

Saranac Community School

Board of Education Agenda

Regular Meeting

November 6, 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. Student Report
7. Administrators Update - Instructional Highlight - Jr/Sr High
8. Reports/Presentations
 - a. Energy Audit presentation from Honeywell 4
 - b. Board Operating Procedures 5
 - c. Board Self-Evaluation 24
 - d. Accept Gifts 25
 - e. Policy 9370 - Free Materials Distributuion in Schools - 3rd Reading 26
 - f. Leave of Absence Request 33
 - g. Back the Track 34
 - h. Student Enrollment 35
 - i. 1st Budget Amendment for 2014-15 37
9. Comments from Guests
10. Superintendent's Report
11. Board Requests/Reports
12. Communications
13. Approve Executive Session Minutes
14. Closed Session for Negotiations Planning
15. Closed Session for Superintendent's Evaluation
16. Other
17. Adjournment_____

Saranac Community Schools
Board of Education
Meeting #8

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, October 16, 2014 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

Vice-President, Brent Denny called the meeting to order at 7:00 p.m.

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

Absent: Lauer & LaWarre

Brent Denny led in the Pledge of Allegiance

Minutes from regular meeting #7, dated October 9, 2014 were approved with one change under Superintendent Report: It was stated, "Superintendent Geiger reported he **and the administrative team** will be meeting with different groups within the community regarding the Headlee Override Millage."

ADDITIONS & DELETIONS: Superintendent Geiger would like to delete from the agenda 6.c., Board Operating Procedures; 12., Approved Executive Minutes; 13., Closed Session for Negotiations Planning; 14., Closed Session for Superintendent's Evaluation.

COMMENTS FROM GUESTS: The board heard public comment.

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

- ✓ Approve Bills Paid totaling \$714,820.20 from General Fund for September/October
- ✓ Approve RFP for Transportation

2013-2014 ANNUAL AUDIT REVIEW: Steve Thompson from BHTD presented the June 30, 2014 independent auditor's report stating, "The general fund balance ended up around 13.6%. The audit was a clean opinion the best you can get; with the school records in good shape."

BOARD POLICY-FREE DISTRIBUTUION OF MATERIALS: Superintendent Geiger reported this policy is in need of an update and review. Policy 9370 – Free Materials Distribution in Schools was discussed, and will be brought back for another reading before it is approved.

COMMENTS FROM GUESTS: The board heard public comment.

SUPERINTENDENT REPORT: Superintendent Geiger gave an update on the "Back the Track" Fundraiser and the progress they are making to finish up everything. Mr. Geiger updated the board on student count, and the school will be having a garage sale at

the middle school to get rid of some old equipment. Mr. Geiger updated the board on the used buses that were purchased this year and selling of the old buses that have been replaced.

BOARD REQUESTS/REPORTS: Board member Brent Denny thanked Mr. Terpstra for organizing the “Celebrate my Drive Event” with 8th grade students.

The Board discussed whether they wanted to continue using Boardbook.

COMMUNICATIONS: None

OTHER: None

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 9:00 p.m.

Respectfully submitted,

Roy Hawkins
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Energy Audit

An energy audit was previously done in the district in the late 1990's to assist us with evaluating and assessing the mechanical and physical capabilities of our facilities. The audit was conducted by Honeywell, Inc., and resulted in energy upgrades and savings as a result of more efficient use of our facilities. Gregory Mackey from Honeywell will be presenting information at the meeting to discuss the benefits of having another audit done for the district. Please note that there is no cost to the district to have the audit completed.

This will also assist us in identifying needs of our facilities as was shared previously in our annual facilities report.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Final Review of the Board Operating Procedures

The board will review of the Board Operating Procedures one last time before being approved.

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.

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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
3. Limit 5 minutes per person
 - a. Business Items (no audience discussion)
 - b. Announcements / Comments
 - c. Public Comments
4. Limit 5 minutes per person
 - a. Looking ahead to Regular Board Meeting

b. Individuals with Disabilities Act Information

Regular Board Meeting Agenda Outline

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

Annual Organizational of Board Agenda Items

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

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

Board member preparation for meetings

1. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.
2. Study the material in the Board Packet sent to them prior to the meeting.
3. Requests for additional information will be addressed through the superintendent prior to each Board meeting.

