

Saranac Community School

Board of Education Agenda

Regular Meeting

October 9, 2014

7:00 PM

Library, Saranac Jr/Sr High School

1. Call to Order_____
2. Pledge of Allegiance - (2nd Grade Class)
3. Approval of Minutes 2
4. Additions & Deletions
5. Comments from Guests
6. Student Report
7. Administrator's Update
8. Reports/Presentations
 - a. Student Enrollment 5
 - b. Track Update 7
 - c. Facility Walk-Thru Report 8
 - d. RFP for Transportation 9
 - e. Board Self-Evaluation 22
 - f. Board Operating Procedures 23
 - g. Board Policy - 9370 - Free Distribution of Materials 42
9. Comments from Guests
10. Superintendents Report
11. Board Requests/Reports
12. Communications
13. Approve Executive Session Minutes
14. Closed Session for Negotiations Planning
15. Closed Session for Superintendent's Evaluation
16. Other
17. Adjournment_____

Saranac Community Schools
Board of Education
Meeting #6

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, September 18, 2014 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

Board President, Steve LaWarre called the meeting to order at 7:01 p.m.

Present: Coulson, Denny, Doll, Tutak-Hill, Lauer, and LaWarre.

Absent: Hawkins

Maury Geiger led in the Pledge of Allegiance.

In the absence of board secretary, Roy Hawkins, board member, Chris Coulson was appoint secretary pro-tem.

Minutes from regular meeting #5, dated September 4, 2014 were approved as written with one correction under Track Update – *The “Back the Track” community group has raised approximately \$52,000.00 in donations and pledges and continues to grow on a daily **basis**.*

ADDITIONS & DELETIONS: Superintendent, Maury Geiger would like to add under staffing – Hire Elementary School Kindergarten Teacher, and Hire Elementary School Special Education Teacher.

COMMENTS FROM GUESTS: The board received public comment.

APPROVE CONSENT AGENDA: Motion by Coulson, supported by Lauer and unanimously approved that the Saranac Board of Education approve the Consent Agenda items as listed:

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

HIRE SPECIAL EDUCATION TEACHER: Superintendent Geiger reported that an interview team consisting of Bethanie Hudson, Roxie Gullikson, Connie Hamilton and Jason Smith interviewed four candidates for the elementary special education position, and the team recommends Judy Frank for the position. We received 15 applicants for the special education position.

Beth Simpson, Special Education Director, and Mr. Geiger had the opportunity to meet with Judy on Tuesday morning and support the committee’s recommendation. Judy brings to us a wealth of knowledge and experience at the elementary level in general and special education classrooms.

Motion by Coulson, supported by Denny and unanimously approved that the Saranac Board of Education hire Judy Frank as the Elementary School Special Education Teacher upon a clear criminal history check as presented.

HIRE KINDERGARTEN TEACHER: Superintendent Geiger reported that an interview team consisting of Stephanie Smith, Connie Hamilton, and Jason Smith interviewed six candidates for the elementary kindergarten position. The team recommends Bethany Cook for the Kindergarten position. There were 15 applicants who applied for this position.

Mr. Geiger had the opportunity to meet with Bethany and supports the committee's recommendation. Bethany has experience within our district as she is starting her third year as the pre-school teacher for the Great Start Readiness Program (GSRP).

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

COMMENTS FROM GUESTS: The board received public comment.

SUPERINTENDENT REPORT: Superintendent Geiger reported there is a Michigan Association of School Boards Conference on November 6-9, 2014, if any board members are interested in attending.

Mr. Geiger reported the track is coming along quite well, and they are on target to get a 3rd coat down. They are about half-way done and they would like to have this completed by October 3. Funds continue to come in to support this endeavor by the community.

Enrollment update from September 4 shows we are down a few students. Our official count is October 1, and we are projected to be down about 10 students.

BOARD REQUESTS/REPORTS: None

COMMUNICATIONS: Three board members have birthdays coming up, they are Roy Hawkins, Brent Denny and Dan Lauer.

APPROVE EXECUTIVE SESSION MINUTES: The Executive Session minutes dated September 4, 2014 were approved as written.

CLOSED SESSION FOR NEGOTIATIONS PLANNING: Motion by Coulson, supported by Tutak-Hill that the Saranac Board of Education go into closed session at 7:42 p.m. for the purpose of Negotiations Planning returning to open session at 8:25 p.m. Roll call vote was taken: Voting Yes: Coulson, Denny, Doll, Tutak-Hill, Lauer, and LaWarre. Motion Carried.

CLOSED SESSION FOR SUPERINTENDENT'S EVALUATION: Motion by Coulson, supported by Tutak-Hill that the Saranac Board of Education go into closed

session at 8:26 p.m. for the purpose of the superintendent's evaluation returning to open session at 8:55 p.m. Roll call vote was taken: Voting Yes: Coulson, Denny, Doll, Tutak-Hill, Lauer, and LaWarre. Motion Carried.

OTHER: Superintendent Geiger requested that the October 2 board meeting be moved to October 9, 2014 so that he may attend the Michigan Negotiators Conference.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 9:18 p.m.

Respectfully submitted,

Chris Coulson
Secretary Pro-Tem

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Student Count Update

October 1st, 2014 was our “official” count day for the beginning of the school year. We will bring the most up-to-date student numbers and class sizes to the meeting on Thursday.

	Official	Official	Official	Official	Official	Official	Official							Unofficial
	9/29/10	10/5/11	2/8/12	10/3/12	2/13/13	10/2/13	2/12/14	6/16/14	8/11/14	8/14/14	8/21/14	9/4/14	9/18/14	10/1/14
Grade	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count
ECC	21	16	22	16	16.8	12	14	16	16	16	16	16	16	16
KDG	96	114	115	97	96.0	96	97	97	67	69	69	70	71	70
1st	72	85	87	96	95.0	74	74	75	83	84	84	87	85	84
2nd	76	78	76	77	70.0	95	96	96	75	74	75	76	76	75
3rd	80	84	81	74	73.0	69	67	67	95	95	93	94	94	93
4th	83	80	81	82	81.0	73	74.84	75	67	69	69	69	69	69
5th	80	83	82	77	74.0	84	84	84	80	77	78	79	78	75
6th	97	75	77	83	80.0	72	72	72	80	81	79	79	78	78
7th	81	94	93	80	76.0	81	79	78	70	65	66	66	66	65
8th	86	80	78	87	87.0	75	70	70	77	78	79	77	76	76
9th	81	85	87	86	84.0	82	86	87	71	71	72	70	68	68
10th	107	76	75	90	92.0	81	83	85	89	89	92	100	97	96
11th	83	111	108	77	75.0	83	78	79	79	78	78	79	82	82
12th	87	98	96	106	103.7	79	74.32	79	89	87	91	86	80	77
Total	1,130	1,159	1,158	1,128	1103.47	1,056	1,049	1,060	1,038	1,033	1,041	1,048	1,036	1,024
ECC-6	605	615	621	602	585.80	575	578.84	582	563	565	563	570	567	560
7-8	167	174	171	167	163.00	156	149	148	147	143	145	143	142	141
9-12	358	370	366	359	354.67	325	321.32	330	328	325	333	335	327	323
Total	1,130	1,159	1,158	1,128	1,103.5	1,056	1,049	1,060	1,038	1,033	1,041	1,048	1,036	1,024

10 Exchange Stu

14 stw

Actual
1,038

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Track Update

We are in the final stages of the completion of the track resurfacing project. Thank you to everyone that has contributed in some way on the timely completion of this project. Also, a special thank you to Karl Klynstra, general contractor, for giving of his time and talents in overseeing this project.

