissions, and interactive CD-ROM’s. Any such distance learning efforts will be appropriately piloted before being incorporated into the curriculum on a regular basis. All distance learning efforts will comply with applicable collective bargaining agreements.

Online Blended Learning Program

The District shall provide eligible students within its boundaries the option of participating in on-line or blended learning courses. Such a program takes place in an interactive learning environment created through technology. The student and teacher may be separated from each other by time and/or space, or may interact before, during, and/or after the regular school day.

The purpose of the program is to make instruction available to District students using online and distance education technology.

The District shall offer a program for students in K-12 (District to choose grade levels).

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:

- The student has spent the prior school year in attendance at a public school in this state and was enrolled and reported by a public school district.
- The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.

The District shall provide access to enroll and participate in the available courses available and shall award credit, as may be appropriate, for successful completion.

Access shall be available to eligible students during or after the school day and during summer school enrollment.

Testing Program (Cf. 8940 et seq.)

The District will provide two or fewer courses per semester in Grades K-5 and one or more courses per semester in Grades 6-12. If students are taking more than two courses per semester, the guidance found in the Pupil Accounting Manual 5-0-B shall be followed and seat time waivers obtained.

Personnel (Cf. 2560, 1220)

The Board encourages the use of district personnel as well as resource personnel from outside the District in the development of comprehensive curriculum and related materials.

Materials

The Board recommends that the administration utilize and develop materials which will aid in the development of curriculum to be approved by the Board for use in the District.

Financial (Cf. 3200)

The Board encourages the Superintendent to continuously investigate the availability of other-than-District funds to defray expenses incurred in the development of a District-wide curriculum.

Planning

The Board advocates a policy of continuous curriculum study. The Superintendent is encouraged to utilize resource personnel in a manner consistent with Board policies. The Superintendent is also encouraged to use District patrons and students in a manner consistent with these policies.

The Superintendent shall have the responsibility to organize the certified staff in appropriate committees to plan, study, modify, change or develop a District-wide curriculum.

Research

The administration shall develop a research and evaluation program, which will provide the Board with data to be used in the development of curriculum areas. The use of research findings of other agencies, departments, colleges and universities is encouraged by the Board.

Pilot Projects

The use of pilot projects is encouraged by the Board before District-wide implementation of any curriculum area is initiated.

All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any research or experimentation program or project, shall be available for inspection by the parent(s)/guardian(s) of the student engaged in such program or project. For the purpose of this policy, research or experimentation program or project means any program or project in any applicable program designed to explore or develop new unproved teaching methods or techniques.

Notwithstanding anything to the contrary, the administration can take whatever measures are required to ensure the integrity and validity of tests given under the pilot program.

Pilot Project Evaluation

Before any pilot project proposal is submitted to the Board for approval, an evaluation format shall be developed and included with the pilot project. (Cf. 8940 *et seq.*)

Federal Compliance

To comply with the provisions of the No Child Left Behind Act, the Superintendent will, in writing, inform the professional staff of the federal requirements concerning sex education and the prohibitions and restrictions concerning distribution of contraceptives or materials that

encourage sexual activities. The District will comply with federal guidelines concerning age appropriate sex education.

The Superintendent will ensure that any programs for limited-English proficient (LEP) students have a primary goal of mainstreaming those students into the regular classrooms, and that those programs emphasize English language instruction.

Curriculum Adoption

No course of study shall be eliminated or new course added without approval of the Board, nor shall any basic alteration or reduction of a course of study be made without such approval.

Approved: July 1, 1997

Revised: November 4, 2004

LEGAL REF: 20 USCA 7906 (NCLB); MCL 380.1282

The flag of the United States shall be raised above each public school building operated by the District at all times during school hours, weather permitting. This flag shall measure at least 4 feet 2 inches by 8 feet. A United States flag shall also be displayed in every classroom or other instructional site in which students recite the Pledge of Allegiance.

All students in attendance at school will be provided an opportunity to recite the Pledge each day that school is in session. However, no student shall be compelled to recite the Pledge of Allegiance. No student shall be penalized for failure to participate in the Pledge and the professional staff shall protect any such students from bullying as a result of their not participating in the Pledge.

The building principal or administrator shall be responsible for determining the appropriate time and manner for reciting the Pledge, with due regard to the need to protect the rights and the privacy of a nonparticipating student.

Approved: MASB Rec.

LEGAL REF: MCL 380.1347, 380.1347a

The Superintendent, building Principals, committee of certified employees, individual teachers (for up to one school day only - see "Suspensions by Teachers"; "Class, Subject or Activity Suspensions") or a Board appointed hearing officer may suspend, either for a short-term or long-term, or may make a recommendation to the Board regarding the permanent expulsion of a student guilty of any of the following:

- Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the Board,
- Willful misconduct which substantially disrupts, impedes, or interferes with the operation of any school,
- Willful misconduct which substantially impinges upon or invades the rights of others, or
- Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion. (Cf. 8300-R)

Suspensions

A suspension may be for a "short-term" of up to ten school days, or for a "longer-term," exceeding ten school days up to 180 school days. Should a suspension be imposed for a number of days exceeding the remaining days in a semester, the days remaining on the suspension will

commence with the beginning of the next semester unless otherwise determined by the Superintendent.