Board member participation / conduct during meetings

1. Any time four or more Board members are gathered together to discuss school business it is considered a meeting (quorum).
2. In addition to the following procedures, at all times Board members shall adhere to the Board Code of Ethics:

Board Meeting Protocol

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

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- 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
- c. 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
- d. Phone calls will be placed in the following order:
 - President, Vice President, Secretary, Treasurer and Trustees
- e. The Superintendent or his/her designee will provide updates as practicable.

Community electronic communications with the Board

1. 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.
2. 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."
3. Any community email inquiries may be shared with other board members.
4. 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

1. This does not apply to casual conversations with community members
2. If applicable, the Board member should contact the Board President about the issue
3. To determine if other Board members and/or the administration received the communication
4. To confirm the relative facts
5. To discuss the individual board member's potential response
6. 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.
- b. 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.

b. 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.

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

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.

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- 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.

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.

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.

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.

School-Community Relations

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

Board officer transition process

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

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

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

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

Board member concerns about another board members performance

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

Procedures for board travel and training opportunities

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

Refer to Board policy: 1162

- d. Board members should report on their conference attendance at the next board meeting.

BOARD DISTRICT OVERSIGHT

Establishment of the districts vision, mission and annual goals

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

Boards approval of district goals

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

Boards approval of district and building performance objectives

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

Boards approval of District and Building Improvement Plans

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

Boards review of the district progress toward accomplishments and goals

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

Board review of the instructional programs

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

Boards review of programs other than instructional programs

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

Development and adoption of the district budget (full cycle)

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

Board member's campus visits

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

POLICY / PROCEDURES**Review of Board policy**

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

Development of Board policy

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

Review of district procedures

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

Development of district procedures

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

PERSONNEL**Evaluation of the superintendent (full cycle)**

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

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

- a. We value the superintendent role in the community and how the district is represented. If this representation is less than favorable and witnessed by a board member the board member shall:
 - 1. Communicate their concerns directly to the superintendent.
 - 2. Communicate with Board President to address questions and/or concerns.

Hiring of personnel other than the superintendent

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

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Board Self-Evaluation

The board has had a chance to take the Board Self-Evaluation on-line through the Michigan Association of School Boards. The board will determine the next steps in reviewing the information to discuss the results and set goals for the board for the upcoming year.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Gifts

POLICY: 9350 Public Gifts and Bequests

These are the gifts received in late September/October.

| | | |
|--|---|--------------|
| | | |
| Mr. & Mrs. Colin Hill | Donation for "Back the Track" | \$ 50.00 |
| Biggs, Dickinson & Roberts | Donation for "Back the Track" | \$ 500.00 |
| Mr. Howard Courtney | Donation for "Back the Track" | \$ 1,000.00 |
| Mr. & Mrs. Larry Tiejema | Donation for "Back the Track" | \$ 250.00 |
| Mr. & Mrs. Dan O'Brien | Donation for "Back the Track" | \$ 100.00 |
| Saranac Area Women's Club | Donation for "Back the Track" | \$ 500.00 |
| Saranac Area Women's Club | Donation for the "Saranac Promise" | \$ 1,000.00 |
| Mr. & Mrs. Dennis Houtteman | Donation for "Back the Track" | \$ 50.00 |
| Doug & Maria DeVos Foundation | Donation for "Back the Track" | \$ 8,000.00 |
| Mr. & Mrs. Richard Neumann | Donation for "Back the Track" | \$ 200.00 |
| Football Concessions | Donation for "Back the Track" | \$ 67.55 |
| Mr. Jim Sturru Jr. | 4 Yds of S-2 Limestone Mx-Back the Track | |
| Mrs. Joyce Ballard | Donation for the Band Department | \$ 500.00 |
| Mr. & Mrs. Richard Cahoon | Donation for the Band Department | \$ 500.00 |
| Dan Vos Construction Co. | Donation for "Back the Track" | \$ 500.00 |
| Mrs. Pat Raimer | Donation for "Back the Track" | \$ 20.00 |
| Mrs. Pat Raimer | Donation for the Robotics Team | \$ 20.00 |
| Mr. & Mrs. Steve LaWarre | Donation for "Back the Track" | \$ 200.00 |
| Risner Sand & Gravel - Chris Risner | Donation for "Back the Track"-labor/equip | |
| Superior Asphalt | Donation of only charging half "Back the Track" | |
| Carbongreen Bioenergy | Donation for the Robotics Program | \$ 100.00 |
| Mr. & Mrs. Thomas Jorgensen | Donation for "Back the Track" | \$ 50.00 |
| Saranac Lions Club | Donation for "Back the Track" | \$ 500.00 |
| Class of 2004 Senior Parents | Donation for "Back the Track" | \$ 949.00 |
| Kamminga & Roodvoets | Donation for "Back the Track" | \$ 20,000.00 |
| ADAC Automotive | Donation for "Back the Track" | \$ 5,000.00 |
| Michigan Running Foundation | Donation for "Back the Track" | \$ 500.00 |
| Doris Beukema | Donation for "Back the Track" | \$ 9,058.00 |
| Portland Federal Credit Union | Donation for the Robotics Program | \$ 1,000.00 |
| Impact Operations | Donation for the Robotics Program | \$ 3,000.00 |
| Mr. Joe Wyman | Donation for Band Uniform Fundraiser | \$ 10.00 |
| Mrs. Jenette Patrick | Donation for the Saranac Promise | \$ 200.00 |
| | | |
| Total This Month | | \$ 53,824.55 |
| Total Gifts for 2014-2015 Including This Month | | \$ 88,499.55 |