We anticipate completion by the board meeting, and the "Back the Track" committee continues to elicit donations and pledges for this project.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Facility Walk-Thru Report

Many thanks to Gary Golombisky, Jason Smith, Josh Leader and Roy Hawkins for completing our annual walk through of the buildings and grounds this year. We will be presenting the information at our meeting.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Request For Proposal (RFP) for transportation

As you are aware, the Michigan Department of Education has established a financial incentive of \$50.00 per student for meeting 7 out of the 9 best practices. One of the nine areas consists of submitting a Request for Proposal (RFP) for non-instructional services in the area of transportation, food service, and/or custodial services.

Upon further review of the services we are currently receiving in these areas, it is my recommendation to submit a RFP in the area of transportation for regular routes, special education routes, field trips, and transportation to and from athletic events.

This will meet the requirements of one of the nine best practices in seeking a bid for services in a non-instructional area, and will allow us to continue to evaluate our services in the area of transportation.

SARANAC COMMUNITY SCHOOLS

TRANSPORTATION EMPLOYMENT MANAGEMENT SERVICES
REQUEST FOR PROPOSALS AND SPECIFICATIONS ("RFP")

October 9, 2014

SUMMARY

Saranac Community Schools invites proposals for the provision of employment and comprehensive personnel management services for licensed and trained school bus drivers.

The vendor would implement and provide all personnel management, payroll, training, benefits, and related services required under federal and state law and by the terms of this "request for proposal(s)" and any subsequent contractual agreement(s) necessary to sustain the staffing levels of pupil transportation operations. Saranac Community School District would continue to direct its pupil transportation operations in every respect except for the employment of drivers.

Proposals are due at the Saranac Community Schools Administration office, 88 Pleasant Street, Saranac, MI 48881 no later than **October 31st, 2014** at 12:00 p.m. Each proposal must be an original and hard copy, and signed by an authorized member of the proposer's firm. The proposer shall also submit with signed original of its proposal two (2) complete copies of the signed original proposal. No faxed or emailed proposals will be accepted. Proposals should be sealed, should bear the name and return address of the provider; should be clearly labeled "Transportation Employment Proposal"; and should be directed to Mr. Maury Geiger, Superintendent.

The Saranac Community School District operates according to an equal opportunity philosophy.

PROPOSAL CONDITIONS

The following conditions are considered an integral part of this request for proposals. Potential providers are required to comply with the following conditions as part of submitting their proposal:

1. The proposal shall not be withdrawn and shall be irrevocable through June 26, 2015.
2. Questions regarding proposal procedures, rules, content, specifications, requirements, etc., may be directed to Maury Geiger at (616) 642-1400. Due to the complexity of the employment management services, a pre-bid meeting will be offered. The pre-bid meeting will be conducted on Friday, October 17th, 2014 at 12:00 p.m. at the Saranac Community Schools Central Office, 88 Pleasant Street, Saranac, MI. All bidders shall familiarize themselves with the employment management services being requested. The failure to familiarize themselves with the requested services will not be a reason to withdraw or change a potential provider's bid.

3. Specifications and requirements provided here are intended to describe the desired service and its parameters. An alternative may be offered, if deviations from the specifications are minor and provided that deviations are clearly specified. Failure to outline such deviations may be grounds for rejection of the proposal.
4. Saranac Community Schools will retain sole authority for determining what constitutes an acceptable deviation from the specifications/requirements.
5. Proposals may be withdrawn at any time prior to the proposal opening date and time by placing a withdrawal request in writing and submitting it to Saranac Community Schools Attn: Maury Geiger.
6. Saranac Community Schools reserves the right to accept or reject any or all proposals; reserves the right to award the contract to a bidding entity other than the low bid entity; reserves all rights granted to it by law; and reserves the right to waive formalities and to take such action as it deems necessary in the best interest of Saranac Community Schools.
7. Saranac Community Schools shall evaluate the proposal(s) and award any contract in consideration of the proposal that is most advantageous to the recipient. Factors to be considered shall be based on, but not limited to, the following:
 - Cost
 - Experience, integrity, compliance with public policy, financial and technical resources, and other qualifications of the proposing entities.
 - Interview with potential providers by Saranac Community Schools.
 - Adherence to specifications and requirements.
8. Any errors, omissions, or discrepancies in the specifications discovered by a proposing entity must be brought to the attention of Saranac Community Schools immediately. Such errors shall be promptly corrected for proposing entities and no proposing entity shall be permitted to take advantage of or suffer harm from these errors.
9. All proposals must be sealed. The proposing entity's name and address must appear on the outside of the envelope. The words "Transportation Employment Proposal" must also appear on the envelope.
10. Proposals will be publicly opened and read aloud at the Saranac Community Schools Central Office Building on Friday, October 31st, 2014 at 12:00 P.M. Any interested parties may attend.
11. Each proposer is responsible for submission of its proposal. No proposals shall be accepted after the due date noted in the "Summary" section Saranac Community Schools

is not liable for any delivery or postal delays. No award will be made at the time of opening.

12. Submitters of proposals may call the Saranac Community Schools Central office (616) 642-1400 to obtain a bid tally on or after November 7th, 2014.
13. All proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner and/or any employee of the proposer or any member of the Board of Education or Superintendent of Saranac Community Schools, a copy of which Familial Disclosure Affidavit is attached this RFP as Exhibit "A". Bid proposals that do not include this sworn and notarized Familial Disclosure Affidavit will not be considered or accepted by the Board of Education.
14. All proposals received after the date and time specified in the "Summary" section will be returned to the proposer unopened.
15. Each proposer by its submission of its proposal releases Saranac Community Schools, its Board of Education, employees and agents from any claims arising out of, or in any way related to, the RFP process and the selection of the provider.
16. The proposer is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal or otherwise responding to the RFP, or any negotiations incidental to its proposal for the RFP.
17. Any decision made by Saranac Community Schools, including the selection of a provider, shall be final.
18. Saranac Community Schools reserves the right to request additional information from any or all proposers.
19. Saranac Community Schools reserves the right to negotiate with the proposer concerning their proposals.