A short-term suspension may be imposed immediately upon a student without first affording the student or the parent(s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.

A long-term suspension shall not be imposed upon a student unless the student has first been suspended for a short-term and not until an opportunity for a formal hearing on the suspension has been afforded the student.

Suspensions by Teachers

Class, Subject, and Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education Policy, or the school's Student Code of Conduct.

- (1) Throwing objects that can cause bodily injury or property damage,
- (2) Fighting,
- (3) Directing profanity, vulgar language, or obscene gestures toward the teacher or other students,
- (4) Violating safety rules as communicated in student handbooks or classroom rules,
- (5) Failing to comply with directives given by the teacher,
- (6) Expressing racial or ethnic slurs toward the teacher or another student,
- (7) Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence,
- (8) Possessing a laser pointer,

- (9) Violating District dress code standards,
- (10) Excessive tardiness,
- (11) Destroying/defacing school property, and/or
- (12) Violating computer use policies, rules, or agreements.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from or participate in after school extracurricular activities until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of Conduct.

Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board of Education Policy for suspensions of ten days or more.

Application to Students with Disabilities

or without an additional hearing. Any appeal determination by the Board in accordance with this policy and administrative procedures shall be valid to the same extent This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation

The Superintendent shall develop detailed written regulations to implement this policy in compliance with state law requirements. He/She shall ensure uniform and consistent application of the policy and shall report to the Board as required on its effectiveness.

The regulations shall include procedures for reporting violations of this policy to appropriate members of the District's administration, and procedures for calling an immediate conference with parent(s)/guardian(s) subsequent to the student's suspension.

Expulsion

No student may be permanently expelled from the District until an opportunity for a formal hearing before the Board has been afforded the student.

Appeals

The student and parent(s)/guardian(s) may appeal to the Board or a Board appointed hearing officer a long-term suspension ordered by the Superintendent or a building level administrator.

Hearing Officer

as if the matter were fully heard by the Board without a hearing officer.

Written Notices

All required written notices may be mailed to the residence of the parent(s)/ guardian(s) at the address on file in the school records of the student. In lieu of mailing the written notice, it may be personally delivered.

Approved: MASB Rec. *w/ New Optional Language*

LEGAL REF: MCL 380.1309; 380.1311, OAG, 1985-1986, No 6271, p 13 (February 7, 1985); 20 USCA § 7151 (No Child Left Behind Act); MDE Resolution to Address School Discipline Issues Impacting Student Outcomes, June

Approved: July 1, 1997

Revised: September 16, 1999, December 16, 1999, November 3, 2005,
September 9, 2010

Saranac Community Schools

150 Pleasant Street
Saranac, Michigan 48881

Out-Of-State Field Trip Request

Today's Date 9-3-14
Trip Organizer Susann Young
Date(s) of Trip 10-28-11-1-2014
Destination Louisville Kentucky
Mode of Transportation personal vehicle
Purpose/Who is Going?
Chris Ward, Emily Ward, Nicole Knapp

Number of Student Participants 2 Cost to Student \$ 0

Cost covered by other sources \$ 450.00 from FFA Club
total

Chaperon(s) and other supervision to be provided (Reminder...overnight trips require both male and female chaperones) Chris Ward

Additional Budget and Itinerary Information

Signature of person making the request

Tuesday Taylor
Both Simpson

Principals Approval

Superintendent's Approval

Date Approved by Board of Education

Saranac Community Schools

88 Pleasant Street
Saranac, Michigan 48881

Out-Of-State Field Trip Request

Today's Date 8-28-14
Trip Organizer Glenn Fountain
Date(s) of Trip May 29, 2015
Destination Cedar Point
Mode of Transportation Deluxe Motor Coach
Purpose/Who is Going? Student & their parents who have successfully completed 8th grade and who are behaviorally eligible for the trip.

Number of Student Participants Approx. 40 Cost to Student \$ 87

Cost covered by other sources \$? from A few students got help with a fundraiser in May.

Chaperon(s) and other supervision to be provided (Reminder...overnight trips require both male and female chaperones)

At least 2 - myself along with Mr. Tompkins

\$35 ticket
\$52 bus
87

Additional Budget and Itinerary Information \$87 covers the bus and ticket.
Students will need to bring lunch or money for lunch.

- Depart school at 5:30 am
- Arrive at Cedar Point at 10:00 am
- Depart Cedar Point at 7:00 pm
- Arrive in Saranac around 11:30 pm

Signature of person making the request

Glenn Fountain

Principals Approval

Superintendent's Approval

Date Approved by Board of Education

Saranac Community Schools

88 Pleasant Street
Saranac, Michigan 48881

Out-Of-State Field Trip Request

Today's Date 8-28-14
Trip Organizer Glen Fountain
Date(s) of Trip June 8th through June 13th of 2015
Destination Washington D.C. & Gettysburg, Pa
Mode of Transportation Deluxe motor coach
Purpose/Who is Going? Review 8th grade U.S. History concepts and introduce 9th grade U.S. History concepts. The trip is intended for 8th grade students and their parents.

