

# Saranac Community School

## Board of Education Agenda

### Regular Meeting

October 16, 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. Approve Consent Agenda Items 5
  - a. Bills Paid 6
  - b. RFP for Transportation 44
  - c. Board Operating Procedures 56
7. Reports/Presentations
  - a. Annual Audit 74
  - b. Policy 9370 - 2nd Reading 75
8. Comments from Guests
9. Superintendents Report
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 #7

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, October 9, 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, Tutak-Hill, Lauer, and LaWarre.

The second grade classes led in the Pledge of Allegiance and sang a couple of patriotic songs in honor of Constitution Day. Thank you to the students and their teachers, Bridget Harder, Maureen Jorgensen and June Truswell.

Minutes from regular meeting #6, dated September 18, 2014 were approved as written.

**ADDITIONS & DELETIONS:** Superintendent, Maury Geiger would like to add Technology Update to the agenda.

**COMMENTS FROM GUESTS:** The board received public comment.

**STUDENT REPORT:** Kaylee Hardy from Student Council reported they have scheduled a blood drive for October 24. Last week was homecoming, and the senior class won for their float building efforts. Homecoming King & Queen were Nate Felty and Haley Lake.

**ADMINISTRATOR'S UPDATE:** Jr/Sr High Co-Principal, Beth Simpson, reported on the program that students can use to call in anonymous tips regarding safety of each other. It is called, "OK2SAY", which focuses on safe internet use and bullying. They have responded to 6 tips that the State of Michigan has received as a result of this program. The school's response is to investigate and report back to the State the results of the investigation.

Mrs. Simpson thanked Cheerleading Coach, Sue Frank for all her hard work organizing Homecoming Week. There is a lot that goes into putting this together and Mrs. Frank does a great job every year. Mrs. Simpson also thanked Elementary teacher, Mike McGee for painting "S" in the middle of the football field.

Jr/Sr High Co-Principal, Josh Leader reported that the Saranac Equestrian Team is competing at the State competition this weekend. They held their first PRIDE assembly this week.

Elementary School Co-Principal, Jason Smith reported that Headstart will be in the Elementary School, which will start in two weeks. They have 16 students that will be attending.

Elementary School Co-Principal, Connie Hamilton reported they held their 1<sup>st</sup> parent math night with over 40 parents in attendance. The K-12 Math Coherence Team met with Mary Bouck. Teacher, Stacy Sanders put together a Lip Dub called “Be True to Your School.” It’s a competition through Macy’s, and the winner will be awarded \$25,000.

**STUDENT COUNT:** Superintendent, Maury Geiger, informed the board of the most up-to-date student count as of October 1, 2014, which was the official student count day.

**TRACK UPDATE:** General Contractor, Karl Klynstra updated the board on the “Back the Track” progress. Track is in the final stages of being completed and they are securing donations to finish out the project. The board thanked Mr. & Mrs. Klynstra for spearheading this project and seeing the final stages completed. They are hoping to have a ceremony dedication of the new track in the near future. Athletic Director, Josh Leader reported they have scheduled four home track meets for next spring.

**TECHNOLOGY UPDATE:** Technology Director, John Mileski updated the board on the new phone system that will be put in place sometime in February. Our contract expires with our current provider. We have in place Pay Pal for anyone who wishes to donate to the district; this will be put up on the website soon.

**FACILITY WALK-THRU REPORT:** Board member, Roy Hawkins reported on the walk through of facilities and grounds. This was done in September along with Gary Golombisky, Jason Smith, Josh Leader, Maury Geiger and Mr. Hawkins. Mr. Hawkins went through the list the group came up with, mentioning that there are some urgent repairs that the district needs. There was much discussion from the board members.

**REQUEST FOR PROPOSAL (RFP) FOR TRANSPORTATION:** Superintendent Geiger reported that 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. It is Mr. Geiger’s 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. This will be brought back at the next meeting for action.

**BOARD SELF-EVALUATION:** Board President, Steve LaWarre, reported that as part of the Board’s on-going 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. Mr. LaWarre would like all board members to have this completed by October 23 and will have the results reviewed at a meeting in November.

**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 reviewed. This will come back for action at the next board meeting.

**BOARD POLICY-FREE DISTRIBUTION OF MATERIALS:** Superintendent Geiger reported that Board Policy – 9370 – Free Distribution of Materials is in need of updating. The board reviewed the old policy and the updated policy and will be brought back at the next meeting for a second review before it's approved.

**COMMENTS FROM GUESTS:** The board received public comment.

**SUPERINTENDENT REPORT:** Superintendent Geiger reported he will be meeting with different groups within the community regarding the Headlee Override Millage.

**BOARD REQUESTS/REPORTS:** None

**COMMUNICATIONS:** None

**APPROVE EXECUTIVE SESSION MINUTES:** The Executive Session minutes dated September 18, 2014 were approved as written.

**CLOSED SESSION FOR NEGOTIATIONS PLANNING:** Motion by Coulson, supported by Denny that the Saranac Board of Education go into closed session at 10:12 p.m. for the purpose of Negotiations Planning returning to open session at 10:27 p.m. Roll call vote was taken: Voting Yes: Coulson, Denny, Doll, Hawkins, Tutak-Hill, Lauer, and LaWarre. Motion Carried.

**CLOSED SESSION FOR SUPERINTENDENT'S EVALUATION:** Motion by Lauer, supported by Coulson that the Saranac Board of Education go into closed session at 10:28 p.m. for the purpose of the superintendent's evaluation returning to open session at 10:32 p.m. Roll call vote was taken: Voting Yes: Coulson, Denny, Doll, Hawkins, Tutak-Hill, 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 10:39 p.m.

Respectfully submitted,

Roy Hawkins  
Secretary



TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Approval of Action Items - Consent Agenda

- Bills Paid: \$714,820.20 from General Fund for September/October
- Approve RFP for Transportation
- Adopt Board Operating Procedures

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: 09/12/2014

| Type  | Date       | Number Source          | Payee Name        | EFT Bank/Account  | Transaction Amount |
|---|------------|------------------------|-------------------|-------------------|--------------------|
| Bank Account: GF CHECKING - General Fund Checking |            |                        |                   |                   |                    |
| Check   | 09/12/2014 | 55109 Accounts Payable | Babbit , Jeremy   |                   | 35.00              |
|   | Invoice    |                        | Date              | Description       | Amount             |
|   |            | MG91114                | 09/11/2014        | Athletic Official | 35.00              |
| Check   | 09/12/2014 | 55110 Accounts Payable | Canada, , Nolan   |                   | 35.00              |
|   | Invoice    |                        | Date              | Description       | Amount             |
|   |            | MG91114                | 09/11/2014        | Athletic Official | 35.00              |
| Check   | 09/12/2014 | 55111 Accounts Payable | Canada, Maurice   |                   | 35.00              |
|   | Invoice    |                        | Date              | Description       | Amount             |
|   |            | MG91114                | 09/11/2014        | Athletic Official | 35.00              |
| Check   | 09/12/2014 | 55112 Accounts Payable | Garrison , John   |                   | 35.00              |
|   | Invoice    |                        | Date              | Description       | Amount             |
|   |            | MG91114                | 09/11/2014        | Athletic Official | 35.00              |
| Check   | 09/12/2014 | 55113 Accounts Payable | Gross , James     |                   | 35.00              |
|   | Invoice    |                        | Date              | Description       | Amount             |
|   |            | MG91114                | 09/11/2014        | Athletic Official | 35.00              |
| Check   | 09/12/2014 | 55114 Accounts Payable | Parling , Dean    |                   | 35.00              |
|   | Invoice    |                        | Date              | Description       | Amount             |
|   |            | MG91114                | 09/11/2014        | Athletic Official | 35.00              |
| Check   | 09/12/2014 | 55115 Accounts Payable | Stephens , Lauri  |                   | 35.00              |
|   | Invoice    |                        | Date              | Description       | Amount             |
|   |            | MG91114                | 09/11/2014        | Athletic Official | 35.00              |
| Check   | 09/12/2014 | 55116 Accounts Payable | Stopczynski , Tim |                   | 35.00              |
|   | Invoice    |                        | Date              | Description       | Amount             |
|   |            | MG91114                | 09/11/2014        | Athletic Official | 35.00              |
| GF CHECKING General Fund Checking Totals:         |            |                        |                   |                   | Transactions: 8    |
| Checks: 8   |            |                        |                   |                   | \$280.00           |

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/15/2014

| Type  | Date       | Number Source          | Payee Name          | EFT Bank/Account | Transaction Amount |
|---|------------|------------------------|---------------------|------------------|--------------------|
| Bank Account: GF CHECKING - General Fund Checking |            |                        |                     |                  |                    |
| Check   | 09/12/2014 | 55117 Accounts Payable | Babbit , Jeremy     |                  | 70.00              |
|   | Invoice    | Date                   | Description         |                  | Amount             |
|   | MG91514    | 09/11/2014             | Athletic Official   |                  | 70.00              |
| Check   | 09/12/2014 | 55118 Accounts Payable | Collins , James     |                  | 70.00              |
|   | Invoice    | Date                   | Description         |                  | Amount             |
|   | MG91514    | 09/11/2014             | Athletic Official   |                  | 70.00              |
| Check   | 09/12/2014 | 55119 Accounts Payable | Goda, , Brian       |                  | 60.00              |
|   | Invoice    | Date                   | Description         |                  | Amount             |
|   | MG91914    | 09/11/2014             | Athletic Official   |                  | 60.00              |
| Check   | 09/12/2014 | 55120 Accounts Payable | Green, , Jeffrey    |                  | 60.00              |
|   | Invoice    | Date                   | Description         |                  | Amount             |
|   | MG91914    | 09/11/2014             | Athletic Official   |                  | 60.00              |
| Check   | 09/12/2014 | 55121 Accounts Payable | Halstead, , Randall |                  | 60.00              |
|   | Invoice    | Date                   | Description         |                  | Amount             |
|   | MG91914    | 09/11/2014             | Athletic Official   |                  | 60.00              |
| Check   | 09/12/2014 | 55122 Accounts Payable | Metzer , Stephen    |                  | 70.00              |
|   | Invoice    | Date                   | Description         |                  | Amount             |
|   | MG91514    | 09/11/2014             | Athletic Official   |                  | 70.00              |
| Check   | 09/12/2014 | 55123 Accounts Payable | Russell, , Brian    |                  | 70.00              |
|   | Invoice    | Date                   | Description         |                  | Amount             |
|   | MG91514    | 09/11/2014             | Athletic Official   |                  | 70.00              |
| Check   | 09/12/2014 | 55124 Accounts Payable | Siver, , James      |                  | 60.00              |
|   | Invoice    | Date                   | Description         |                  | Amount             |
|   | MG91914    | 09/11/2014             | Athletic Official   |                  | 60.00              |
| Check   | 09/12/2014 | 55125 Accounts Payable | Siver, , Thomas     |                  | 60.00              |
|   | Invoice    | Date                   | Description         |                  | Amount             |
|   | MG91914    | 09/11/2014             | Athletic Official   |                  | 60.00              |

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Saranac Community Schools  
**Payment Batch Register**

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 09/15/2014

| Type                                      | Date | Number  | Source | Payee Name      | EFT Bank/Account | Transaction<br>Amount |
|---|------|---------|--------|-----------------|------------------|-----------------------|
| GF CHECKING General Fund Checking Totals: |      |         |        | Transactions: 9 |                  | <hr/> \$580.00        |
|   |      | Checks: | 9      | \$580.00        |                  |                       |