SCOPE AND SPECIFICATIONS

Local school districts have traditionally provided comprehensive transportation services to qualifying students. These operations have included the employment, training, and management of school bus drivers and other support staff; the acquisition and maintenance of vehicles; vehicle routing; customer service; compliance with operational laws and rules; and related activities.

School financial issues demand that local districts exercise all viable strategies for lowering non-classroom operating expenses to avoid reductions in academic programs and services.

This RFP seeks to accomplish a portion of that objective by contracting for the employment of school bus drivers with a qualified vendor of personnel management services.

Specifically, the vendor selected under this RFP would become responsible for the following:

1. Recruiting, pre-employment screening, hiring, qualifying, certifying, disciplining and terminating, if necessary, all drivers, and ensuring required training and licensing for drivers and substitute drivers necessary to fulfill the needs of participating school districts and applicable law. Specifically, the vendor shall ensure that all drivers are in compliance with all legal requirements, including without limitation, the Pupil Transportation Act, Public Act 27 of 1990, as amended, and the Revised School Code, MCL 380.1., *et seq.*, as amended. (See “School District Responsibilities” for Training Reference)
2. Obtaining and maintaining all legally required employment benefits and/or insurance coverage for this category of employee, including adequate liability insurance to ensure protection of participating school districts.
3. Operating a viable payroll system which meets all current federal, state, and local requirements. (See “School District Responsibilities” for Reporting Hours Reference)
4. Conducting all payroll and benefit reporting requirements in full compliance with all federal, state, and local law.
5. Establishing and maintaining any fringe benefit options for bus drivers (401-K plans, health insurance, paid leave time, etc) deemed necessary and/or desirable by the vendor.
6. Ensuring that drivers satisfactorily perform all pre-trip, between trip, and post-trip inspections and operations required by law and/or by each participating district.
7. Ensuring that drivers conduct their scheduled routes and runs in a safe, efficient and reliable manner and according to specific information provided by the district and according to the district’s current operational needs and requirements.
8. Ensuring the provision of all beginner and advanced bus driver training required by law is provided by the a qualified training agency consortium.
9. Ensuring that every participating bus driver undergoes the same level of fingerprinting records check required by law for public school employees.
10. Requiring that any arrest/arraignment of a participating driver is reported to the vendor immediately of the action and ensuring that Saranac Community Schools is notified immediately thereafter.
11. Ensuring that every employed bus driver is included in a mandated random drug and alcohol screening program and that the vendor shall observe all requirements of the Omnibus Transportation Employee Testing Act.

12. Ensuring that bus drivers are not permitted to operate a school bus if s/he:
 - a. Has six or more points on his/her driver's license
 - b. Has failed to pass all drug and alcohol testing requirements
 - c. Has failed to pass required training within established time frames
 - d. Has allowed her/his required license and endorsements(s) to lapse.
 - e. Has been involved in a personal injury accident in the school bus.
 - f. Has a lapsed Michigan Department of Education physical card.
13. Ensuring that every employed bus driver has passed a physical examination which meets the requirements of the Michigan Department of Education.
14. Providing Saranac Community Schools with a bi-weekly invoice in such detail as the district may reasonably require.
15. Ensuring that no portion of the contracted services are subcontracted without the prior written consent of Saranac Community Schools.
16. Providing Saranac Community, on a semi-annual basis, information required for the Registry of Educational Personnel (REP) in an electronic format approved by Saranac Community Schools.
17. Agreeing that the vendor may only terminate a signed contractual agreement for these services on July 1 of any year. Vendor must provide notice no later than March 1 of any year, delivered by registered mail to Saranac Community Schools, of the desire to terminate the agreement.
18. Ensuring that every driver has and maintains a valid commercial drivers license, appropriate to the vehicle that is being driven, with a passenger, Air Brake if applicable and school bus endorsement as issued by the State of Michigan, together with any applicable federal licensing requirements.
19. Ensuring that each driver shall have a certified safe driving record and no felony conviction for drugs or child abuse or any other felony related to the safe transportation of children, whether or not associated with the operation of a motor vehicle. Saranac Community Schools reserves the right to review all findings on a case by case basis to determine applicant qualification and eligibility.
20. Providing if requested by Saranac Community Schools, copies of all Secretary of State abstracts, conviction record transcripts and references on all drivers.

21. Providing if requested by Saranac Community Schools, a plan and implementation strategy for a comprehensive safety program, which program shall include, but not be limited to, regularly scheduled safety meetings for drivers that shall, at a minimum, meet and/or comply with all applicable federal and state legal requirements.
22. Ensure that the transportation of students with special needs or when a vehicle or equipment requires any special expertise, all drivers transporting those students and operating those vehicles must demonstrate proficiency and/or complete special training relevant to those special requirements.
23. Ensure that there is retraining after a preventable accident or incident or after a driver's evaluation.
24. Ensuring that drivers shall not smoke, possess, consume or be under the influence of alcoholic beverages or controlled substances while providing services prior to undertaking such duty within the timeframe specified in applicable legal requirements, in particular the Pupil Transportation Act or otherwise in the exercise or reasonable judgment.
25. Ensuring that adequate and sufficient management/supervisory staff is provided to assure that the services are properly provided.

Saranac Community Schools would become responsible for:

1. Providing legally appropriate information and/or references requested by the vendor regarding bus drivers previously employed by the school district(s).
2. Furnishing the vendor with a verified record of hours worked within each pay period by drivers assigned by the vendor to the school district.
3. Providing the vendor with specific requests for driver assignment which include, at minimum, the days, hours, type of service required, and any other factors required by the vendor to ensure that the request(s) can be fulfilled. Such requests should be received by the vendor at least three (3) business days prior to the required service for routine needs. Emergency requests may be submitted at any time with the understanding that the vendor will make every effort to provide a qualified driver.
4. Facilitating the fingerprinting process, at the vendor's cost, necessary to execute required criminal history reports.
5. Facilitating the scheduling of required training via Kent ISD training agency.
6. Facilitating the necessary affiliation with a certified drug and alcohol screening agency.
7. Conducting all local district transportation operations with the exception of those driver employment segments described herein.

8. Providing all on-board equipment required to ensure student safety and training drivers employed by the vendor to properly use that equipment.
9. Maintaining a mutually satisfactory communications link with the vendor.
10. Ensuring that assigned drivers are provided with up-to-date information necessary to deliver safe and dependable transportation.
11. Promptly providing payment to the vendor for appropriate, accurate invoices.