36133400

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. This will be the 3rd reading before being approved.

9370 Free Materials Distribution in Schools

9370

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)

9370-R Free Materials Distribution in Schools

9370-R

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.

9370 Free Materials Distribution in Schools

9370

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

Political Campaign Materials

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

Special Interest Materials

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

Advertising in the Schools

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

Use of Religious Materials

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

Distribution of Religious Materials

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

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

Approved: July 1, 1997

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

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

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

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

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

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Leave of Absence Request

We have a S.E.S.A. member – Dawn Borup, who has requested an unpaid leave of absence from February 11th through the 19th, six (6) days. Per the collective bargaining agreement, Article 10, Section C. Leave Days, Number 4 – Leave of absence, without pay, Letter c. General Leave, Number 1) “Upon request to the superintendent, an employee may be granted an unpaid leave not to exceed twelve (12) months. Such leave is subject to Board approval if the request is for longer than five (5) days.”

Dawn has requested an unpaid leave from her classroom para-professional position from February 11 – February 19, 2015 totaling 6 days. (Her time off from her bus driver position has been approved and does not require board action.)

The building administration and I support her request, and want the board to be aware of this so as to be able to take action at our next meeting.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Back the Track

Back the Track has raised funds totaling \$75,566.34. As per board request, I will have an update on the overall costs associated with the project, and any items that may need to be considered for completion of the project.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Student Count Update

October 1st, 2014 was our “official” count day for the beginning of the school year. We will finalize the student count which needs to be uploaded by Wednesday of this week. The student count number attached is of November 3.