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/15/2014

| Type   | Date       | Number Source          | Payee Name                                | EFT Bank/Account | Transaction Amount |
|--|------------|------------------------|---|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |            |                        |   |                  |                    |
| Check  | 09/15/2014 | 55126 Accounts Payable | A B DICK PRODUCTS OF WEST MICHIGAN        |                  | 224.26             |
|  | Invoice    | Date                   | Description                               |                  | Amount             |
|  | 144566     | 09/03/2014             | HS Copier Supplies                        |                  | 224.26             |
| Check  | 09/15/2014 | 55127 Accounts Payable | AB SPRING SERVICE, INC.                   |                  | 1,345.94           |
|  | Invoice    | Date                   | Description                               |                  | Amount             |
|  | A24239006  | 09/03/2014             | Parts & Labor New Buses 931 & 981         |                  | 247.30             |
|  | 242380013  | 09/03/2014             | Parts & Labor Bus 931 & 981               |                  | 568.64             |
|  | 242380016  | 09/03/2014             | Parts & Labor on Buses 931 & 981          |                  | 530.00             |
| Check  | 09/15/2014 | 55128 Accounts Payable | ARROW UNIFORM                             |                  | 151.46             |
|  | Invoice    | Date                   | Description                               |                  | Amount             |
|  | 12-955027  | 09/03/2014             | Towels/Uniforms                           |                  | 81.48              |
|  | 12-962613  | 09/03/2014             | Towels/Uniforms                           |                  | 69.98              |
| Check  | 09/15/2014 | 55129 Accounts Payable | BLICK ART MATERIALS                       |                  | 337.48             |
|  | Invoice    | Date                   | Description                               |                  | Amount             |
|  | 3253917    | 09/03/2014             | HS Art Supplies                           |                  | 337.48             |
| Check  | 09/15/2014 | 55130 Accounts Payable | BRINKS, BUELL                             |                  | 450.00             |
|  | Invoice    | Date                   | Description                               |                  | Amount             |
|  | MG82114    | 09/03/2014             | Painting HS                               |                  | 450.00             |
| Check  | 09/15/2014 | 55131 Accounts Payable | BUYERS GUIDE                              |                  | 25.65              |
|  | Invoice    | Date                   | Description                               |                  | Amount             |
|  | MG91014    | 09/03/2014             | ES Parapro/Bus Driver Ad                  |                  | 25.65              |
| Check  | 09/15/2014 | 55132 Accounts Payable | CAPITAL CITY INTERNATIONAL , TRUCKS, INC. |                  | 336.82             |
|  | Invoice    | Date                   | Description                               |                  | Amount             |
|  | 222045     | 09/03/2014             | Parts                                     |                  | 336.82             |
| Check  | 09/15/2014 | 55133 Accounts Payable | CATRELL, TINA                             |                  | 5.00               |
|  | Invoice    | Date                   | Description                               |                  | Amount             |
|  | MG9314     | 09/03/2014             | ES Teaching Supplies                      |                  | 5.00               |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/15/2014

| Type  | Date          | Number Source          | Payee Name                                     | EFT Bank/Account | Transaction Amount |
|-------|---------------|------------------------|--|------------------|--------------------|
| Check | 09/15/2014    | 55134 Accounts Payable | CONSUMERS ENERGY                               |                  | 12,458.95          |
|       | Invoice       | Date                   | Description                                    |                  | Amount             |
|       | MG9314        | 09/03/2014             | Natural Gas/Electricity                        |                  | 12,458.95          |
| Check | 09/15/2014    | 55135 Accounts Payable | CONTRACT PAPER GROUP, INC.                     |                  | 13,950.00          |
|       | Invoice       | Date                   | Description                                    |                  | Amount             |
|       | 43004124901   | 09/03/2014             | Copy Paper                                     |                  | 13,950.00          |
| Check | 09/15/2014    | 55136 Accounts Payable | ENGINEERED PROTECTION SYSTEMS                  |                  | 499.59             |
|       | Invoice       | Date                   | Description                                    |                  | Amount             |
|       | A913249       | 09/03/2014             | Alarm Monitoring                               |                  | 175.14             |
|       | A913250       | 09/03/2014             | Alarm Monitoring                               |                  | 117.42             |
|       | A913251       | 09/03/2014             | Alarm Monitoring                               |                  | 207.03             |
| Check | 09/15/2014    | 55137 Accounts Payable | Eric's Lock & Key                              |                  | 23.76              |
|       | Invoice       | Date                   | Description                                    |                  | Amount             |
|       | 2329          | 09/03/2014             | Keys   |                  | 23.76              |
| Check | 09/15/2014    | 55138 Accounts Payable | GOLOMBISKY, GARY                               |                  | 79.99              |
|       | Invoice       | Date                   | Description                                    |                  | Amount             |
|       | MG82114       | 09/03/2014             | Maint. Supplies                                |                  | 79.99              |
| Check | 09/15/2014    | 55139 Accounts Payable | GORDON FOOD SERVICE                            |                  | 238.95             |
|       | Invoice       | Date                   | Description                                    |                  | Amount             |
|       | 158126491-Ath | 09/03/2014             | Athletic Supplies                              |                  | 238.95             |
| Check | 09/15/2014    | 55140 Accounts Payable | GRAND TRAVERSE RESORT                          |                  | 452.85             |
|       | Invoice       | Date                   | Description                                    |                  | Amount             |
|       | KRYDC         | 09/03/2014             | Lodging-Conference                             |                  | 452.85             |
| Check | 09/15/2014    | 55141 Accounts Payable | Green Valley Recycling & Disposal Service, Inc |                  | 132.00             |
|       | Invoice       | Date                   | Description                                    |                  | Amount             |
|       | 49102295      | 09/03/2014             | Rycling-Annual Fee                             |                  | 49.50              |
|       | 49102296      | 09/03/2014             | Recycling-Annual Fee                           |                  | 82.50              |
| Check | 09/15/2014    | 55142 Accounts Payable | Hi-Tech Building Services                      |                  | 4,066.53           |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/15/2014

| Type  | Date       | Number Source          | Payee Name                                 | EFT Bank/Account | Transaction Amount |
|-------|------------|------------------------|--|------------------|--------------------|
|       |            |                        |  |                  |                    |
|       | Invoice    | Date                   | Description                                |                  | Amount             |
|       | 008018     | 09/03/2014             | Custodian Hours-August                     |                  | 4,066.53           |
| Check | 09/15/2014 | 55143 Accounts Payable | IONIA COUNTY SHOPPER'S GUIDE               |                  | 685.40             |
|       |            |                        |  |                  |                    |
|       | Invoice    | Date                   | Description                                |                  | Amount             |
|       | 10203      | 09/03/2014             | Ads  |                  | 35.40              |
|       | 10277      | 09/03/2014             | Focal Point                                |                  | 650.00             |
| Check | 09/15/2014 | 55144 Accounts Payable | KERKSTRA PORTABLE RESTROOM , SERVICE, INC. |                  | 145.00             |
|       |            |                        |  |                  |                    |
|       | Invoice    | Date                   | Description                                |                  | Amount             |
|       | 70234      | 09/03/2014             | Portable Restroom Rental                   |                  | 145.00             |
| Check | 09/15/2014 | 55145 Accounts Payable | LINDEN LIGHTING SUPPLY                     |                  | 794.60             |
|       |            |                        |  |                  |                    |
|       | Invoice    | Date                   | Description                                |                  | Amount             |
|       | 118975     | 09/03/2014             | Lighting Supplies                          |                  | 78.60              |
|       | 118988     | 09/03/2014             | Lighting Supplies                          |                  | 322.00             |
|       | 118989     | 09/03/2014             | Lighting Supplies                          |                  | 394.00             |
| Check | 09/15/2014 | 55146 Accounts Payable | M.A.S.B.                                   |                  | 100.00             |
|       |            |                        |  |                  |                    |
|       | Invoice    | Date                   | Description                                |                  | Amount             |
|       | 55278      | 09/03/2014             | Conference                                 |                  | 100.00             |
| Check | 09/15/2014 | 55147 Accounts Payable | M.E.M.S.P.A.                               |                  | 279.00             |
|       |            |                        |  |                  |                    |
|       | Invoice    | Date                   | Description                                |                  | Amount             |
|       | MG9814     | 09/03/2014             | Annual Conference                          |                  | 279.00             |
| Check | 09/15/2014 | 55148 Accounts Payable | MENARDS-IONIA                              |                  | 375.19             |
|       |            |                        |  |                  |                    |
|       | Invoice    | Date                   | Description                                |                  | Amount             |
|       | 55807      | 09/03/2014             | Maint. Supplies                            |                  | 17.27              |
|       | 56373      | 09/03/2014             | Maint. Supplies                            |                  | 357.92             |
| Check | 09/15/2014 | 55149 Accounts Payable | METS                                       |                  | 4,660.91           |
|       |            |                        |  |                  |                    |
|       | Invoice    | Date                   | Description                                |                  | Amount             |
|       | 7811       | 09/03/2014             | Salaries/Fees                              |                  | 4,660.91           |
| Check | 09/15/2014 | 55150 Accounts Payable | MHSAA                                      |                  | 30.00              |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/15/2014

| Type  | Date          | Number | Source           | Payee Name                       | EFT Bank/Account | Transaction Amount |
|-------|---------------|--------|------------------|----------------------------------|------------------|--------------------|
| Check | Invoice       |        | Date             | Description                      |                  | Amount             |
|       | MG82614       |        | 09/03/2014       | Athletic Meeting                 |                  | 30.00              |
|       | 09/15/2014    | 55151  | Accounts Payable | MICHIGAN NEGOTIATORS ASSOCIATION |                  | 490.00             |
|       | Invoice       |        | Date             | Description                      |                  | Amount             |
| Check | 2015-00000104 |        | 09/03/2014       | Conference/Dues                  |                  | 490.00             |
|       | 09/15/2014    | 55152  | Accounts Payable | NAPA AUTO & TRUCK PARTS          |                  | 330.41             |
|       | Invoice       |        | Date             | Description                      |                  | Amount             |
|       | 724603        |        | 09/03/2014       | Parts                            |                  | 232.88             |
| Check | 725120        |        | 09/03/2014       | Parts                            |                  | 97.53              |
|       | 09/15/2014    | 55153  | Accounts Payable | NASCO                            |                  | 713.69             |
|       | Invoice       |        | Date             | Description                      |                  | Amount             |
|       | 24928         |        | 09/03/2014       | HS Art Supplies                  |                  | 713.69             |
| Check | 09/15/2014    | 55154  | Accounts Payable | PIONEER                          |                  | 178.50             |
|       | Invoice       |        | Date             | Description                      |                  | Amount             |
| Check | INV526000     |        | 09/03/2014       | Athletic Paint                   |                  | 178.50             |
|       | 09/15/2014    | 55155  | Accounts Payable | REALLY GOOD STUFF                |                  | 193.93             |
|       | Invoice       |        | Date             | Description                      |                  | Amount             |
|       | 4887307       |        | 09/03/2014       | ES Teaching Supplies             |                  | 93.92              |
| Check | 4887308       |        | 09/03/2014       | ES Teaching Supplies             |                  | 100.01             |
|       | 09/15/2014    | 55156  | Accounts Payable | REYNOLDS & SONS, INC             |                  | 475.61             |
|       | Invoice       |        | Date             | Description                      |                  | Amount             |
|       | 094298        |        | 09/03/2014       | Athletic Supplies                |                  | 151.60             |
| Check | 094355        |        | 09/03/2014       | Athletic Supplies                |                  | 34.45              |
|       | 094425        |        | 09/03/2014       | Athletic Supplies                |                  | 289.56             |
|       | 09/15/2014    | 55157  | Accounts Payable | RIO GRANDE                       |                  | 20.98              |
|       | Invoice       |        | Date             | Description                      |                  | Amount             |
| Check | 90507590      |        | 09/03/2014       | HS Art Supplies                  |                  | 20.98              |
|       | 09/15/2014    | 55158  | Accounts Payable | RUNYAN POTTERY SUPPLY            |                  | 318.37             |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/15/2014