MUTUAL AGREEMENTS AND TERMS

Both parties agree that:

1. The contract shall require that the vendor indemnify, defend and hold harmless Saranac Community Schools, its Board of Education, employees and agents from and against all claims, causes of action, loss, and damage, including without limitation Saranac Community Schools actual attorneys' fees and costs, arising out of or in any way related to the vendor's services.
2. The contract document(s) shall be written for three years with an option to renew for additional years. The initial contract is expected to commence during the 2014/15 school year and would expire on June 30, 2017, unless renewed or terminated by accepted means.
3. The contract will contain specific procedures for complying with all terms and specifications noted herein.
4. The contract will contain specific procedures for maintaining the confidentiality of any information obtained or required to ensure safe services to students in the consortium.

RFP SUBMISSION REQUIREMENTS

Vendors submitting a proposal should include the following information:

1. A brief description of the agency/company, including a history of service delivery of this type, a list of current customers we may contact (with phone number(s) and addresses), and any available brochures about your business.
2. A description of any deviations from the stated specifications or clarifications which are germane to the proposed services and/or costs.
3. Evidence that the vendor is an equal opportunity employer.
4. A complete description and costs of any proposed "elective" benefits to be provided to the drivers employed.

5. A completed cost proposal as found in Exhibits B and C.
6. A proposed wage scale, including benefits, for both regular, special education and substitute school bus drivers.
7. A proposed fee for service (including the vendor's profit) expressed as a coefficient to be multiplied by the total of the actual wages.
 - a. Includes tiered fee schedule to account for an increase of required drivers during the term of the contract
8. Any proposed/anticipated cost increases for the second and third years of an agreement. Please express any such increases in the form of a revised coefficient and drivers cost for each of those years.
9. Contact information, including the name, address, phone number, e-mail address, and mailing address of the vendor's primary contact person.
10. The proposer certifies that their proposal is made without any previous undertaking, agreement or connection with any person, firm or corporation making a proposal to provide the same services and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. Each proposal shall, to the extent possible, include in their proposal the following:
 - A. Information which will serve as an introduction of your company on business letterhead.
 - B. The proposer's background and qualifications of the person who will be involved with Saranac Community Schools.
 - C. Describe the chain of command and reporting relationships. Include an enclosed organizational chart. This organizational chart must reference where a Saranac Community Schools liaison would be placed.
 - D. Describe any other similar public K-12 school districts in which your company has contracted to provide same or similar services requested in the RFP.
 - E. Describe any computer systems and software programs you propose to utilize in providing the requested services.
 - F. Describe the scope of the proposer's formalized in-service training and educational programs.
 - G. Evidence of the proposer's ability to provide adequate insurance coverage to protect the interest of themselves and Saranac Community Schools.
 - H. Describe any other resources to be provided by the proposer, which would result in a safe and efficient delivery of the requested services.

- I. Provide references, including contact name, address, phone number, fleet size and scope of services for other services currently being provided or provided in the past of a similar nature to the requested services.
- J. Include a letter setting forth proposer's agreement to be bound by the terms and conditions of the RFP.
- K. Any other information that the proposer believes is relevant to evaluate the proposer's ability to provide the requested services.

DRAFT

EXHIBIT "A"

Familial Disclosure Form

The undersigned, the owner or authorized officer of _____ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Saranac Community Schools Employment Management Services Request for Proposals and Specifications, hereby represent and warrant, except as provided below, that no familial relationships exist between bidder(s) or any employee of Saranac Community Schools, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

Dated: _____

PROPOSER: _____

By: _____

Its: _____

State of Michigan)
County of _____) ss:

This instrument was acknowledged before me on the ____ day of _____, 20__, by _____.

_____(Signature)

_____(Printed)

Notary Public, _____ County, Michigan

My Commission Expires: _____

Acting in the County of _____

Exhibit "B"

Need 2014/2015 School Year Transportation information

Number	Rate	Daily Total Hours
1	17.91	2.75
2	17.91	2.75
3	17.91	2.75
4	17.91	2.75
5	17.91	2.75
6	17.91	2.75
7	17.91	2.75
8	17.91	2.75
9	17.91	2.75
10	17.91	2.75
11	17.91	2.75
12	17.91	1.50
13	17.91	1.25
14	17.91	4.33*
15	17.91	4.33*
16	17.91	5.00**
17	17.91	6.58***
		53.24

Regular & mid-day GSRP & Special Education
route

*

** Vocational Education route

*** Special Education
route

Based on 175 days of school, 53.24 hours per day of driving time and the hourly rates provided above, complete the proposed costs.

Wages	\$
FICA	\$
Other Fringe Benefits	\$
Training, Fingerprinting	\$
Other Expenses	\$
Fees	\$

Total Contract Cost \$

Exhibit "C"
Need
2014-2015
information

Based on 175 days of school and **53.24** hours per day of driving time, provide a wage table and complete the proposed costs:

Wages	\$
FICA	\$
Other Fringe Benefits	\$
Training, Fingerprinting	\$
Other Expenses	\$
Fees	\$
Total Contract Cost	\$

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Board self-evaluation

As a part of the Board's ongoing commitment to professional growth and working collaboratively in the best interests of the school district, the Board will be working with the Michigan Association of School Boards (MASB) on completing a self-evaluation.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Board Operating Procedures

The board has worked a lot over the last few years in the development of operating procedures. The final draft has been completed, and is ready for the final review and adoption.

SARANAC BOARD OF EDUCATION OPERATING PROCEDURES



SARANAC BOARD OF EDUCATION OPERATING PROCEDURES

Vision Statement:

District Mission Statement

Saranac Community School District, through its strong community support and involvement will provide an education for all students which enables them to become contributing, productive members of society.

Core Values:

Partnering with our parents and community, we believe in:

Fiscal Responsibility

- ❖ Academically, culturally, and socially preparing students to be citizens of the world
- ❖ A vibrant, dynamic, engaging learning experience in every classroom
- ❖ Responsibility – to self, others, and community
- ❖ Constant, systemic improvement
- ❖ Cultivating problem solving skills, innovation, and creativity

In effective school systems, the Superintendent and the Board function as a “Board Team.” A structured approach to first developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Saranac Board of Trustees and superintendent function as a “Board Team” to provide open communication to the staff and patrons of the district.

The Saranac Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate with staff and members of the district.

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CODE OF ETHICS

As members of the Saranac Community School District Board of Education, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to the end, all decisions will place the needs of children first by adhering to the following educational and ethical standards.

As a Board member:

✓I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and district policies and procedures.

✓I will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, creed, sex, sexual orientation, national origin, disability or social standing.

✓I will recognize that the Board must make decisions as a whole in public, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.

✓I will focus Board action on policy making, goal setting, planning and evaluation as outlined in Board policy 1032 (Powers and Duties), Board Policy 1040 (District Goals and Objectives) and state law.