| | Official | Official | Official | Official | Official | Official | Official | | | | | | | Unofficial | Unofficial |
|-------|----------|----------|----------|----------|----------|----------|----------|---------|---------|---------|---------|--------|---------|------------|------------|
| | 9/29/10 | 10/5/11 | 2/8/12 | 10/3/12 | 2/13/13 | 10/2/13 | 2/12/14 | 6/16/14 | 8/11/14 | 8/14/14 | 8/21/14 | 9/4/14 | 9/18/14 | 10/1/14 | 11/3/14 |
| Grade | Count | Count | Count | Count | Count | Count | Count | Count | Count | Count | Count | Count | Count | Count | Count |
| ECC | 21 | 16 | 22 | 16 | 16.8 | 12 | 14 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 18 |
| KDG | 96 | 114 | 115 | 97 | 96.0 | 96 | 97 | 97 | 67 | 69 | 69 | 70 | 71 | 70 | 70 |
| 1st | 72 | 85 | 87 | 96 | 95.0 | 74 | 74 | 75 | 83 | 84 | 84 | 87 | 85 | 84 | 82 |
| 2nd | 76 | 78 | 76 | 77 | 70.0 | 95 | 96 | 96 | 75 | 74 | 75 | 76 | 76 | 75 | 74 |
| 3rd | 80 | 84 | 81 | 74 | 73.0 | 69 | 67 | 67 | 95 | 95 | 93 | 94 | 94 | 93 | 92 |
| 4th | 83 | 80 | 81 | 82 | 81.0 | 73 | 74.84 | 75 | 67 | 69 | 69 | 69 | 69 | 69 | 69 |
| 5th | 80 | 83 | 82 | 77 | 74.0 | 84 | 84 | 84 | 80 | 77 | 78 | 79 | 78 | 75 | 75 |
| 6th | 97 | 75 | 77 | 83 | 80.0 | 72 | 72 | 72 | 80 | 81 | 79 | 79 | 78 | 78 | 78 |
| 7th | 81 | 94 | 93 | 80 | 76.0 | 81 | 79 | 78 | 70 | 65 | 66 | 66 | 66 | 65 | 65 |
| 8th | 86 | 80 | 78 | 87 | 87.0 | 75 | 70 | 70 | 77 | 78 | 79 | 77 | 76 | 76 | 75 |
| 9th | 81 | 85 | 87 | 86 | 84.0 | 82 | 86 | 87 | 71 | 71 | 72 | 70 | 68 | 68 | 68 |
| 10th | 107 | 76 | 75 | 90 | 92.0 | 81 | 83 | 85 | 89 | 89 | 92 | 100 | 97 | 96 | 96 |
| 11th | 83 | 111 | 108 | 77 | 75.0 | 83 | 78 | 79 | 79 | 78 | 78 | 79 | 82 | 82 | 83 |
| 12th | 87 | 98 | 96 | 106 | 103.7 | 79 | 74.32 | 79 | 89 | 87 | 91 | 86 | 80 | 77 | 80 |
| Total | 1,130 | 1,159 | 1,158 | 1,128 | 1103.47 | 1,056 | 1,049 | 1,060 | 1,038 | 1,033 | 1,041 | 1,048 | 1,036 | 1,024 | 1,025 |
| | | | | | | | | | | | | | | | |
| ECC-6 | 605 | 615 | 621 | 602 | 585.80 | 575 | 578.84 | 582 | 563 | 565 | 563 | 570 | 567 | 560 | 558 |
| 7-8 | 167 | 174 | 171 | 167 | 163.00 | 156 | 149 | 148 | 147 | 143 | 145 | 143 | 142 | 141 | 140 |
| 9-12 | 358 | 370 | 366 | 359 | 354.67 | 325 | 321.32 | 330 | 328 | 325 | 333 | 335 | 327 | 323 | 327 |
| | | | | | | | | | | | | | | | |
| Total | 1,130 | 1,159 | 1,158 | 1,128 | 1,103.5 | 1,056 | 1,049 | 1,060 | 1,038 | 1,033 | 1,041 | 1,048 | 1,036 | 1,024 | 1,025 |

10 Exchange Stu

11 stw

Actual
1,036

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: 1st Budget Amendment

I will be discussing the 1st budget amendment, which is attached. This will take into account our recent audit as well as many adjustments to start out the school year. Overall I am pleased with the results at this time and will be sharing more information at the board meeting on Thursday.