| Type  | Date         | Number Source          | Payee Name                     | EFT Bank/Account | Transaction Amount |
|-------|--------------|------------------------|--------------------------------|------------------|--------------------|
|       |              |                        |                                |                  |                    |
|       | Invoice      | Date                   | Description                    |                  | Amount             |
|       | 44081        | 09/03/2014             | HS Art Supplies                |                  | 318.37             |
| Check | 09/15/2014   | 55159 Accounts Payable | S & K TROPHIES & PLAQUES, INC. |                  | 1,177.50           |
|       |              |                        |                                |                  |                    |
|       | Invoice      | Date                   | Description                    |                  | Amount             |
|       | 10365        | 09/03/2014             | Plaques/Ribbons                |                  | 738.00             |
|       | 10366        | 09/03/2014             | Athletic Trophies              |                  | 282.00             |
|       | 10367        | 09/03/2014             | Athletic Plaques               |                  | 157.50             |
| Check | 09/15/2014   | 55160 Accounts Payable | SANDERS STACY                  |                  | 10.00              |
|       |              |                        |                                |                  |                    |
|       | Invoice      | Date                   | Description                    |                  | Amount             |
|       | MG9314       | 09/03/2014             | ES Teaching Supplies           |                  | 10.00              |
| Check | 09/15/2014   | 55161 Accounts Payable | SARANAC COMMUNITY SCHOOLS      |                  | 76.27              |
|       |              |                        |                                |                  |                    |
|       | Invoice      | Date                   | Description                    |                  | Amount             |
|       | MM91014      | 09/03/2014             | Petty Cash                     |                  | 76.27              |
| Check | 09/15/2014   | 55162 Accounts Payable | SARANAC HARDWARE               |                  | 64.62              |
|       |              |                        |                                |                  |                    |
|       | Invoice      | Date                   | Description                    |                  | Amount             |
|       | 83021        | 09/03/2014             | Maint. Supplies                |                  | 64.62              |
| Check | 09/15/2014   | 55163 Accounts Payable | SARANAC PLUMBING               |                  | 125.00             |
|       |              |                        |                                |                  |                    |
|       | Invoice      | Date                   | Description                    |                  | Amount             |
|       | MG82114      | 09/03/2014             | Plumbing Repairs               |                  | 125.00             |
| Check | 09/15/2014   | 55164 Accounts Payable | SCHOOL SPECIALTY INC.          |                  | 531.90             |
|       |              |                        |                                |                  |                    |
|       | Invoice      | Date                   | Description                    |                  | Amount             |
|       | 208112802947 | 09/03/2014             | HS Teaching                    |                  | 199.34             |
|       | 208113169724 | 09/03/2014             | HS Office Supplies             |                  | 99.98              |
|       | 208113139085 | 09/03/2014             | HS Teaching Supplies           |                  | 16.57              |
|       | 308102034507 | 09/03/2014             | HS Office Supplies             |                  | 216.01             |
| Check | 09/15/2014   | 55165 Accounts Payable | SENTINEL STANDARD              |                  | 403.75             |
|       |              |                        |                                |                  |                    |
|       | Invoice      | Date                   | Description                    |                  | Amount             |
|       | 300106480    | 09/03/2014             | Ad                             |                  | 24.60              |
|       | 300107836    | 09/03/2014             | Ad                             |                  | 191.25             |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/15/2014

| Type  | Date       | Number Source          | Payee Name                     | EFT Bank/Account             | Transaction Amount |
|-------|------------|------------------------|--------------------------------|------------------------------|--------------------|
|       |            | 300107839              | 09/03/2014                     | Ad                           | 24.70              |
|       |            | 300107840              | 09/03/2014                     | Ad                           | 29.90              |
|       |            | 300109026              | 09/03/2014                     | Ad                           | 76.50              |
|       |            | 300109035              | 09/03/2014                     | Ad                           | 30.30              |
|       |            | 300110507              | 09/03/2014                     | Ad                           | 26.50              |
| Check | 09/15/2014 | 55166 Accounts Payable | SERVICE REPRODUCTION COMPANY   |                              | 1,002.80           |
|       | Invoice    | Date                   | Description                    |                              | Amount             |
|       |            | 379179                 | 09/03/2014                     | HS Art Supplies              | 784.78             |
|       |            | 379446                 | 09/03/2014                     | HS Art Supplies              | 218.02             |
| Check | 09/15/2014 | 55167 Accounts Payable | SIMPSON, BETH                  |                              | 40.00              |
|       | Invoice    | Date                   | Description                    |                              | Amount             |
|       |            | MG9214                 | 09/03/2014                     | Cell Phone Reimb.            | 40.00              |
| Check | 09/15/2014 | 55168 Accounts Payable | SMITH, DIANA                   |                              | 48.77              |
|       | Invoice    | Date                   | Description                    |                              | Amount             |
|       |            | W603A3                 | 09/03/2014                     | XC Ribbons                   | 48.77              |
| Check | 09/15/2014 | 55169 Accounts Payable | Star Truck Rentals             |                              | 1,073.80           |
|       | Invoice    | Date                   | Description                    |                              | Amount             |
|       |            | AW83980                | 09/03/2014                     | Parts & Labor Bus 931        | 1,073.80           |
| Check | 09/15/2014 | 55170 Accounts Payable | SUNRISE SUPPLIES, INC.         |                              | 88.00              |
|       | Invoice    | Date                   | Description                    |                              | Amount             |
|       |            | 15232                  | 09/03/2014                     | Custodial Supplies           | 88.00              |
| Check | 09/15/2014 | 55171 Accounts Payable | TCI                            |                              | 3,406.25           |
|       | Invoice    | Date                   | Description                    |                              | Amount             |
|       |            | INV4758                | 09/03/2014                     | The Ancient & Medieval World | 3,406.25           |
| Check | 09/15/2014 | 55172 Accounts Payable | THRUN LAW FIRM, P.C.           |                              | 4,358.00           |
|       | Invoice    | Date                   | Description                    |                              | Amount             |
|       |            | 217103                 | 09/03/2014                     | Legal Services               | 1,497.00           |
|       |            | 217104                 | 09/03/2014                     | Legal Services               | 2,861.00           |
| Check | 09/15/2014 | 55173 Accounts Payable | TRANSPORTATION ACCESSORIES CO. |                              | 3,061.93           |

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/15/2014

| Type                                      | Date           | Number Source          | Payee Name                     | EFT Bank/Account | Transaction Amount |
|---|----------------|------------------------|--------------------------------|------------------|--------------------|
| Check                                     | Invoice        |                        | Description                    |                  | Amount             |
|   | 422908-3       | 09/03/2014             | Parts                          |                  | 140.01             |
|   | 423372         | 09/03/2014             | Parts                          |                  | 1,184.56           |
|   | 423415         | 09/03/2014             | Parts                          |                  | 1,184.56           |
|   | 423949         | 09/03/2014             | Parts                          |                  | 410.00             |
|   | 423950         | 09/03/2014             | Parts                          |                  | 142.80             |
|   | 09/15/2014     | 55174 Accounts Payable | UTRECHT ART SUPPLY CO.         |                  | 223.44             |
|   | Invoice        |                        | Description                    |                  | Amount             |
|   | 3248019        | 09/03/2014             | HS Art Supplies                |                  | 223.44             |
|   | Check          | 09/15/2014             | 55175 Accounts Payable         | WASHBURN, KERI   |                    |
| Check                                     | Invoice        |                        | Description                    |                  | Amount             |
|   | MG9814         | 09/03/2014             | ES Teaching Supplies           |                  | 35.61              |
|   | 09/15/2014     | 55176 Accounts Payable | WASTE MANAGEMENT OF MI-MIDWEST |                  | 1,237.49           |
|   | Invoice        |                        | Description                    |                  | Amount             |
|   | 7539763-2333-1 | 09/03/2014             | Trash Removal                  |                  | 418.36             |
|   | 7539762-2333-3 | 09/03/2014             | Trash Removal                  |                  | 285.04             |
|   | 7539761-2333-5 | 09/03/2014             | Trash Removal                  |                  | 430.63             |
|   | 7539764-2333-9 | 09/03/2014             | Trash Removal                  |                  | 103.46             |
|   | 09/15/2014     | 55177 Accounts Payable | X-CEL CHEMICAL SPECIALTIES CO. |                  | 387.00             |
|   | Invoice        |                        | Description                    |                  | Amount             |
| 54411                                     | 09/03/2014     | Custodial Supplies     |                                | 387.00           |                    |
| GF CHECKING General Fund Checking Totals: |                |                        | Transactions: 52               |                  | \$61,922.95        |
| Checks:                                   |                | 52                     | \$61,922.95                    |                  |                    |

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/16/2014

| Type  | Date       | Number Source          | Payee Name      | EFT Bank/Account | Transaction Amount |
|---|------------|------------------------|-----------------|------------------|--------------------|
| Bank Account: GF CHECKING - General Fund Checking |            |                        |                 |                  |                    |
| Check   | 09/16/2014 | 55178 Accounts Payable | MSBOA           |                  | 375.00             |
|   | Invoice    | Date                   | Description     |                  | Amount             |
|   | 5471       | 09/15/2014             | Membership      |                  | 375.00             |
| GF CHECKING General Fund Checking Totals:         |            |                        | Transactions: 1 |                  | <u>\$375.00</u>    |
| Checks:   | 1          |                        | \$375.00        |                  |                    |

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/17/2014

| Type  | Date       | Number Source          | Payee Name                         | EFT Bank/Account | Transaction Amount |
|---|------------|------------------------|------------------------------------|------------------|--------------------|
| Bank Account: GF CHECKING - General Fund Checking |            |                        |                                    |                  |                    |
| Check   | 09/17/2014 | 55179 Accounts Payable | U. S. POSTMASTER                   |                  | 490.00             |
|   | Invoice    | Date                   | Description                        |                  | Amount             |
|   | MM91514    | 09/17/2014             | Stamps                             |                  | 490.00             |
| Check   | 09/17/2014 | 55180 Accounts Payable | Vistitude Computer Solutions, Inc. |                  | 482.35             |
|   | Invoice    | Date                   | Description                        |                  | Amount             |
|   | 4857       | 09/17/2014             | Software Licenses                  |                  | 482.35             |
| GF CHECKING General Fund Checking Totals:         |            |                        | Transactions: 2                    |                  | \$972.35           |
| Checks:   | 2          |                        | \$972.35                           |                  |                    |