✓I will vote to appoint the best qualified personnel available after due consideration of the recommendation by the Superintendent. I will insist on regular and impartial evaluation of all staff by the Superintendent.

✓I recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day to day operations of the district.

✓I will not step outside my role to govern and oversee the management of the district by seeking to participate in the administration of the day to day operations of the District.

✓I will hold confidential all matters that if disclosed, may have a negative impact on the District. I will respect the confidentiality of information that is privileged under applicable law, including closed session discussions.

✓To the extent possible, I will attend all regularly scheduled and specially set Board

meetings, arrive on time, and I will be informed of the issues to be considered at the meetings.

✓I will assist in making policy decisions only after full discussion at publicly held Board meetings, and I will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.

✓I will refrain from using my Board position for personal or partisan gain.

✓I will disagree in an agreeable manner. I will not hold grudges or question other Board member's ethics or motives as to their vote or views on issues.

✓I will be firm, fair, just and impartial in all decisions and actions.

✓I will respect the majority decision as the decision of the Board.

✓I will encourage the free expression of opinion by all Board members. I will make a good faith effort to understand and accommodate the views of others.

✓I recognize the appropriate channels to refer complaints to the Superintendent and will do so.

✓I will seek communication among the Board, students, staff, and the community at Board meetings as required, to conduct Board business.

✓I will communicate to fellow Board members and the Superintendent at appropriate times, the expression of public concerns.

✓I will become informed about current educational issues and seek continuing education opportunities such as those sponsored by state and national school Board associations.

✓I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board members.

✓I will share school district information with other Board members.

As Board President:

✓I will make sure that persons addressing the Board follow established Board policy guidelines as outlined in Board Policy 1370 – Public Participation.

✓I will make sure that persons addressing the Board do so in a professional manner and not allow inappropriate communication to be directed to the Board or the Superintendent during Board meetings.

✓I will insure that all Board members are given an opportunity to reflect their views. I will work toward building consensus among all Board members.

MEETINGS

Developing the Board Meeting Agenda

Who can place items on the agenda and the guidelines:

- a. Agendas are created by the Superintendent and Board President, and presented to the Board on the Friday prior to the Thursday meeting.
- b. Board members must request in writing or verbally to the Superintendent or Board President any item they desire to have placed on the agenda. An item will be placed on the agenda at the discretion of the superintendent and Board President.
- c. In accordance with the Michigan Open Meetings Act – page 13, no item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by law.

Use of Consent Agenda:

- a. When the agenda is prepared, the Superintendent and the Board President shall determine items, if any that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Consent items typically include but not limited to:

1. All routine items
2. Shared Service Agreements
3. Budget Amendments
4. Insurance Contracts
5. Association memberships
6. Routine expenditures
7. Updates of Board policy
8. Routine personnel items
9. Routine bid considerations
10. Items recommended by the Superintendent

Board Workshop Meeting Agenda Outline

- a. Meeting Location
1. Opening Items
2. Call to Order
 - a. Pledge of Allegiance
 - b. Presentation
 - c. Public Comments
1. Limit 5 minutes per person
 - a. Business Items (no audience discussion)
 - b. Announcements / Comments
 - c. Public Comments
1. Limit 5 minutes per person
 - a. Looking ahead to Regular Board Meeting

b. Individuals with Disabilities Act Information

Regular Board Meeting Agenda Outline

a. Meeting Location

- b. Call to Order
- c. Pledge of Allegiance
- d. Approval of Minutes
- e. Additions & Deletions
- f. Comments from Guests
- g. Student Report
- h. Administrative Update
- i. Action Items
- j. Reports/Presentations
- k. Comments from Guests
- l. Superintendent Report
- m. Board Requests/Reports
- n. Communications
- o. Closed Session if needed
- p. Other
- q. Adjournment
- r. Individuals with Disabilities Act Information

Annual Organizational of Board Agenda Items

a. In addition to monthly agenda items listed above, the items below may be presented as scheduled in the following annual outline:

September:	
October:	
November:	After election – Trustee acceptance of election when certified Set organizational meeting date for January
December:	Superintendent Evaluation
January:	After an election: Post-election organizational meeting Election of officers Committee assignments Installation of new board members
February:	
March:	
April:	
May:	
June:	Adopt Budget
July:	
August:	

Board member preparation for meetings

a. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.

1. Study the material in the Board Packet sent to them prior to the meeting.

2. Requests for additional information will be addressed through the superintendent prior to each Board meeting.

Board member participation / conduct during meetings

a. Any time four or more Board members are gathered together to discuss school business it is considered a meeting (quorum).

b. In addition to the following procedures, at all times Board members shall adhere to the Board Code of Ethics:

Board Meeting Protocol

a. Board members will maintain professional and courteous behavior throughout the meeting.

b. Board members will demonstrate respect to fellow Board members and public participants through the following behavior:

- Listen and treat each other respectfully
- Be cordial when disagreeing
- Say what needs to be said as briefly and clearly as possible
- Direct comments solely to the business under deliberation
- Address each other, staff, and public by title and last name
- Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation
- Refrain from condescending or critical comments to members of the staff, student body, public, or Board
- Focus on issues, not people or personalities
- Courteously accept other viewpoints and Board votes, which were not supported by self
- Seek solutions and reasonable compromises or consensus when there are differences of opinions
- Make decisions in the context of what is best for all students in the district
- Avoid immediate decisions and votes and possible shorter-term solutions when the issue calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations)
- Be willing to publicly apologize to staff, patrons, or Board members if behavior is inappropriate or disruptive to the progress of the meeting
- Attempt always to have dialogue (multiple perspectives) rather than simple discussions (yes or no decisions)
- As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings, emergency situations warrant exceptions

Persons addressing the Board

a. Audience participation at Board meetings is limited to the portion of the meeting designated as Comments from Guests. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.

b. A person may address the Board on an agenda item under the first comments

from guests. The second comments from guests will pertain to other non-agenda items. Each speaker is limited to five minutes. The Board President or acting chairperson shall have the authority to terminate the remarks of any individual whose comments are frivolous, repetitive or harassing in nature.

- c. Delegations of more than five persons addressing the same issue shall appoint one person to present their views before the Board.
- d. At regular meetings the Board shall allot a total of 30 minutes to hear persons who desire to make comments to the Board.
- e. The board reserves the right for the public to speak on topics.

Board response to persons addressing the Board

- a. Board members can hear comments
- b. The Board president may direct administration to investigate item(s) and report back to the Board and/or the individual citizen
- c. Board members cannot respond or enter into discussion with the audience during the meeting as:
 - 1. Items on the agenda will be discussed as appropriate and scheduled on the agenda;
 - 2. Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board policy.
 - 3. Board members may request that the Board President extend the Comments from Guests times set out in this policy.