Saranac Community Schools

| General Fund Budget 2012-13 | | 6/23/11 | 6/14/12 | 6/21/12 | 06/20/13 | 06/20/13 | 02/20/14 | 06/19/14 | 06/19/14 | 11/20/14 | Change 1st Amendment FY 14-15 Appropriations Act 2014-15 |
|-----------------------------|---|------------------------|----------------------|-------------------------------------|--|---|--|---|---|---|--|
| | | Proposed 2011- 2012 | Amended 2011-2012 | Continuation Budget 2012-2013 | 4th Amendment FINAL BUDGET 2012-2013 | Original Adopted Budget 2013- 2014 | 1st Amended Budget 2013- 2014 | 2nd Amended FINAL Budget 2013- 2014 | Original Adopted Budget 2014- 2015 | Proposed 1st Amended Budget 2014- 2015 | |
| 100 | Local Revenue | 934,982 | 913,165 | 913,165 | 916,471 | 916,471 | 916,471 | 825,059 | 873,821 | 943,002 | 69,181 |
| 300 | State Revenue | 7,265,417 | 7,571,984 | 7,571,984 | 7,690,066 | 7,203,918 | 7,241,936 | 7,486,861 | 7,354,647 | 7,671,323 | 316,676 |
| 400 | Federal Revenue | 182,160 | 245,528 | 245,528 | 250,780 | 247,570 | 287,144 | 295,118 | 217,144 | 216,080 | (1,064) |
| 500 | Incoming Trans & Other | 462,303 | 284,397 | 284,397 | 259,814 | 259,814 | 259,814 | 173,814 | 259,814 | 259,814 | - |
| | Total Revenue- General Fund | 8,844,862 | 9,015,074 | 9,015,074 | 9,117,131 | 8,627,773 | 8,705,365 | 8,780,852 | 8,705,426 | 9,090,219 | 384,793 |
| 1110 | Basic Programs | 4,560,777 | 4,696,137 | 4,696,137 | 4,730,168 | 4,682,687 | 4,589,689 | 4,699,364 | 4,754,984 | 4,821,648 | 66,664 |
| 1120 | Added Needs | 1,105,566 | 1,241,607 | 1,241,607 | 970,277 | 950,390 | 923,854 | 929,506 | 901,580 | 826,411 | (75,169) |
| 1210 | Pupil Support Services | 241,348 | 245,534 | 245,534 | 329,253 | 327,883 | 324,164 | 317,834 | 317,846 | 318,481 | 635 |
| 1220 | Inst Staff Support Services | 93,151 | 90,797 | 90,797 | 142,155 | 141,376 | 140,485 | 118,355 | 111,415 | 119,279 | 7,864 |
| 1230 | General Administration | 308,546 | 308,546 | 308,546 | 312,189 | 312,140 | 360,840 | 356,626 | 291,751 | 309,044 | 17,293 |
| 1240 | School Administration | 700,514 | 698,194 | 698,194 | 735,431 | 726,719 | 726,719 | 730,105 | 706,396 | 697,742 | (8,654) |
| 1250 | Basic Support Service | 393,959 | 292,959 | 292,959 | 256,923 | 250,223 | 250,223 | 250,714 | 246,973 | 218,525 | (28,448) |
| 1260 | Operations & Maintenance | 754,581 | 772,456 | 772,456 | 777,378 | 851,554 | 851,554 | 735,448 | 765,554 | 741,493 | (24,061) |
| 1270 | Transportation | 537,117 | 525,768 | 525,768 | 512,385 | 531,147 | 531,147 | 547,911 | 542,197 | 541,301 | (896) |
| 1280 | Support Services | 170,243 | 211,767 | 211,767 | 188,009 | 187,910 | 187,094 | 237,060 | 197,325 | 204,922 | 7,597 |
| 1290 | Other Support Service | 140,845 | 162,545 | 162,545 | 165,549 | 165,706 | 165,706 | 154,749 | 161,266 | 162,163 | 897 |
| 1320 | Com Service, Recreation | - | 2,500 | 2,500 | - | - | - | - | - | - | - |
| 1350 | Custody and Care of Children | - | - | - | 5,100 | 5,100 | 5,100 | - | - | - | - |
| 1130/1390 | Continuing Ed | 34,557 | 34,557 | 34,557 | 34,525 | 34,535 | 34,535 | 26,971 | 34,535 | 34,535 | - |
| 1410 | Transfers to Govt Units - Voc. Ed. Ag. | 31,500 | 31,500 | 31,500 | 26,600 | 31,500 | 31,500 | 42,200 | 31,500 | 31,500 | - |
| 1450 | Facilities Acquisition, Construction and Improvements | - | - | - | - | - | - | - | - | 87,000 | 87,000 |
| 1490 | Other Transactions | - | - | - | - | - | - | - | - | - | - |
| 1510 | Interest/School Loan | - | - | - | - | - | - | - | - | - | - |
| 1620 | Fund Modifications: School Serv | - | - | - | - | - | - | - | - | - | - |
| 1630 | Fund Modifications: Debt Fund | - | - | - | - | - | - | - | - | - | - |
| | Total Expenditures- General Fund | 9,072,704 | 9,314,866 | 9,314,866 | 9,185,942 | 9,198,870 | 9,122,610 | 9,146,843 | 9,063,322 | 9,114,044 | 50,722 |
| | Excess Rev/(Exp) | (227,842) | (299,792) | (299,792) | (68,811) | (571,097) | (417,245) | (365,991) | (357,896) | (23,825) | |
| | Fund Balance Forward | 813,559 | 1,003,973 | 704,181 | 1,217,763 | 1,148,952 | 1,410,100 | 1,410,100 | 1,044,109 | 1,239,811 | |
| | Audited Total Fund Balance | 1,003,973 | | | | 1,410,100 | | | 1,239,811 | | |
| | Estimated Total Fund Balance | 585,717 | 704,181 | 404,389 | 1,148,952 | 577,855 | 992,855 | 1,044,109 | 686,213 | 1,215,986 | |
| | Total Fund Balance as a % of Expenditures | 6.5% | 7.6% | 4.3% | 12.5% | 6.3% | 10.9% | 11.4% | 7.6% | 13.3% | |
| | Audited Fund Balance Forward | | | | | | | | | 1,239,811 | |