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/17/2014

| Type   | Date          | Number Source          | Payee Name                         | EFT Bank/Account | Transaction Amount |
|--|---------------|------------------------|------------------------------------|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |               |                        |                                    |                  |                    |
| Check  | 09/12/2014    | 55181 Accounts Payable | Advanced Pension Solution Inc.     |                  | 182.00             |
|  | Invoice       | Date                   | Description                        |                  | Amount             |
|  | 2015-00000114 | 09/12/2014             | ROTH IRA - ROTH IRA                |                  | 182.00             |
| Check  | 09/12/2014    | 55182 Accounts Payable | AFLAC                              |                  | 80.67              |
|  | Invoice       | Date                   | Description                        |                  | Amount             |
|  | 2015-00000115 | 09/12/2014             | AFLAC Pre-Tax - AFLAC Pre-Tax *    |                  | 80.67              |
| Check  | 09/12/2014    | 55183 Accounts Payable | HealthEquity, Inc.                 |                  | 150.00             |
|  | Invoice       | Date                   | Description                        |                  | Amount             |
|  | 2015-00000116 | 09/12/2014             | HSA - Health Savings Account *     |                  | 150.00             |
| Check  | 09/12/2014    | 55184 Accounts Payable | HORACE MANN                        |                  | 1,614.34           |
|  | Invoice       | Date                   | Description                        |                  | Amount             |
|  | 2015-00000117 | 09/12/2014             | H MANN - Horace Mann Insurance     |                  | 1,614.34           |
| Check  | 09/12/2014    | 55185 Accounts Payable | INDEPENDENT BANK                   |                  | 134,351.17         |
|  | Invoice       | Date                   | Description                        |                  | Amount             |
|  | 2015-00000122 | 09/12/2014             | PR DD & EFTs                       |                  | 134,351.17         |
| Check  | 09/12/2014    | 55186 Accounts Payable | MICHIGAN STATE DISBURSEMENT UNIT   |                  | 201.61             |
|  | Invoice       | Date                   | Description                        |                  | Amount             |
|  | 2015-00000118 | 09/12/2014             | FOC - Child Support FOC            |                  | 201.61             |
| Check  | 09/12/2014    | 55187 Accounts Payable | STATE OF MICHIGAN                  |                  | 4,853.51           |
|  | Invoice       | Date                   | Description                        |                  | Amount             |
|  | 2015-00000119 | 09/12/2014             | MI TAX - Michigan Withholding Tax* |                  | 4,853.51           |
| Check  | 09/12/2014    | 55188 Accounts Payable | UNITED WAY MONTCALM IONIA COUNTIES |                  | 3.00               |
|  | Invoice       | Date                   | Description                        |                  | Amount             |
|  | 2015-00000120 | 09/12/2014             | UNITED WAY - United Way            |                  | 3.00               |
| GF CHECKING General Fund Checking Totals:                |               |                        | Transactions: 8                    |                  | \$141,436.30       |
| Checks:  |               | 8                      | \$141,436.30                       |                  |                    |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2014

| Type   | Date       | Number Source          | Payee Name               | EFT Bank/Account             | Transaction Amount |
|--|------------|------------------------|--------------------------|------------------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |            |                        |                          |                              |                    |
| Check  | 09/25/2014 | 55189 Accounts Payable | Collins , James          |                              | 70.00              |
|  | Invoice    |                        | Date                     | Description                  | Amount             |
|  | MG92414    |                        | 09/18/2014               | Athletic Official            | 70.00              |
| Check  | 09/25/2014 | 55190 Accounts Payable | David , Dan              |                              | 140.00             |
|  | Invoice    |                        | Date                     | Description                  | Amount             |
|  | MG92714    |                        | 09/18/2014               | Athletic Tournament Official | 140.00             |
| Check  | 09/25/2014 | 55191 Accounts Payable | Haverdink, , Havery      |                              | 140.00             |
|  | Invoice    |                        | Date                     | Description                  | Amount             |
|  | MG92714    |                        | 09/18/2014               | Athletic Official            | 140.00             |
| Check  | 09/25/2014 | 55192 Accounts Payable | Justin , David           |                              | 70.00              |
|  | Invoice    |                        | Date                     | Description                  | Amount             |
|  | MG92414    |                        | 09/18/2014               | Athletic Official            | 70.00              |
| Check  | 09/25/2014 | 55193 Accounts Payable | Newkirk, , Andy          |                              | 140.00             |
|  | Invoice    |                        | Date                     | Description                  | Amount             |
|  | MG92714    |                        | 09/18/2014               | Athletic Tournament Official | 140.00             |
| Check  | 09/25/2014 | 55194 Accounts Payable | Northview Public Schools |                              | 200.00             |
|  | Invoice    |                        | Date                     | Description                  | Amount             |
|  | MG92214    |                        | 09/24/2014               | Conference-Stephanie Smith   | 200.00             |
| Check  | 09/25/2014 | 55195 Accounts Payable | Nurenberg , Bruce        |                              | 140.00             |
|  | Invoice    |                        | Date                     | Description                  | Amount             |
|  | MG92714    |                        | 09/18/2014               | Athletic Tournament Official | 140.00             |
| Check  | 09/25/2014 | 55196 Accounts Payable | Russell, , Brian         |                              | 70.00              |
|  | Invoice    |                        | Date                     | Description                  | Amount             |
|  | MG92414    |                        | 09/18/2014               | Athletic Official            | 70.00              |
| Check  | 09/25/2014 | 55197 Accounts Payable | Smeby, , Tim             |                              | 140.00             |
|  | Invoice    |                        | Date                     | Description                  | Amount             |
|  | MG92714    |                        | 09/18/2014               | Athletic Official            | 140.00             |

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/25/2014

| Type                                      | Date       | Number Source          | Payee Name                   | EFT Bank/Account | Transaction Amount |
|---|------------|------------------------|------------------------------|------------------|--------------------|
| Check                                     | 09/25/2014 | 55198 Accounts Payable | Whitmore, , Andi             |                  | 140.00             |
|   | Invoice    |                        | Description                  |                  | Amount             |
|   | MG92714    | 09/18/2014             | Athletic Tournament Official |                  | 140.00             |
| GF CHECKING General Fund Checking Totals: |            |                        | Transactions: 10             |                  | \$1,250.00         |
| Checks:                                   |            | 10                     | \$1,250.00                   |                  |                    |



**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/26/2014

| Type  | Date       | Number Source          | Payee Name                           | EFT Bank/Account            | Transaction Amount |
|---|------------|------------------------|--------------------------------------|-----------------------------|--------------------|
| Bank Account: GF CHECKING - General Fund Checking |            |                        |                                      |                             |                    |
| Check   | 09/25/2014 | 55199 Accounts Payable | A PARTS WAREHOUSE                    |                             | 1,587.00           |
|   | Invoice    |                        | Date                                 | Description                 | Amount             |
|   | 116945     |                        | 09/17/2014                           | Seat Cushions               | 1,587.00           |
| Check   | 09/25/2014 | 55200 Accounts Payable | ADA SPORTS, BADMINTON & TENNIS       |                             | 131.00             |
|   | Invoice    |                        | Date                                 | Description                 | Amount             |
|   | H9043--14  |                        | 09/17/2014                           | Soccer Balls                | 65.00              |
|   | H9069-14   |                        | 09/17/2014                           | Set 6 Ada Kid Ball          | 66.00              |
| Check   | 09/25/2014 | 55201 Accounts Payable | Adams Book Company                   |                             | 271.67             |
|   | Invoice    |                        | Date                                 | Description                 | Amount             |
|   | A43724-P   |                        | 09/17/2014                           | English Books               | 271.67             |
| Check   | 09/25/2014 | 55202 Accounts Payable | ARROW UNIFORM                        |                             | 191.16             |
|   | Invoice    |                        | Date                                 | Description                 | Amount             |
|   | 12-970197  |                        | 09/17/2014                           | Uniforms & Towels           | 81.48              |
|   | 12-977872  |                        | 09/17/2014                           | Towels & Uniforms           | 69.98              |
|   | 696727     |                        | 09/17/2014                           | First Aid Supplies          | 39.70              |
| Check   | 09/25/2014 | 55203 Accounts Payable | AT&T                                 |                             | 70.53              |
|   | Invoice    |                        | Date                                 | Description                 | Amount             |
|   | MG91714    |                        | 09/17/2014                           | Phone Bill                  | 70.53              |
| Check   | 09/25/2014 | 55204 Accounts Payable | BATTLE CREEK MATH & SCIENCE , CENTER |                             | 1,130.20           |
|   | Invoice    |                        | Date                                 | Description                 | Amount             |
|   | 15SL0644   |                        | 09/17/2014                           | 5th Grade Teaching Supplies | 1,130.20           |
| Check   | 09/25/2014 | 55205 Accounts Payable | Beckers School Supplies              |                             | 93.08              |
|   | Invoice    |                        | Date                                 | Description                 | Amount             |
|   | 1260393-IN |                        | 09/17/2014                           | ECSE Teaching Supplies      | 93.08              |
| Check   | 09/25/2014 | 55206 Accounts Payable | BUYERS GUIDE                         |                             | 13.80              |
|   | Invoice    |                        | Date                                 | Description                 | Amount             |
|   | MG91814    |                        | 09/17/2014                           | HS Consultant Ad            | 13.80              |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/26/2014

| Type  | Date        | Number Source          | Payee Name                                   | EFT Bank/Account | Transaction Amount |
|-------|-------------|------------------------|--|------------------|--------------------|
| Check | 09/25/2014  | 55207 Accounts Payable | CAPITAL CITY INTERNATIONAL ,<br>TRUCKS, INC. |                  | 1,281.79           |
|       | Invoice     | Date                   | Description                                  |                  | Amount             |
|       | 221973      | 09/17/2014             | Bus Parts                                    |                  | 412.72             |
|       | 222677      | 09/17/2014             | Bus Parts                                    |                  | 268.36             |
|       | 222697      | 09/17/2014             | Bus Parts                                    |                  | 272.47             |
|       | 222799      | 09/17/2014             | Bus Parts                                    |                  | 328.24             |
| Check | 09/25/2014  | 55208 Accounts Payable | Communications Services                      |                  | 90.00              |
|       | Invoice     | Date                   | Description                                  |                  | Amount             |
|       | 11351       | 09/17/2014             | Bus Radio Parts                              |                  | 90.00              |
| Check | 09/25/2014  | 55209 Accounts Payable | Cooper , Dennis                              |                  | 400.00             |
|       | Invoice     | Date                   | Description                                  |                  | Amount             |
|       | 104562      | 09/17/2014             | Video Service                                |                  | 400.00             |
| Check | 09/25/2014  | 55210 Accounts Payable | CRYSTAL FLASH ENERGY                         |                  | 3,453.95           |
|       | Invoice     | Date                   | Description                                  |                  | Amount             |
|       | 000787723   | 09/17/2014             | Propane                                      |                  | 69.28              |
|       | 9269002     | 09/17/2014             | Diesel Fuel                                  |                  | 3,384.67           |
| Check | 09/25/2014  | 55211 Accounts Payable | GORDON FOOD SERVICE                          |                  | 54.42              |
|       | Invoice     | Date                   | Description                                  |                  | Amount             |
|       | 158126491-2 | 09/17/2014             | Graham Crackers                              |                  | 54.42              |
| Check | 09/25/2014  | 55212 Accounts Payable | GRAND TRAVERSE RESORT                        |                  | 507.00             |
|       | Invoice     | Date                   | Description                                  |                  | Amount             |
|       | RBKL5       | 09/23/2014             | Lodging Conference-Connie Hamilton           |                  | 507.00             |
| Check | 09/25/2014  | 55213 Accounts Payable | GULLIKSON, ROXANNE                           |                  | 49.16              |
|       | Invoice     | Date                   | Description                                  |                  | Amount             |
|       | MG91714     | 09/17/2014             | Teaching Supplies                            |                  | 49.16              |
| Check | 09/25/2014  | 55214 Accounts Payable | Integrity Business Solutions                 |                  | 115.28             |
|       | Invoice     | Date                   | Description                                  |                  | Amount             |
|       | 1092490-0   | 09/17/2014             | Copy Paper                                   |                  | 39.29              |
|       | 1093677-0   | 09/17/2014             | ES Teaching Supplies                         |                  | 11.78              |