Discussion of Employee/Student Issues

- a. The Board will not encourage or actively participate with negative comments on individual employees or students in public session.

Hearings, Grievances, Student / Employee Discipline

- a. The Board will conduct all hearings in accordance with the applicable Board policies (refer to individual contracts & handbooks)
- b. During hearings, Board members will seek legal counsel as deemed necessary
- c. The Board shall not use a students/employee name in any discussion in open session
- d. Student/disciplinary hearings will be held in a closed special meeting if requested

Discussion of Motions

- a. All discussions shall be directed solely to the business currently under deliberation
- b. The Board President or designated chair has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board

Board member participation in discussion, debate and voting

- a. All Board members shall vote on all action items unless a conflict of interest applies
- b. All Board members may make motions, second motions and enter into debate on all agenda items
- c. In case of tie, the action item fails. The President may bring the item back to the Board on a subsequent agenda

- d. In case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony
- e. A majority of entire board is needed to pass an action item

Board member responses to inquiries about closed sessions

- a. Board members are to refer any inquiries about closed sessions to the Superintendent or the Board President
- b. Any information from a closed session is confidential and shall not be discussed outside of the closed session

Participation by people other than Board members in closed session

Participants are limited to:

- a. The person requesting the closed session, their council, a union representative, their parent(s) or guardian(s) where applicable
- b. Representatives of the administration that have pertinent information
- c. Additional persons approved by the board, Superintendent or his/her designee

Board Organization

Election of Officers

- a. Removal from consideration: An individual Board member may, by simple announcement, remove himself or herself from consideration for any or all offices of the Board
- b. The Officers shall be President, Vice-President, Treasurer and Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Board officers shall serve for a term of one year, or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties, as required by the Board
- c. At the first eligible public meeting of the Board after the scheduled Trustee election, the current Board President will ask for any board officer nominations. If none are offered, then the slate of officers is put to a vote. Each office will be voted on separately by the Board
- d. A vacancy among officers of the Board shall be filled by majority action of the Board

Role and authority of Officers

- a. No Board member or officer has authority outside the Board meeting
- b. No Board member can direct employees in regard to performance of their duties
- c. Duties of officers – Refer to Board Policy 1150

Selection and operation of board committees

- a. Standing committees are appointed by the Board President and approved by Board
- b. Ad hoc committees are appointed by the Board President with notice given to the board

COMMUNICATION

Board member communication with each other

- a. Board members shall not deliberate issues outside the board meetings
- b. Electronic Communications:
 - 1. Shall abide by the spirit and letter of the Open Meetings Act
 - 2. Restricted to 1 on 1 communications, informational inquires, historical perspectives and the like

Board member's responses to community or employee contracts

The Board recognizes that as elected officials there will be requests and contacts from the public and / or employees, therefore strict adherence to this procedure is required.

- a. The Board member should refer the citizen to the appropriate person/chain of command as appropriate.
- b. The Board member should not become individually and personally involved in the issue.
- c. The Board member should exercise their best judgment whether to notify the Superintendent or Board President of potentially significant requests or issues.

Board member communication with the media

- a. The Superintendent or their designee is the spokesperson for the district.
- b. The Board President shall be the official spokesperson for the entire Board to the media/press.
- c. All Board members who receive calls from the media should direct them to the Board President or designee.

Board member communication with the community

- a. Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- b. Individual Board members cannot speak in an official capacity outside the Board room.

Administration communications with Board members

- a. The Superintendent will exercise his/her best judgment and discretion to determine when information should be shared with board members based on the specific situation.
- b. Three types of communication with Board members:
 - 1. Not urgent or not in the media – Board Packets
 - 2. Very important but not crisis – Email to each board member
 - 3. Crisis / Emergency situation – Phone call to each board member
- a. In the case of an emergency or crisis, the Superintendent or his/her designee may provide the following six pieces of information:
 - What, Where, When, Who, Action taken, and a public statement for the Board members
- a. Phone calls will be placed in the following order:
 - President, Vice President, Secretary, Treasurer and Trustees
- a. The Superintendent or his/her designee will provide updates as practicable.

Community electronic communications with the Board

- a. The Board will have a contact link or form on the district website to allow

community members to email their issues to the entire board.

- 1.The website and/or form will state in a conspicuous place the following: “The School Board members are trustees primarily charged with the vision, budget, goals and policy for all children in the district. Any operational or staffing issues should go through the building principal or supervisor first then to the Superintendent.”
- 2.Any community email inquiries may be shared with other board members.
- 3.An automated email response will acknowledge the receipt of the citizen’s inquiry containing the text from above section, a.1. *(Goal is to have this in place by the spring of 2015)*
 - a.There should be an email response unless circumstances require such otherwise.
 - b.A Board member who wishes to respond should contact the Board President to indicate their interest in responding.
 - c.The Board President or designee shall determine the appropriate response and who shall respond to the inquiry. Any response shall go to all board members.

Community communications directly to a Board member

- a.This does not apply to casual conversations with community members
- b.If applicable, the Board member should contact the Board President about the issue
 - 1.To determine if other Board members and/or the administration received the communication
 - 2.To confirm the relative facts
 - 3.To discuss the individual board member’s potential response
 - 4.Any response should include the substantial equivalent of *a.1. – Community electronic communications with the Board as state above.*

Community member request for privacy in communications

- a.The Board encourages transparency in all community communications
- b.Any community member who requests privacy in communications should not expect a response
- c.Any response may be subject to public disclosure in the future

BOARD DEVELOPMENT

New member orientation

- a.Orientation to the Board/Board Responsibilities: The following items shall be provided or made available to the new Board member by the Board President or a Board Trustee designated by the Board President as a “mentor” with the assistance of the superintendent or the superintendent’s designee.
 - 1.A personal copy of the written Board policy manual and explanation of its use, development, review, etc., including the following:
 - A copy and explanation of the district’s mission, vision, values and beliefs, and/or educational philosophy.
 - A copy and explanation of the district’s latest short-and long-range goals, along with related needs assessment results.
 - An explanation of school board organization (officers, standing and ad hoc committees, if any, etc.)
 - An explanation of any policies governing board member conduct and activities

(i.e., Board Code of Ethics, travel expenses, conflict of interest, professional development, etc.)

- An explanation of how board meetings are conducted, including parliamentary procedures used, Open Meetings Act requirements, placing items on the agenda, superintendent's Board packets, etc.
- A discussion about the Board's speaking with one voice, the authority of the board vs. the authority of any individual board member, the chain of command, etc.
- An explanation of Board processes: gathering community input, monitoring district progress, self-evaluation, communication with the media, etc.
- A historical perspective of the Board's current work, including minutes from the past year's board meetings.
- An explanation of the superintendent's informational packets.
- An explanation and list of Board and Board member development opportunities available throughout the year including MASB's CBA course offerings, and workshops, certification process and annual conferences.

a.Orientation to Board/Superintendent Roles and Relationship: The following items are generally shared areas of expertise between the Board and superintendent, and, therefore, should be a joint responsibility in the orientation process.