Number of Student Participants Approx 35 Cost to Student \$ 800

Cost covered by other sources \$? from Many fundraisers

Chaperon(s) and other supervision to be provided (Reminder...overnight trips require both male and female chaperones)

Historically we have had 25-35% parents attend the trip. A few of them will be chaperones.

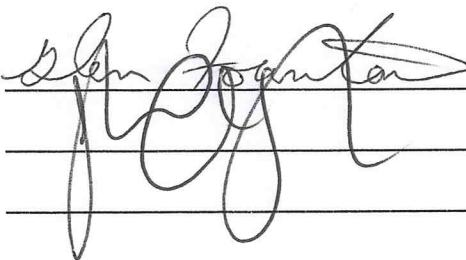
Additional Budget and Itinerary Information See Attachment

Signature of person making the request

Principals Approval

Superintendent's Approval

Date Approved by Board of Education



Saranac Jr/Sr High School
Washington, D.C. 2014
Itinerary: last updated 04/21/2014

Monday, June 9th

5:15am Meet at Harker Middle School back parking lot (across from high school)
5:30am Depart for Washington, D.C.
11:00am Lunch at Vermillion City Oasis (between markers 135 and 140)
5:00pm Dinner at Old County Buffet, Gaithersburg, MD (conf. @ 11.00 each)
7:00pm FDR Memorial, Jefferson Memorial, MLK Jr. Memorial (**guide 7:00 to 9:30**) ✂
9:30pm Depart for Hotel **4 hours**
10:00pm Hotel drop off 10:30pm curfew (hotel is paid)
Hampton Inn & Suites Mt. Vernon/Belvoir/Alexandria
8843 Richmond Highway, Alexandria, VA 22309
Phone: 703-619-7026

Tuesday, June 10th (guide 9:00am to 8:00pm) 11 hours ✂

7:30am Wake up and breakfast
8:30am Depart for Mt. Vernon (meet guide at Mt. Vernon)
9:50am Timed mansion pass (confirmed)
12:00pm Depart Mt. Vernon

- 12:30pm Lunch at Great American Steak Co. (confirmed bring check)
- **5902 Richmond Hwy**
- Phone number(703) 329-1555

1:30pm Iwo Jima-Marine Memorial
2:00pm Arlington National Cemetery
5:30pm Dinner at Pentagon City Mall
7:00pm Pentagon 9/11 Memorial
9:00pm Story Time from Ol' Bess (at the hotel)
10:30pm Curfew

Wednesday, June 11th (guide 8:00am to 9:30pm) 13.5 hours ✂

6:00am Wake up and breakfast
7:00am Depart for U.S. Capital (meet guide at the Capital)
9:00am Capital Building appt @ 9:00am
10:45am Capital Picture Stop
11:30am lunch at Hard Rock Cafe
1:45pm National Cathedral
5:30pm Dinner at Union Station
6:30pm Korean, Vietnam, and Lincoln Memorials
9:30pm Depart for hotel

Washington, D.C. Line Item Budget (Based on 40 Full Paying Tour Members)

	Student Co	Adult Cost
Monday		
Lunch (Oasis)	10	10
Dinner (Old Country Buffet)	15	15
Tuesday		
Lunch (Hard Rock Cafe)	22	22
Mt. Vernon	8	14
Dinner (Pentagon City Food Court)	10	10
Shela Arnold (Story Teller)	15.25	15.25
Wednesday		
Lunch (Reagon Building food court)	10	10
Washington, D.C. National Cathedral	5	5
Dinner (Sizzling Express)	18	18
Thursday		
Lunch (Friday's)	15	15
Dinner (Medieval Times Tournament The	53.63	53.63
Friday		
Gettysburg National Military Park	8	10
Gettysburg National Military Park Guide	5	5
Hershey Park	30	30
Hershey Park Meal Voucher	14	14
Blue Lakes Charters and Tours (bus + tip	192.5	192.5
Tour Guide + tip	37.5	37.5
Hampton Inn (Hotel + tip and daily breakf	182	359
Capital Memories (Professional Picture)	20	20
Coordinator Fee	100	100
Souvenir T-Shirt	20	20
Souvenir Lanyard	5	5
	795.88	980.88
Charge for each student	800	
Charge for each adult		900
Difference	4.12	-80.88

Adults who attend the trip contribute to chaperone duties and are therefore not charged the full \$980.00 but only \$900.

Many fund raisers are done throughout the year and help offset the cost for each person who contributes.

Each year several students fund raise but don't attend the trip, that money is used to offset the adult charge as well as scholarships for some students.

Each of the past 3 years Snow Avenue Greenhouse has donated the flowers giving us an additional \$1,500 to \$2,000 to be used for scholarships.

Last year \$3800 was given away as scholarhips for students including the following:

6 \$100 scholarships

5 \$200 scholarhips

3 \$300 scholarhips

2 \$400 scholarships

1 \$500 scholarship

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Staffing Update

I will be updating the board on current staff postings. Building interview teams are in process of evaluating applicants, and I will provide the board with the most up to date information on potential candidates for board consideration.