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/26/2014

| Type  | Date        | Number Source          | Payee Name                    | EFT Bank/Account | Transaction Amount |
|-------|-------------|------------------------|-------------------------------|------------------|--------------------|
|       | 109618-0    | 09/17/2014             | ES Teaching Supplies          |                  | 64.21              |
| Check | 09/25/2014  | 55215 Accounts Payable | J.W. PEPPER & SON INC.        |                  | 169.97             |
|       | Invoice     | Date                   | Description                   |                  | Amount             |
|       | 07568190    | 09/17/2014             | Music                         |                  | 50.00              |
|       | 07560116    | 09/25/2014             | HS Band Music                 |                  | 50.00              |
|       | 07517097    | 09/25/2014             | Es Music Supplies             |                  | 69.97              |
| Check | 09/25/2014  | 55216 Accounts Payable | LANSING SANITARY SUPPLY, INC. |                  | 309.99             |
|       | Invoice     | Date                   | Description                   |                  | Amount             |
|       | 801006      | 09/17/2014             | Custodial Supplies            |                  | 70.86              |
|       | 801531      | 09/17/2014             | Custodial Supplies            |                  | 239.13             |
| Check | 09/25/2014  | 55217 Accounts Payable | LINDEN LIGHTING SUPPLY        |                  | 702.85             |
|       | Invoice     | Date                   | Description                   |                  | Amount             |
|       | 119054      | 09/17/2014             | Electrical Supplies           |                  | 231.50             |
|       | 119068      | 09/17/2014             | Electrical Supplies           |                  | 471.35             |
| Check | 09/25/2014  | 55218 Accounts Payable | M.A.S.B.                      |                  | 145.60             |
|       | Invoice     | Date                   | Description                   |                  | Amount             |
|       | 14582       | 09/17/2014             | LR-Mileage                    |                  | 145.60             |
| Check | 09/25/2014  | 55219 Accounts Payable | MARSHALL MUSIC COMPANY        |                  | 390.00             |
|       | Invoice     | Date                   | Description                   |                  | Amount             |
|       | MG91114     | 09/17/2014             | Instrument Contract           |                  | 390.00             |
| Check | 09/25/2014  | 55220 Accounts Payable | MAS/FPS                       |                  | 350.00             |
|       | Invoice     | Date                   | Description                   |                  | Amount             |
|       | K6N6GZFJPSW | 09/23/2014             | Conference-Connie Hamilton    |                  | 350.00             |
| Check | 09/25/2014  | 55221 Accounts Payable | MEEKHOF TIRE SALES & SERVICE  |                  | 300.00             |
|       | Invoice     | Date                   | Description                   |                  | Amount             |
|       | 241034-01   | 09/17/2014             | Tires                         |                  | 300.00             |
| Check | 09/25/2014  | 55222 Accounts Payable | MPAAA                         |                  | 70.00              |
|       | Invoice     | Date                   | Description                   |                  | Amount             |
|       | MG92214     | 09/17/2014             | CRDC Conference-Teri Bergy    |                  | 70.00              |

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/26/2014

| Type  | Date       | Number Source          | Payee Name                      | EFT Bank/Account | Transaction Amount |
|-------|------------|------------------------|---------------------------------|------------------|--------------------|
| Check | 09/25/2014 | 55223 Accounts Payable | MUTSCHLER, MANDY                |                  | 20.00              |
|       | Invoice    | Date                   | Description                     |                  | Amount             |
|       | MG91714    | 09/17/2014             | Athletic Supplies               |                  | 20.00              |
| Check | 09/25/2014 | 55224 Accounts Payable | NAPA AUTO & TRUCK PARTS         |                  | 504.88             |
|       | Invoice    | Date                   | Description                     |                  | Amount             |
|       | 725256     | 09/17/2014             | Fan Belt                        |                  | 39.80              |
|       | 725457     | 09/17/2014             | Cleaner                         |                  | 13.99              |
|       | 725602     | 09/17/2014             | Filters                         |                  | 290.67             |
|       | 725728     | 09/17/2014             | Wheel Kit                       |                  | 27.31              |
|       | 726475     | 09/17/2014             | Hoses                           |                  | 23.40              |
|       | 726574     | 09/17/2014             | Parts                           |                  | 63.72              |
|       | 726726     | 09/17/2014             | Tire                            |                  | 45.99              |
| Check | 09/25/2014 | 55225 Accounts Payable | Nimble Needles                  |                  | 54.00              |
|       | Invoice    | Date                   | Description                     |                  | Amount             |
|       | 01         | 09/17/2014             | Food Covers-Soec Ed Student     |                  | 54.00              |
| Check | 09/25/2014 | 55226 Accounts Payable | PATTON PATTI                    |                  | 300.00             |
|       | Invoice    | Date                   | Description                     |                  | Amount             |
|       | MG91714    | 09/17/2014             | Tuition Reimb.                  |                  | 300.00             |
| Check | 09/25/2014 | 55227 Accounts Payable | PCMI                            |                  | 2,057.43           |
|       | Invoice    | Date                   | Description                     |                  | Amount             |
|       | 33750      | 09/17/2014             | Sub Salary/Fees                 |                  | 1,033.49           |
|       | 33847      | 09/17/2014             | Interventionalist Salary & Fees |                  | 1,023.94           |
| Check | 09/25/2014 | 55228 Accounts Payable | Peterson, , Dawn                |                  | 26.90              |
|       | Invoice    | Date                   | Description                     |                  | Amount             |
|       | MG91914    | 09/17/2014             | ES Band Supplies                |                  | 26.90              |
| Check | 09/25/2014 | 55229 Accounts Payable | Pioneer Drama Service           |                  | 474.00             |
|       | Invoice    | Date                   | Description                     |                  | Amount             |
|       | 495270     | 09/17/2014             | Scripts                         |                  | 474.00             |
| Check | 09/25/2014 | 55230 Accounts Payable | PLUMLEY, PHYLLIS                |                  | 8.78               |
|       | Invoice    | Date                   | Description                     |                  | Amount             |

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Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 09/26/2014

Batch Date: 09/26/2014

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/26/2014

| Type  | Date       | Number Source          | Payee Name                     | EFT Bank/Account      | Transaction Amount |
|-------|------------|------------------------|--------------------------------|-----------------------|--------------------|
| Check | 09/25/2014 | 55238 Accounts Payable | Shelburne Advertising, Inc.    |                       | 249.00             |
|       | Invoice    | Date                   | Description                    |                       | Amount             |
|       |            | T14-736                | 09/17/2014                     | Parking Permits       | 249.00             |
| Check | 09/25/2014 | 55239 Accounts Payable | SIMPLEXGRINNELL                |                       | 208.16             |
|       | Invoice    | Date                   | Description                    |                       | Amount             |
|       |            | 80525869               | 09/17/2014                     | Batteries             | 208.16             |
| Check | 09/25/2014 | 55240 Accounts Payable | SPEED WRENCH INC.              |                       | 3,453.13           |
|       | Invoice    | Date                   | Description                    |                       | Amount             |
|       |            | 2250                   | 09/17/2014                     | Labor & Parts Bus 301 | 953.25             |
|       |            | 237452                 | 09/17/2014                     | Labor & Parts Bus 301 | 2,499.88           |
| Check | 09/25/2014 | 55241 Accounts Payable | SPEEDWAY LLC                   |                       | 463.11             |
|       | Invoice    | Date                   | Description                    |                       | Amount             |
|       |            | MG101114               | 09/17/2014                     | Gas                   | 463.11             |
| Check | 09/25/2014 | 55242 Accounts Payable | SUNRISE SUPPLIES, INC.         |                       | 11.96              |
|       | Invoice    | Date                   | Description                    |                       | Amount             |
|       |            | 15320                  | 09/17/2014                     | Maint. Supplies       | 11.96              |
| Check | 09/25/2014 | 55243 Accounts Payable | SYNCB/Amazon                   |                       | 365.94             |
|       | Invoice    | Date                   | Description                    |                       | Amount             |
|       |            | 043327487182           | 09/17/2014                     | Light Filters         | 285.20             |
|       |            | 299025680641           | 09/17/2014                     | Everyday Editing      | 45.18              |
|       |            | 097218363358           | 09/17/2014                     | Clock                 | 35.56              |
| Check | 09/25/2014 | 55244 Accounts Payable | T & WELECTRONICS               |                       | 163.90             |
|       | Invoice    | Date                   | Description                    |                       | Amount             |
|       |            | 10289                  | 09/17/2014                     | Radio Parts           | 163.90             |
| Check | 09/25/2014 | 55245 Accounts Payable | TRANSPORTATION ACCESSORIES CO. |                       | 359.80             |
|       | Invoice    | Date                   | Description                    |                       | Amount             |
|       |            | 424371                 | 09/17/2014                     | Part                  | 255.00             |
|       |            | 424832                 | 09/17/2014                     | Decals                | 4.80               |
|       |            | 424859                 | 09/17/2014                     | Part                  | 100.00             |

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/26/2014

| Type                                      | Date       | Number Source          | Payee Name                     | EFT Bank/Account        | Transaction Amount |
|---|------------|------------------------|--------------------------------|-------------------------|--------------------|
| Check                                     | 09/25/2014 | 55246 Accounts Payable | WINZER CORPORATION             |                         | 275.03             |
|   | Invoice    | Date                   | Description                    |                         | Amount             |
|   |            | 5153974                | 09/17/2014                     | Transportation Supplies | 275.03             |
| Check                                     | 09/25/2014 | 55247 Accounts Payable | X-CEL CHEMICAL SPECIALTIES CO. |                         | 105.00             |
|   | Invoice    | Date                   | Description                    |                         | Amount             |
|   |            | 54482                  | 09/17/2014                     | Custodial Supplies      | 105.00             |
| GF CHECKING General Fund Checking Totals: |            |                        | Transactions: 49               |                         | \$22,785.45        |
|   |            |                        |                                |                         |                    |
| Checks:                                   |            | 49                     | \$22,785.45                    |                         |                    |

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/26/2014

| Type  | Date       | Number Source          | Payee Name                            | EFT Bank/Account                       | Transaction Amount |
|---|------------|------------------------|---------------------------------------|--|--------------------|
| Bank Account: GF CHECKING - General Fund Checking |            |                        |                                       |  |                    |
| Check   | 09/26/2014 | 55248 Accounts Payable | Advanced Pension Solution Inc.        |  | 182.00             |
|   | Invoice    | Date                   | Description                           |  | Amount             |
|   |            | 2015-00000123          | 09/26/2014                            | ROTH IRA - ROTH IRA                    | 182.00             |
| Check   | 09/26/2014 | 55249 Accounts Payable | AFLAC                                 |  | 80.67              |
|   | Invoice    | Date                   | Description                           |  | Amount             |
|   |            | 2015-00000124          | 09/26/2014                            | AFLAC Pre-Tax - AFLAC Pre-Tax *        | 80.67              |
| Check   | 09/26/2014 | 55250 Accounts Payable | HealthEquity, Inc.                    |  | 150.00             |
|   | Invoice    | Date                   | Description                           |  | Amount             |
|   |            | 2015-00000125          | 09/26/2014                            | HSA - Health Savings Account *         | 150.00             |
| Check   | 09/26/2014 | 55251 Accounts Payable | HORACE MANN                           |  | 1,527.94           |
|   | Invoice    | Date                   | Description                           |  | Amount             |
|   |            | 2015-00000126          | 09/26/2014                            | H MANN - Horace Mann Insurance         | 1,527.94           |
| Check   | 09/26/2014 | 55252 Accounts Payable | INDEPENDENT BANK                      |  | 153,646.95         |
|   | Invoice    | Date                   | Description                           |  | Amount             |
|   |            | 2015-00000131          | 09/26/2014                            | PR DD & EFTs                           | 153,646.95         |
| Check   | 09/26/2014 | 55253 Accounts Payable | MICHIGAN STATE DISBURSEMENT UNIT      |  | 201.61             |
|   | Invoice    | Date                   | Description                           |  | Amount             |
|   |            | 2015-00000127          | 09/26/2014                            | FOC - Child Support FOC                | 201.61             |
| Check   | 09/26/2014 | 55254 Accounts Payable | STATE OF MICHIGAN                     |  | 5,574.31           |
|   | Invoice    | Date                   | Description                           |  | Amount             |
|   |            | 2015-00000128          | 09/26/2014                            | MI TAX - Michigan Withholding Tax      | 5,574.31           |
| Check   | 09/26/2014 | 55255 Accounts Payable | TRANSAMERICA WORKSITE ,<br>MARKETING  |  | 56.11              |
|   | Invoice    | Date                   | Description                           |  | Amount             |
|   |            | 2015-00000129          | 09/26/2014                            | TRANS SELECT - Trans Select Life Ins * | 56.11              |
| Check   | 09/26/2014 | 55256 Accounts Payable | UNITED WAY MONTCALM IONIA<br>COUNTIES |  | 3.00               |
|   | Invoice    | Date                   | Description                           |  | Amount             |