- Clarification of roles and responsibilities including discussion about "Who decides" particular types of issues.
- Explanation of how authority is delegated to the superintendent.
- A copy of the superintendent's job description and performance-based contract and discussion of how it evolved.
- A copy of any superintendent evaluation materials and discussion of how and when they are used.
- An explanation of how communication flows between Board members and superintendent and how to use the chain of command.
- A review of written board policies governing the Board/Superintendent Relationship.

a.Orientation to the District: The following items are generally within the superintendent's areas of expertise and responsibility in the orientation process.

1.School Finance

- A copy of the district's budget. Explanation of how, when and by whom it is prepared; how the district's mission and goals are translated into a dollars-and-cents plan; where the money comes from, where it goes and how it is spent.
- An explanation of financial accountability processes: how funds are accounted for; how expenditures are authorized; what financial reports are provided and how to interpret them, etc.
- An explanation of the state's school finance plan and what it means in terms of local district budget.
- Data on district per pupil cost and expenditures.
- An explanation of the assessed valuation and tax structure of the district.
- An explanation of the funding process for the school district.
- A description of the district's student enrollment trends and projections.
- Data on the existing bond indebtedness or the district and when various building

debts will expire.

- Information on federal and state aid to your district's education program.

1. School District Facilities

- A list showing the number, location, and condition of schools and other buildings owned/operated by the district.
- An explanation of construction projects contemplated and in process.
- A description of the district's building maintenance program.
- A description of the geographic boundaries and attendance zones for each of the schools within the Saranac Community School District.
- General layout, maps of buildings, district maps & tour buildings.

1. School Curriculum and Instruction

- An explanation of curriculum standards required by state law and implemented by the State Board of Education.
- Copies of recent state and/or accrediting agency evaluations.
- An explanation of the district's overall curriculum program.
- An explanation of local school improvement initiatives (what, why, who, how, etc.)
- An explanation of the educational organization of the district, including student groupings, departmentalization, team-teaching, shared pupils/teachers, etc.
- An explanation of how elementary, middle school and secondary curricula are coordinated.
- Student dropout statistics.
- Information on MEAP tests, other applicable standardized testing, recent test results, and the utilization of test results.
- Data on the percentages of students who go on to college or other post high school programs.
- Documents showing teacher-pupil ratio and median class size for the district.
- An explanation of Heartlands, the District's involvement with the Ionia ISD and other collaborative educational facilities/programs.
- The district's special education program, program courses offered for students with impaired sight or hearing, and emotional, neurological and other programs.
- Data on age and condition of textbooks and other school equipment.
- A description of libraries, technological tools and other instructional materials in use now or planned for the future.
- A listing of extra and co-curricular activities in the district.

1. Administration and Staff

- A copy of the job description of the superintendent, Board secretary and top administrators.
- An organization chart of the school district's management structure.
- An explanation of personnel recruitment and hiring procedures.
- A copy of staff salary schedules and fringe benefit programs, including data on average and median salaries of teachers and administrators.
- Data on staff-administrator ratios.
- A copy of the district's collective bargaining agreement(s), and a brief history of

the recent collective bargaining activities in the district.

- An explanation of the district's evaluation criteria and procedures for administrators, teachers and support staff.
- An explanation of the district's orientation program for new teachers.
- An explanation of the district's staff development program.

1.School-Community Relations

- An explanation of programs, activities and interests of education-oriented groups and associations (i.e., PTA, booster clubs, the Saranac Community Foundation, advisory committees, etc.)
- An explanation of the District's public relations program, the District "Brand", how it is coordinated, and what activities regularly take place.

Board officer transition process

- a.Present officers to relate duties and responsibilities of the position to their replacements.
- b.New officers to review written description of position before taking office.

Selecting of timing and activity for annual teambuilding session and assessment of Board continuing education needs

Annual board team (board and supt.) self-evaluation and establishment of goals

- a. Evaluations are done annually in May.
- b. Evaluations are conducted in executive session by the superintendent.
- c. Evaluations are done as a team (board and superintendent).

Board member concerns about another board members performance

- a. If a board member has a concern about another board members performance they should first discuss it with the offending member.
- b. If still unsatisfied with the results of the first meeting, then they should discuss it with the board president or other board officer.

Procedures for board travel and training opportunities

- a. Board members are encouraged to further their professional training and take advantage of available training or conferences within or outside of the district.
- b. Board members should arrange travel, accommodations and classes through the superintendent's office.
- c. All board members are to comply with the Board policy on travel expenditures and submitting travel / training expenses.
- Refer to Board policy: 1162
- d. Board members should report on their conference attendance at the next board meeting.

BOARD DISTRICT OVERSIGHT

Establishment of the districts vision, mission and annual goals

- a. The superintendent shall develop district vision and mission statements and

annual district goals.

Boards approval of district goals

- a. The superintendent shall examine district goals and if necessary develop or revise them at least on an annual basis.
- b. District goals shall be presented to the board by the Superintendent and approve by the board.

Boards approval of district and building performance objectives

- a. The superintendent shall develop performance objectives for District and building performance at least on an annual basis.
- b. District and building performance objectives shall be presented to the board by the Superintendent and approved by the board.

Boards approval of District and Building Improvement Plans

- a. The superintendent shall develop District and Building Improvement Plans on an annual basis.
- b. District and Building Improvement Plans shall be presented to the board by the Superintendent and approved by the board.

Boards review of the district progress toward accomplishments and goals

- a. Board members will be continually guided by what is best for all students in the district.
- b. The Board will annually review the district goals.
- c. Each Board member will be given by the administration a copy of the districts progress towards goals prior to the review meeting.

Board review of the instructional programs

- a. Board members will be continually guided by what is best for all students in the district.
- b. The Board will annually review the instructional program for each subject category.
- c. Each Board member will be given a copy of the instructional program prior to the meeting.

Boards review of programs other than instructional programs

- a. Each Board member will be continuously guided by what is best for all students of the district.
- b. The Board will receive updates on instructional programs (i.e. Athletics)

Development and adoption of the district budget (full cycle)

- a. The administration shall present to the Board an annual budget for approval every spring.
- b. The Superintendent and/or the Finance Director shall report to the board regularly as to the budget status and changes, if any.

Board member's campus visits

- a. All Board members are encouraged to visit all schools and school events.

- b. All Board members must notify the principal or designee of visits to campuses when they are not attending a scheduled or normal parental activity.
- c. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of “evaluating” a performance.