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Saranac Community Schools  
**Payment Batch Register**

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 09/26/2014

| Type                                      | Date          | Number Source | Payee Name              | EFT Bank/Account | Transaction Amount |
|---|---------------|---------------|-------------------------|------------------|--------------------|
|   | 2015-00000130 | 09/26/2014    | UNITED WAY - United Way |                  | 3.00               |
| GF CHECKING General Fund Checking Totals: |               |               | Transactions: 9         |                  | <hr/> \$161,422.59 |
| Checks:                                   |               | 9             | \$161,422.59            |                  |                    |

**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2014

| Type   | Date       | Number Source          | Payee Name                      | EFT Bank/Account | Transaction Amount |
|--|------------|------------------------|---------------------------------|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |            |                        |                                 |                  |                    |
| Check  | 09/29/2014 | 55257 Accounts Payable | Anthem Sports, LLC              |                  | 2,757.97           |
|  | Invoice    | Date                   | Description                     |                  | Amount             |
|  | 109900     | 09/26/2014             | Jump Pit Cover/Track Protector  |                  | 2,757.97           |
| Check  | 09/29/2014 | 55258 Accounts Payable | Babbitt , Jeremy                |                  | 35.00              |
|  | Invoice    | Date                   | Description                     |                  | Amount             |
|  | MG92514    | 09/29/2014             | Athletic Official               |                  | 35.00              |
| Check  | 09/29/2014 | 55259 Accounts Payable | Block , Chuck                   |                  | 300.00             |
|  | Invoice    | Date                   | Description                     |                  | Amount             |
|  | MG10114    | 09/29/2014             | Athletic Official               |                  | 300.00             |
| Check  | 09/29/2014 | 55260 Accounts Payable | Carson City Crystal High School |                  | 160.00             |
|  | Invoice    | Date                   | Description                     |                  | Amount             |
|  | MG92514    | 09/29/2014             | Tournament Fee                  |                  | 160.00             |
| Check  | 09/29/2014 | 55261 Accounts Payable | Catholic Central Athletics      |                  | 250.00             |
|  | Invoice    | Date                   | Description                     |                  | Amount             |
|  | MG92514    | 09/29/2014             | Tournament Fee                  |                  | 250.00             |
| Check  | 09/29/2014 | 55262 Accounts Payable | Cena, , Victor                  |                  | 60.00              |
|  | Invoice    | Date                   | Description                     |                  | Amount             |
|  | MG10314    | 09/29/2014             | Athletic Official               |                  | 60.00              |
| Check  | 09/29/2014 | 55263 Accounts Payable | Collins , James                 |                  | 35.00              |
|  | Invoice    | Date                   | Description                     |                  | Amount             |
|  | MG92514    | 09/29/2014             | Athletic Official               |                  | 35.00              |
| Check  | 09/29/2014 | 55264 Accounts Payable | David , Dan                     |                  | 35.00              |
|  | Invoice    | Date                   | Description                     |                  | Amount             |
|  | MG92914    | 09/29/2014             | Athletic Official               |                  | 35.00              |
| Check  | 09/29/2014 | 55265 Accounts Payable | Hammond , Michcael              |                  | 60.00              |
|  | Invoice    | Date                   | Description                     |                  | Amount             |
|  | MG10314    | 09/29/2014             | Athletic Official               |                  | 60.00              |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2014

| Type  | Date       | Number Source          | Payee Name                  | EFT Bank/Account | Transaction Amount |
|-------|------------|------------------------|-----------------------------|------------------|--------------------|
| Check | 09/29/2014 | 55266 Accounts Payable | Haverdink, , Havery         |                  | 35.00              |
|       | Invoice    | Date                   | Description                 |                  | Amount             |
|       | MG92914    | 09/29/2014             | Athletic Official           |                  | 35.00              |
| Check | 09/29/2014 | 55267 Accounts Payable | Johnson , Jim               |                  | 60.00              |
|       | Invoice    | Date                   | Description                 |                  | Amount             |
|       | MG10314    | 09/29/2014             | Athletic Official           |                  | 60.00              |
| Check | 09/29/2014 | 55268 Accounts Payable | LeVeque , Daniel            |                  | 70.00              |
|       | Invoice    | Date                   | Description                 |                  | Amount             |
|       | MG10114    | 09/29/2014             | Athletic Official           |                  | 70.00              |
| Check | 09/29/2014 | 55269 Accounts Payable | M.E.S.S.A.                  |                  | 63,754.17          |
|       | Invoice    | Date                   | Description                 |                  | Amount             |
|       | 14-0056312 | 09/26/2014             | September Insurance Premium |                  | 63,754.17          |
| Check | 09/29/2014 | 55270 Accounts Payable | McCartney, , Brett          |                  | 60.00              |
|       | Invoice    | Date                   | Description                 |                  | Amount             |
|       | MG10314    | 09/29/2014             | Athletic Official           |                  | 60.00              |
| Check | 09/29/2014 | 55271 Accounts Payable | MCM Rentals, LLC            |                  | 2,695.11           |
|       | Invoice    | Date                   | Description                 |                  | Amount             |
|       | 16783      | 09/26/2014             | Track Project-Yard Roll Off |                  | 2,695.11           |
| Check | 09/29/2014 | 55272 Accounts Payable | Metzer , Stephen            |                  | 35.00              |
|       | Invoice    | Date                   | Description                 |                  | Amount             |
|       | MG92514    | 09/29/2014             | Athletic Official           |                  | 35.00              |
| Check | 09/29/2014 | 55273 Accounts Payable | Newkirk, , Andrew           |                  | 35.00              |
|       | Invoice    | Date                   | Description                 |                  | Amount             |
|       | MG92914    | 09/29/2014             | Athletic Official           |                  | 35.00              |
| Check | 09/29/2014 | 55274 Accounts Payable | Nurenberg , Bruce           |                  | 70.00              |
|       | Invoice    | Date                   | Description                 |                  | Amount             |
|       | MG10114    | 09/29/2014             | Athletic Official           |                  | 70.00              |
| Check | 09/29/2014 | 55275 Accounts Payable | Robinson, , Mark            |                  | 60.00              |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 09/30/2014

| Type                                      | Date       | Number | Source           | Payee Name        | EFT Bank/Account | Transaction Amount |
|---|------------|--------|------------------|-------------------|------------------|--------------------|
|   | Invoice    |        | Date             | Description       |                  | Amount             |
| Check                                     | MG10314    |        | 09/29/2014       | Athletic Official |                  | 60.00              |
|   | 09/29/2014 | 55276  | Accounts Payable | Russell, , Brian  |                  | 35.00              |
|   | Invoice    |        | Date             | Description       |                  | Amount             |
| Check                                     | MG92514    |        | 09/29/2014       | Athletic Official |                  | 35.00              |
|   | 09/29/2014 | 55277  | Accounts Payable | Smeby, , Tim      |                  | 35.00              |
|   | Invoice    |        | Date             | Description       |                  | Amount             |
| Check                                     | MG92914    |        | 09/29/2014       | Athletic Official |                  | 35.00              |
|   | 09/29/2014 | 55278  | Accounts Payable | Stephens , Kara   |                  | 70.00              |
|   | Invoice    |        | Date             | Description       |                  | Amount             |
| Check                                     | MG10114    |        | 09/29/2014       | Athletic Official |                  | 70.00              |
|   | 09/29/2014 | 55279  | Accounts Payable | Stephens , Laurie |                  | 70.00              |
|   | Invoice    |        | Date             | Description       |                  | Amount             |
| Check                                     | MG10114    |        | 09/29/2014       | Athletic Official |                  | 70.00              |
|   | 09/29/2014 | 55280  | Accounts Payable | Whitmore, , Andi  |                  | 35.00              |
|   | Invoice    |        | Date             | Description       |                  | Amount             |
|   | MG92914    |        | 09/29/2014       | Athletic Official |                  | 35.00              |
| GF CHECKING General Fund Checking Totals: |            |        |                  |                   | Transactions: 24 | \$70,812.25        |
| Checks:                                   |            | 24     | \$70,812.25      |                   |                  |                    |

Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/01/2014

| Type   | Date       | Number Source          | Payee Name        | EFT Bank/Account | Transaction Amount |
|--|------------|------------------------|-------------------|------------------|--------------------|
| <b>Bank Account:</b> GF CHECKING - General Fund Checking |            |                        |                   |                  |                    |
| Check  | 09/30/2014 | 55281 Accounts Payable | Nurenberg , Bruce |                  | 35.00              |
|  | Invoice    | Date                   | Description       |                  | Amount             |
|  | MG92914    | 09/29/2014             | Athletic Official |                  | 35.00              |
| GF CHECKING General Fund Checking Totals:                |            |                        | Transactions: 1   |                  | <u>\$35.00</u>     |
| Checks:  | 1          |                        | \$35.00           |                  |                    |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/02/2014

| Type   | Date       | Number Source          | Payee Name        | EFT Bank/Account | Transaction Amount |
|--|------------|------------------------|-------------------|------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |            |                        |                   |                  |                    |
| Check  | 10/02/2014 | 55282 Accounts Payable | Block , Chuck     |                  | 300.00             |
|  | Invoice    | Date                   | Description       |                  | Amount             |
|  | MG10714    | 10/02/2014             | Athletic Official |                  | 300.00             |
| Check  | 10/02/2014 | 55283 Accounts Payable | Canada , Nolan    |                  | 70.00              |
|  | Invoice    | Date                   | Description       |                  | Amount             |
|  | MG10814    | 10/02/2014             | Athletic Official |                  | 70.00              |
| Check  | 10/02/2014 | 55284 Accounts Payable | Canada, Maurice   |                  | 70.00              |
|  | Invoice    | Date                   | Description       |                  | Amount             |
|  | MG10814    | 10/02/2014             | Athletic Official |                  | 70.00              |
| Check  | 10/02/2014 | 55285 Accounts Payable | Crane , Joel      |                  | 70.00              |
|  | Invoice    | Date                   | Description       |                  | Amount             |
|  | MG10814    | 10/02/2014             | Athletic Official |                  | 70.00              |
| Check  | 10/02/2014 | 55286 Accounts Payable | Hesche , Steve    |                  | 60.00              |
|  | Invoice    | Date                   | Description       |                  | Amount             |
|  | MG10714    | 10/02/2014             | Athletic Official |                  | 60.00              |
| Check  | 10/02/2014 | 55287 Accounts Payable | Leveque , Daniel  |                  | 70.00              |
|  | Invoice    | Date                   | Description       |                  | Amount             |
|  | MG10814    | 10/02/2014             | Athletic Official |                  | 70.00              |
| GF CHECKING General Fund Checking Totals:                |            |                        | Transactions: 6   |                  | \$640.00           |
| Checks: 6  |            |                        | \$640.00          |                  |                    |

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/03/2014

| Type  | Date       | Number Source          | Payee Name                    | EFT Bank/Account | Transaction Amount |
|---|------------|------------------------|-------------------------------|------------------|--------------------|
| Bank Account: GF CHECKING - General Fund Checking |            |                        |                               |                  |                    |
| Check   | 10/03/2014 | 55288 Accounts Payable | M.I.E.M.                      |                  | 150.00             |
|   | Invoice    | Date                   | Description                   |                  | Amount             |
|   | MG10314    | 10/03/2014             | Teacher Evaluation Conference |                  | 150.00             |
| GF CHECKING General Fund Checking Totals:         |            |                        | Transactions: 1               |                  | <u>\$150.00</u>    |
| Checks:   | 1          |                        | \$150.00                      |                  |                    |

# Saranac Community Schools Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking  
Batch Date: 10/10/2014

| Type   | Date       | Number Source          | Payee Name                         | EFT Bank/Account                  | Transaction Amount |
|--|------------|------------------------|------------------------------------|-----------------------------------|--------------------|
| <b>Bank Account: GF CHECKING - General Fund Checking</b> |            |                        |                                    |                                   |                    |
| Check  | 10/10/2014 | 55289 Accounts Payable | Advanced Pension Solution Inc.     |                                   | 182.00             |
|  | Invoice    | Date                   | Description                        |                                   | Amount             |
|  |            | 2015-00000155          | 10/10/2014                         | ROTH IRA - ROTH IRA               | 182.00             |
| Check  | 10/10/2014 | 55290 Accounts Payable | AFLAC                              |                                   | 80.67              |
|  | Invoice    | Date                   | Description                        |                                   | Amount             |
|  |            | 2015-00000156          | 10/10/2014                         | AFLAC Pre-Tax - AFLAC Pre-Tax **  | 80.67              |
| Check  | 10/10/2014 | 55291 Accounts Payable | HealthEquity, Inc.                 |                                   | 150.00             |
|  | Invoice    | Date                   | Description                        |                                   | Amount             |
|  |            | 2015-00000157          | 10/10/2014                         | HSA - Health Savings Account *    | 150.00             |
| Check  | 10/10/2014 | 55292 Accounts Payable | HORACE MANN                        |                                   | 1,457.95           |
|  | Invoice    | Date                   | Description                        |                                   | Amount             |
|  |            | 2015-00000158          | 10/10/2014                         | H MANN - Horace Mann Insurance    | 1,457.95           |
| Check  | 10/10/2014 | 55293 Accounts Payable | INDEPENDENT BANK                   |                                   | 164,259.29         |
|  | Invoice    | Date                   | Description                        |                                   | Amount             |
|  |            | 2015-00000162          | 10/10/2014                         | PR DD & EFTs                      | 164,259.29         |
| Check  | 10/10/2014 | 55294 Accounts Payable | MICHIGAN STATE DISBURSEMENT UNIT   |                                   | 201.61             |
|  | Invoice    | Date                   | Description                        |                                   | Amount             |
|  |            | 2015-00000159          | 10/10/2014                         | FOC - Child Support FOC           | 201.61             |
| Check  | 10/10/2014 | 55295 Accounts Payable | STATE OF MICHIGAN                  |                                   | 5,987.54           |
|  | Invoice    | Date                   | Description                        |                                   | Amount             |
|  |            | 2015-00000160          | 10/10/2014                         | MI TAX - Michigan Withholding Tax | 5,987.54           |
| Check  | 10/10/2014 | 55296 Accounts Payable | UNITED WAY MONTCALM IONIA COUNTIES |                                   | 3.00               |
|  | Invoice    | Date                   | Description                        |                                   | Amount             |
|  |            | 2015-00000161          | 10/10/2014                         | UNITED WAY - United Way           | 3.00               |
| GF CHECKING General Fund Checking Totals:                |            |                        | Transactions: 8                    |                                   | \$172,322.06       |
| Checks:  |            | 8                      | \$172,322.06                       |                                   |                    |

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/13/2014

| Type  | Date       | Number Source          | Payee Name                           | EFT Bank/Account | Transaction Amount |
|---|------------|------------------------|--------------------------------------|------------------|--------------------|
| Bank Account: GF CHECKING - General Fund Checking |            |                        |                                      |                  |                    |
| Check   | 10/13/2014 | 55297 Accounts Payable | A B DICK PRODUCTS OF WEST MICHIGAN   |                  | 2,589.19           |
|   | Invoice    | Date                   | Description                          |                  | Amount             |
|   | 146645     | 09/24/2014             | B/W & Color Printers                 |                  | 377.95             |
|   | 146646     | 09/24/2014             | Copier Charges                       |                  | 1,892.43           |
|   | 146649     | 09/24/2014             | Printer Cost                         |                  | 318.81             |
| Check   | 10/13/2014 | 55298 Accounts Payable | A PARTS WAREHOUSE                    |                  | 371.00             |
|   | Invoice    | Date                   | Description                          |                  | Amount             |
|   | 117188     | 09/24/2014             | Bus Seat Skins                       |                  | 288.00             |
|   | 117315     | 09/24/2014             | Adjustable Vest                      |                  | 83.00              |
| Check   | 10/13/2014 | 55299 Accounts Payable | AB SPRING SERVICE, INC.              |                  | 520.62             |
|   | Invoice    | Date                   | Description                          |                  | Amount             |
|   | 242650016  | 09/24/2014             | Parts & Labor-Bus 202                |                  | 520.62             |
| Check   | 10/13/2014 | 55300 Accounts Payable | ARROW UNIFORM                        |                  | 151.46             |
|   | Invoice    | Date                   | Description                          |                  | Amount             |
|   | 12-985472  | 09/24/2014             | Towels & Uniforms                    |                  | 81.48              |
|   | 12-993117  | 09/24/2014             | Towels & Uniforms                    |                  | 69.98              |
| Check   | 10/13/2014 | 55301 Accounts Payable | Aventric Technologies                |                  | 160.00             |
|   | Invoice    | Date                   | Description                          |                  | Amount             |
|   | 6057737    | 09/24/2014             | Heartsmart Pads                      |                  | 160.00             |
| Check   | 10/13/2014 | 55302 Accounts Payable | BATTLE CREEK MATH & SCIENCE , CENTER |                  | 20.65              |
|   | Invoice    | Date                   | Description                          |                  | Amount             |
|   | 15SL0729   | 09/24/2014             | ES Teaching Supplies                 |                  | 20.65              |
| Check   | 10/13/2014 | 55303 Accounts Payable | BIGGS, HAUSSERMAN, THOMPSON          |                  | 7,000.00           |
|   | Invoice    | Date                   | Description                          |                  | Amount             |
|   | 80901      | 09/24/2014             | 2013/2014 Audit Billing              |                  | 7,000.00           |
| Check   | 10/13/2014 | 55304 Accounts Payable | C-COMM OF KALAMAZOO, INC.            |                  | 330.60             |
|   | Invoice    | Date                   | Description                          |                  | Amount             |

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**Saranac Community Schools**  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
 Batch Date: 10/13/2014

| Type  | Date       | Number Source          | Payee Name                                | EFT Bank/Account | Transaction Amount |
|-------|------------|------------------------|---|------------------|--------------------|
|       |            |                        |   |                  | 50.05              |
|       |            |                        |   |                  | 280.55             |
| Check | 10/13/2014 | 55305 Accounts Payable | CAPITAL CITY INTERNATIONAL , TRUCKS, INC. |                  | 679.64             |
|       | Invoice    | Date                   | Description                               |                  | Amount             |
|       |            |                        |   |                  | 679.64             |
| Check | 10/13/2014 | 55306 Accounts Payable | CATRELL, MIKE                             |                  | 40.63              |
|       | Invoice    | Date                   | Description                               |                  | Amount             |
|       |            |                        |   |                  | 40.63              |
| Check | 10/13/2014 | 55307 Accounts Payable | CATRELL, TINA                             |                  | 24.99              |
|       | Invoice    | Date                   | Description                               |                  | Amount             |
|       |            |                        |   |                  | 24.99              |
| Check | 10/13/2014 | 55308 Accounts Payable | CMC TELECOM INC.                          |                  | 1,078.12           |
|       | Invoice    | Date                   | Description                               |                  | Amount             |
|       |            |                        |   |                  | 1,078.12           |
| Check | 10/13/2014 | 55309 Accounts Payable | CONSUMERS ENERGY                          |                  | 15,570.60          |
|       | Invoice    | Date                   | Description                               |                  | Amount             |
|       |            |                        |   |                  | 15,570.60          |
| Check | 10/13/2014 | 55310 Accounts Payable | COOPER MECHANICAL LLC                     |                  | 180.00             |
|       | Invoice    | Date                   | Description                               |                  | Amount             |
|       |            |                        |   |                  | 180.00             |
| Check | 10/13/2014 | 55311 Accounts Payable | CRYSTAL FLASH ENERGY                      |                  | 2,776.87           |
|       | Invoice    | Date                   | Description                               |                  | Amount             |
|       |            |                        |   |                  | 2,776.87           |
| Check | 10/13/2014 | 55312 Accounts Payable | DIESEL INJECTION SERVICES, INC            |                  | 342.30             |
|       | Invoice    | Date                   | Description                               |                  | Amount             |
|       |            |                        |   |                  | 342.30             |
| Check | 10/13/2014 | 55313 Accounts Payable | FOUNTAIN, GLENN                           |                  | 103.96             |
|       | Invoice    | Date                   | Description                               |                  | Amount             |
|       |            |                        |   |                  |                    |

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Saranac Community Schools  
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 Batch Date: 10/13/2014

| Type  | Date       | Number Source          | Payee Name                                 | EFT Bank/Account                | Transaction Amount |
|-------|------------|------------------------|--|---------------------------------|--------------------|
|       |            | MG91614                | 09/24/2014                                 | Materials To Fix Glass Cass     | 103.96             |
| Check | 10/13/2014 | 55314 Accounts Payable | GTW  |                                 | 15.37              |
|       |            | Invoice                | Date                                       | Description                     | Amount             |
|       |            | 62379                  | 09/24/2014                                 | CO2                             | 15.37              |
| Check | 10/13/2014 | 55315 Accounts Payable | HAMILTON, CONNIE                           |                                 | 70.20              |
|       |            | Invoice                | Date                                       | Description                     | Amount             |
|       |            | MG10814                | 10/10/2014                                 | Lodging Reimb.                  | 70.20              |
| Check | 10/13/2014 | 55316 Accounts Payable | Hesche , Keith                             |                                 | 60.00              |
|       |            | Invoice                | Date                                       | Description                     | Amount             |
|       |            | MG10914                | 10/09/2014                                 | Athletic Official               | 60.00              |
| Check | 10/13/2014 | 55317 Accounts Payable | Hi Tech Building Services                  |                                 | 3,766.41           |
|       |            | Invoice                | Date                                       | Description                     | Amount             |
|       |            | 008174                 | 09/24/2014                                 | Custodial Hours                 | 3,766.41           |
| Check | 10/13/2014 | 55318 Accounts Payable | Hungerford , Cathy                         |                                 | 105.00             |
|       |            | Invoice                | Date                                       | Description                     | Amount             |
|       |            | MG101614               | 10/10/2014                                 | Athletic Official               | 105.00             |
| Check | 10/13/2014 | 55319 Accounts Payable | I.T.I., INC.                               |                                 | 263.42             |
|       |            | Invoice                | Date                                       | Description                     | Amount             |
|       |            | 0288636                | 09/24/2014                                 | Voice Mail Repairs              | 263.42             |
| Check | 10/13/2014 | 55320 Accounts Payable | IONIA COUNTY SHOPPER'S GUIDE               |                                 | 36.00              |
|       |            | Invoice                | Date                                       | Description                     | Amount             |
|       |            | 10287                  | 09/24/2014                                 | Ads                             | 36.00              |
| Check | 10/13/2014 | 55321 Accounts Payable | KENT I.S.D. , ACCOUNTS RECEIVABLE          |                                 | 10.00              |
|       |            | Invoice                | Date                                       | Description                     | Amount             |
|       |            | 14495                  | 09/24/2014                                 | EDTech Conference-Stacy Sanders | 10.00              |
| Check | 10/13/2014 | 55322 Accounts Payable | KERKSTRA PORTABLE RESTROOM , SERVICE, INC. |                                 | 145.00             |
|       |            | Invoice                | Date                                       | Description                     | Amount             |