POLICY / PROCEDURES

Review of Board policy

- a. Board Policies are reviewed and updated annually on a five year cycle.
- b. Revised Board policies are approved by the Board.

Development of Board policy

- a. New board policies are developed in response to district or administration needs.
- b. New board policies are approved by the Board.

Review of district procedures

- a. Board Procedures are reviewed and updated annually on a five year cycle by the Board.
- b. Revised Board procedures are approved by the Board.

Development of district procedures

- a. New board procedures are developed in response to district or administration needs.
- b. New board procedures are approved by the Board.

PERSONNEL

Evaluation of the superintendent (full cycle)

- a. The Board shall evaluate the superintendent’s performance annually in November.
- b. A superintendent evaluation form shall be developed by the superintendent evaluation committee and filled out by each board member. The evaluation shall review specific areas of performance:
 - Leadership
 - Management
 - Personal Qualities
 - External Relations
 - Board Relations
- c. The committee will consolidate the results of that review and present it to the Board and superintendent in December.
- d. The superintendent may choose to have his/her review during a closed or open session of the board.

Board member’s concerns about the superintendent’s professional performance

- a. We value the superintendent role in the community and how the district is

represented. If this representation is less than favorable and witnessed by a board member the board member shall:

1. Communicate their concerns directly to the superintendent.
2. Communicate with Board President to address questions and/or concerns.

Hiring of personnel other than the superintendent

- a. The board does not directly hire any personnel other than the superintendent.
- b. The personnel changes shall be presented to the board monthly by the administration and approved by the board.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Board Policy-Free Distribution of Materials

Board Policy – Free Distribution of Materials, is in need of an update and review. We will have the most recent board policies available regarding this topic, and will be discussing guidelines for the free distribution of materials on school grounds.

The board reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district.

Political Campaign Materials

In order to further citizenship training, the board encourages responsible use of political materials for use in the appropriate classroom setting.

Special Interest Materials

The principal of each building shall establish rules and regulations governing the distribution of special interest materials in the building.

Advertising in the Schools

No advertising of materials used for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the superintendent. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication.

Use of Religious Materials

The use of any religious materials may be used in the regular classroom to study the historical or cultural aspects of religion but such material is prohibited if used to indoctrinate the practice of a religion.

Distribution of Religious Materials

The distribution of any religious materials, bound or unbound, is prohibited on school grounds or in any attendance facility before, during or after the school day or a school activity. Religious materials as prohibited herein may be described as, but not limited to, the following: any version of the Bible (including the Gideon Bible), translations of the Septuagint and the Apocrypha, Torah, Koran or any other similar religious books of faith, pamphlets, sectarian or denomination books, tracts, papers or other such materials including pictures, symbols, crosses, statues or icons. This

prohibition on distribution does not conflict with the use of any such materials as provided in 7800 School Ceremonies and Observances.

Approved: July 1, 1997

Students will have the right to distribute in or on school premises, school buses, or at school sponsored activities any form of literature, including, but not limited to newspapers, magazines, leaflets and pamphlets, and shall be responsible for the content of such materials. This right is, however, subject to limitation in accordance with standards or responsible journalism and in consideration of the rights and welfare of the entire student community.

In order to ensure that the welfare and rights of the school community are adequately protected, the following will apply in the case of any distribution of literature on school premises or at times students are under the jurisdiction of the school:

1. Any literature which a student wishes to distribute will first be submitted to the principal for approval. The principal may have up to five days to review the material before approving or disapproving. If disapproved, the principal shall state the reasons in writing.
2. Only students enrolled in that school building shall be permitted to distribute such literature.
3. The principal may deny approval to the distribution of any literature, the content or distribution of such, as he/she reasonably determines:
 - a. Would cause a substantial disruption of or a material interference with the normal operation of the school or school activities;
 - b. Is potentially offensive to a substantial portion of the school community due to the depiction or description of sexual conduct, violence, morbidity, or the use of language which is profane or obscene and inappropriate for the school environment as judged by the standards of the school community;
 - c. Is libelous or which violates the rights of privacy of any person;
 - d. Is false or misleading or misrepresents facts;
 - e. Is demeaning to any race, religion, sex, or ethnic group;
 - f. Encourages violation of local, state or federal laws.

4. All such publications or literature must identify the author and/or the editor and publisher and the business address of the publication or the name and address of the person submitting the material.
5. The principal may, at his/her option, consult a committee of two teachers and two students to assist in determining the appropriateness of the publication for distribution.
6. In the event the submitted publication is denied the privilege of distribution, the applicant may:
 - a. Appeal the decision of the principal within five school days to the superintendent who shall reply within five school days;
 - b. Further appeal may be made to the board within five school days. The board shall provide a hearing within 10 days, with a decision made at its next regular meeting.
7. Distribution is defined as giving out or division among a number of persons, sharing or parceling out, allotting, dispensing, apportioning, either by physically doing so or placing the material to be distributed in any public area so that another person may obtain the same either for a fee or without charge.
8. If the principal gives his/her approval, he/she may designate a time and/or a place at which the distribution may take place. The distribution shall be orderly and the designated area for distribution shall be kept free of loosely scattered material.

The above rules, if appropriate, shall also apply to the possession of literature on school property, especially when such materials may be readily seen by or made available to other students in the school.

The Board reserves the right to refuse distribution of any material by outside individuals or groups to the students of the District.

Political Campaign Materials

In order to further citizenship training, the Board encourages responsible use of political materials for use in the appropriate classroom setting.

Special Interest Materials

The Principal of each building shall establish rules and regulations governing the distribution of special interest materials in the building.

Use of Religious Materials

The use of any religious materials may be used in the regular classroom to study the historical or cultural aspects of religion but such material is prohibited if used to indoctrinate the practice of a religion.

Dissemination of Religious Materials

Materials that have a religious content may be made available to students during non-instructional time. The District shall impose content neutral, time, place, and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not being endorsed or sponsored by the District.

Approved: **MASB Rec.**

LEGAL REF: *Good News Club v. Milford Central Schools*, 121 S.Ct. 2093 (2001)

No student shall be forced to participate in the distribution of any non-school materials in the schools.

Political Campaign Materials

Subject to the approval of the Superintendent, each building Principal shall establish rules and regulations governing the distribution of political campaign materials in the school building during election campaigns in order to afford opportunity for all viewpoints to be considered. No student shall be forced to participate in the distribution or receipt of any political materials.

Special Interest Materials

No mailing lists of students or employees of the District shall be given to individuals, organizations, or vendors for the purpose of distributing materials without the written approval of the appropriate records custodian.

Distribution or posting of materials that are obscene, libelous or that may inflame or incite students so as to create a clear and present danger of the commission of unlawful acts on school property, or physical disruption to the orderly operation of the District is prohibited.