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Saranac Community Schools  
**Payment Batch Register**  
 Bank Account: GF CHECKING - General Fund Checking  
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| Type  | Date       | Number Source          | Payee Name                    | EFT Bank/Account          | Transaction Amount |
|-------|------------|------------------------|-------------------------------|---------------------------|--------------------|
|       |            | 71348                  | 09/24/2014                    | Portable Restroom Service | 145.00             |
| Check | 10/13/2014 | 55323 Accounts Payable | Kuenn, , Mary                 |                           | 105.00             |
|       | Invoice    |                        | Date                          | Description               | Amount             |
|       |            | MG101614               | 10/10/2014                    | Athletic Official         | 105.00             |
| Check | 10/13/2014 | 55324 Accounts Payable | LANSING COMMUNITY COLLEGE     |                           | 5,878.00           |
|       | Invoice    |                        | Date                          | Description               | Amount             |
|       |            | X006049632014          | 09/24/2014                    | Dual Enrollment           | 5,878.00           |
| Check | 10/13/2014 | 55325 Accounts Payable | LANSING SANITARY SUPPLY, INC. |                           | 116.13             |
|       | Invoice    |                        | Date                          | Description               | Amount             |
|       |            | 803435                 | 09/24/2014                    | Custodial Supplies        | 60.57              |
|       |            | 803760                 | 09/24/2014                    | Custodial Supplies        | 55.56              |
| Check | 10/13/2014 | 55326 Accounts Payable | LINDEN LIGHTING SUPPLY        |                           | 1,599.90           |
|       | Invoice    |                        | Date                          | Description               | Amount             |
|       |            | 119168                 | 09/24/2014                    | Exit & Emergency Lights   | 516.00             |
|       |            | 119237                 | 09/24/2014                    | Inter T/Clock             | 149.00             |
|       |            | 119242                 | 09/24/2014                    | Flag Light Installation   | 242.00             |
|       |            | 119273                 | 09/24/2014                    | Contactor-HS/Clocks-ES    | 692.90             |
| Check | 10/13/2014 | 55327 Accounts Payable | M.A.S.B.                      |                           | 3,750.00           |
|       | Invoice    |                        | Date                          | Description               | Amount             |
|       |            | 14598                  | 09/24/2014                    | Labor Relations Contract  | 3,750.00           |
| Check | 10/13/2014 | 55328 Accounts Payable | MANION, JOEL                  |                           | 65.70              |
|       | Invoice    |                        | Date                          | Description               | Amount             |
|       |            | MG93014                | 09/24/2014                    | Supplies/Conference       | 65.70              |
| Check | 10/13/2014 | 55329 Accounts Payable | METS                          |                           | 8,542.47           |
|       | Invoice    |                        | Date                          | Description               | Amount             |
|       |            | 7873                   | 09/24/2014                    | Salaries & Fees           | 8,542.47           |
| Check | 10/13/2014 | 55330 Accounts Payable | Montcalm Community College    |                           | 1,746.00           |
|       | Invoice    |                        | Date                          | Description               | Amount             |
|       |            | 8176-2015-20           | 09/24/2014                    | Dual Enrollment           | 1,746.00           |

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Saranac Community Schools  
**Payment Batch Register**  
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 Batch Date: 10/13/2014

| Type  | Date       | Number Source          | Payee Name                 | EFT Bank/Account            | Transaction Amount |
|-------|------------|------------------------|----------------------------|-----------------------------|--------------------|
| Check | 10/13/2014 | 55331 Accounts Payable | NAPA AUTO & TRUCK PARTS    |                             | 361.67             |
|       | Invoice    |                        | Date                       | Description                 | Amount             |
|       |            | 726693                 | 09/24/2014                 | Trans. Supplies             | 35.94              |
|       |            | 726812                 | 09/24/2014                 | Trans. Supplies             | 10.77              |
|       |            | 727068                 | 09/24/2014                 | Parts                       | 52.26              |
|       |            | 727245                 | 09/24/2014                 | Trans. Supplies             | 34.27              |
|       |            | 727356                 | 09/24/2014                 | Part                        | 31.00              |
|       |            | 725868                 | 09/24/2014                 | Battery Tester              | 39.99              |
|       |            | 727302                 | 09/24/2014                 | Parts                       | 16.71              |
|       |            | 727594                 | 09/24/2014                 | Parts                       | 28.93              |
|       |            | 727636                 | 09/24/2014                 | Parts                       | 111.80             |
| Check | 10/13/2014 | 55332 Accounts Payable | NASCO                      |                             | 262.27             |
|       | Invoice    |                        | Date                       | Description                 | Amount             |
|       |            | 124577                 | 09/24/2014                 | ES PE Supplies              | 262.27             |
| Check | 10/13/2014 | 55333 Accounts Payable | PCMI                       |                             | 5,408.94           |
|       | Invoice    |                        | Date                       | Description                 | Amount             |
|       |            | 33986                  | 09/24/2014                 | Sub Salaries & Fees         | 4,303.38           |
|       |            | 34085                  | 09/24/2014                 | Consultants Salaries & Fees | 1,105.56           |
| Check | 10/13/2014 | 55334 Accounts Payable | R.E. RUEHS GARAGE INC.     |                             | 48.62              |
|       | Invoice    |                        | Date                       | Description                 | Amount             |
|       |            | 73906                  | 09/24/2014                 | Maint. Supplies             | 48.62              |
| Check | 10/13/2014 | 55335 Accounts Payable | RENAISSANCE LEARNING, INC. |                             | 75.75              |
|       | Invoice    |                        | Date                       | Description                 | Amount             |
|       |            | INV4116430             | 09/24/2014                 | Software-HS                 | 75.75              |
| Check | 10/13/2014 | 55336 Accounts Payable | SCHOOL SPECIALTY INC.      |                             | 353.80             |
|       | Invoice    |                        | Date                       | Description                 | Amount             |
|       |            | 308102072212           | 09/24/2014                 | ES Teaching Supplies        | 195.90             |
|       |            | 208113294842           | 09/24/2014                 | ES Teaching Supplies        | 53.99              |
|       |            | 308102090448           | 09/24/2014                 | HS Office Supplies          | 103.91             |
| Check | 10/13/2014 | 55337 Accounts Payable | SENTINEL STANDARD          |                             | 175.30             |

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Saranac Community Schools  
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| Type  | Date       | Number Source          | Payee Name                     | EFT Bank/Account          | Transaction Amount |
|-------|------------|------------------------|--------------------------------|---------------------------|--------------------|
|       | Invoice    |                        | Date                           | Description               | Amount             |
|       | 300112290  |                        | 09/24/2014                     | HS Ad Consultant          | 25.30              |
|       | MG92914    |                        | 09/24/2014                     | Subscription Renewal      | 150.00             |
| Check | 10/13/2014 | 55338 Accounts Payable | SIMPSON, BETH                  |                           | 40.00              |
|       | Invoice    |                        | Date                           | Description               | Amount             |
|       | MG10214    |                        | 09/24/2014                     | Cell Phone                | 40.00              |
| Check | 10/13/2014 | 55339 Accounts Payable | SPEED WRENCH INC.              |                           | 3,943.16           |
|       | Invoice    |                        | Date                           | Description               | Amount             |
|       | 2252       |                        | 09/24/2014                     | Parts & Labor New Bus 119 | 3,943.16           |
| Check | 10/13/2014 | 55340 Accounts Payable | SUNRISE SUPPLIES, INC.         |                           | 1,546.96           |
|       | Invoice    |                        | Date                           | Description               | Amount             |
|       | 15403      |                        | 09/24/2014                     | Drinking Fountain         | 1,475.00           |
|       | 15374      |                        | 09/24/2014                     | Gloves                    | 71.96              |
| Check | 10/13/2014 | 55341 Accounts Payable | SUPERIOR ASPHALT, INC.         |                           | 2,800.00           |
|       | Invoice    |                        | Date                           | Description               | Amount             |
|       | 43129      |                        | 09/24/2014                     | Track Driveway Paved      | 2,800.00           |
| Check | 10/13/2014 | 55342 Accounts Payable | TASC-CLIENT INVOICES           |                           | 218.00             |
|       | Invoice    |                        | Date                           | Description               | Amount             |
|       | INV374703  |                        | 09/24/2014                     | Admin & Claim Card Fees   | 218.00             |
| Check | 10/13/2014 | 55343 Accounts Payable | THORNAPPLE KELLOGG HIGH SCHOOL |                           | 10.00              |
|       | Invoice    |                        | Date                           | Description               | Amount             |
|       | MG93014    |                        | 09/24/2014                     | Games Wanted Services     | 10.00              |
| Check | 10/13/2014 | 55344 Accounts Payable | THRUN LAW FIRM, P.C.           |                           | 528.00             |
|       | Invoice    |                        | Date                           | Description               | Amount             |
|       | 217768     |                        | 09/24/2014                     | Legal Services            | 528.00             |
| Check | 10/13/2014 | 55345 Accounts Payable | TRANSPORTATION ACCESSORIES CO. |                           | 812.60             |
|       | Invoice    |                        | Date                           | Description               | Amount             |
|       | 422908-4   |                        | 09/24/2014                     | Parts                     | 741.75             |
|       | 425577     |                        | 09/24/2014                     | Parts                     | 70.85              |

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Saranac Community Schools  
**Payment Batch Register**  
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| Type                                      | Date           | Number Source          | Payee Name                     | EFT Bank/Account | Transaction Amount |
|---|----------------|------------------------|--------------------------------|------------------|--------------------|
| Check                                     | 10/13/2014     | 55346 Accounts Payable | U. S. POSTMASTER               |                  | 343.00             |
|   | Invoice        | Date                   | Description                    |                  | Amount             |
|   | MG10814        | 10/10/2014             | Stamps                         |                  | 343.00             |
| Check                                     | 10/13/2014     | 55347 Accounts Payable | VILLAGE OF SARANAC             |                  | 3,390.92           |
|   | Invoice        | Date                   | Description                    |                  | Amount             |
|   | MG93014        | 09/24/2014             | Water/Sewage                   |                  | 3,390.92           |
| Check                                     | 10/13/2014     | 55348 Accounts Payable | VS Athletics                   |                  | 67.35              |
|   | Invoice        | Date                   | Description                    |                  | Amount             |
|   | 101027         | 09/24/2014             | Flags                          |                  | 67.35              |
| Check                                     | 10/13/2014     | 55349 Accounts Payable | WASTE MANAGEMENT OF MI-MIDWEST |                  | 1,234.68           |
|   | Invoice        | Date                   | Description                    |                  | Amount             |
|   | 7547239-2333-2 | 09/24/2014             | Trash Removal                  |                  | 417.42             |
|   | 7547238-2333-4 | 09/24/2014             | Trash Removal                  |                  | 284.40             |
|   | 7547237-2333-6 | 09/24/2014             | Trash Removal                  |                  | 429.64             |
|   | 7547240-2333-0 | 09/24/2014             | Trash Removal                  |                  | 103.22             |
| GF CHECKING General Fund Checking Totals: |                |                        | Transactions: 53               |                  | \$79,836.25        |
| Checks:                                   | 53             | \$79,836.25            |                                |                  |                    |



*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 31<sup>st</sup>, 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 17<sup>th</sup>, 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 31<sup>st</sup>, 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 7<sup>th</sup>, 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<br>Total<br>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     | <b>17.91</b> | <b>4.33*</b>            |
| 15     | <b>17.91</b> | <b>4.33*</b>            |
| 16     | <b>17.91</b> | <b>5.00**</b>           |
| 17     | <b>17.91</b> | <b>6.58***</b>          |
|        |              | <b>53.24</b>            |

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      | \$ |

## 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<br>Set organizational meeting date for January                                    |
| December:  | Superintendent Evaluation  |
| January:   | After an election:<br>Post-election organizational meeting<br>Election of officers<br>Committee assignments<br>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: 2013-2014 Annual Audit Review

Steve Thompson from BHT&D (Biggs, Hausserman, Thompson & Dickenson) will be here to present our 2013-2014 audit.

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

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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.