

Saranac Community School

Board of Education Agenda

Regular Meeting

January 8, 2015

6:30 PM

Library, Saranac Jr/Sr High School

We would like to invite everyone for treats and refreshments at 6:30 pm in the library to meet all of the foreign exchange students to our district this school year.

1. Call to Order_____
2. Pledge of Allegiance
3. Introduction of New Board Members and Oath of Office
4. Election of Acting Chairperson
5. Appointment of Temporary Secretary
6. Approval of Minutes 3
7. Additions and Deletions to the Agenda
8. Comments from Guests-Agenda Items
9. Annual Organizational Meeting
Nomination and Election of Officers:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
10. Investment of Funds 5
11. Depository of Funds 10
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15. Adjournment of Organizational Meeting_____
16. Continue Regular Meeting:_____
17. Student Report
18. Administrator's Update - Introduction of Foreign Exchange Students and Families
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22. Board Requests/Reports	
23. Communications	
24. Closed Session for Superintendent Evaluation	
25. Closed Session for Negotiations Planning	
26. Other	
27. Adjournment_____	

Saranac Community Schools
Board of Education
Meeting #12

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

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

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

Judy Tutak-Hill led in the Pledge of Allegiance.

Minutes from regular meeting #11, dated December 4 & Special Meeting dated, December 11, 2014 were approved as written.

ADDITIONS & DELETIONS: Superintendent Geiger would like to add Action Item; Approve School Board Retirement Resolutions.

COMMENTS FROM GUESTS: None

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

- ✓ Approve Bills Paid totaling \$552,683.20 from General Fund for November/December
- ✓ Approve Organizational Meeting Date – Thursday, January 8, 2015 at 7 pm

APPROVE SUPERINTENDENT'S EVALUATION: Motion by Tutak-Hill, supported by Lauer and unanimously approved that the Saranac Board of Education approve the Superintendent's evaluation as effective for the 2014-2015 school year.

APPROVE SCHOOL BOARD RETIREMENT RESOLUTIONS: Motion by Denny, supported by Coulson and unanimously approved that the Saranac Board of Education approve the retirement resolutions of Judy Tutak-Hill and Dan Lauer from the Board of Education as presented.

COMMENTS FROM GUESTS: The board received public comment.

SUPERINTENDENT REPORT: Superintendent Geiger reported at the next meeting we will be introducing our exchange students and their host families.

The transportation department has secured two quotes for new and updated bus radios. The current system is failing and has become harder to repair. Crouch Communications is our current provider and could do the updates for us. The cost would be around \$17,000.

We will need to have a student hearing and a request for a student re-admission. The board has scheduled January 13 for this meeting at 6:30 p.m.

BOARD REQUESTS/REPORTS: Mr. Beach has been working on the staff directory for the website, and also will be at our next meeting to get an updated board picture for the website.

COMMUNICATIONS: None

APPROVE EXECUTIVE SESSION MINUTES: Executive Session minutes dated December 11, 2014 were approved as written.

OTHER: Board President, Steve LaWarre asked board members to start thinking about positions that will be voted on at the organizational meeting.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Roy Hawkins
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Investment of Funds

POLICY: 3300 Investment of Funds

Board Policy 3300 reads: "Annually, the board shall pass a resolution authorizing the superintendent to invest surplus funds of the district."

We typically invest the proceeds from the operating loan and surplus funds in the Trust, Scholarship, and Debt Funds.

Annually, the board shall pass a resolution authorizing the superintendent to invest surplus funds of the district.

Approved: July 1, 1997
LEGAL REF: MCL 380.1223

The superintendent, as the designated agent for the Board Treasurer, is responsible for maximizing the interest earnings of the district while also maintaining the security of the investment in accordance with state law. Such authorized investments shall be restricted to those investments permitted by Section 1223 of the Revised School Code, including:

1. Bonds, bills or notes of the United States, obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the state.
2. Certificates of deposit issued by a financial institution or share certificates of a state or federal credit union that is a financial institution.
3. Commercial paper rated prime at the time of purchase and maturing not more than 270 days after the date of purchase.
4. Securities issued or guaranteed by agencies or instrumentalities of the United States government.
5. United States government or federal agency obligation repurchase agreements.
6. Bankers' acceptances issued by a bank that is a member of the federal deposit insurance corporation.
7. Mutual funds composed entirely of investments vehicles that are legal for direct investment by a school district.
8. Investment pools, as authorized by the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118, composed entirely of instruments that are legal for direct investment by a school district.

School district funds are required to be deposited in a "financial institution" as defined in Section 1223 of the Revised School Code.

The superintendent, in determining the best investment, shall consider three factors: (1) quality and security of the investment, (2) interest rate available, and (3) accessibility of funds on short notice. Only prime one or two commercial paper shall be considered.

Consideration will also be given to the spread of interest rates between commercial paper and certificates of deposit (savings deposit receipts) issued by banks, savings and loans or credit unions. When appropriate, banks having accounts of the district, or those from whom the district has recently secured loans, shall be given preference for the investment of funds.

The superintendent is authorized to utilize the services of a registered investment advisor to manage the school district's investments or to provide on-going advice regarding the quality and security of authorized investments. Any contracts regarding the use of investment advisory services or the investment of school funds may be reviewed by legal counsel prior to board approval.

Depository banks, financial institutions or other entities acquiring investments on behalf of the school district shall be requested to certify that the investments are in compliance with Section 1223 of the Revised School Code prior to any deposit or investment of school funds in that institution.

A bank whose combined capital and surplus exceeds \$50,000 may receive deposits of school funds in an amount not more than double the combined and unimpaired surplus of the bank.

The board also authorizes the superintendent to open passbook savings accounts for general fund monies to earn interest while not being used for operating purposes or invested otherwise. Such accounts shall be used when the cash flow pattern does not permit the purchases of longer term investments or when the rate of return is comparable or greater than is available from other investments. The superintendent, assistant superintendent, and/or the executive secretary are authorized to make deposits and withdrawals from this account, only for authorized and approved expenditures.

Money in several funds of the school district shall not be co-mingled for the purpose of making an investment authorized by this policy except that the board may

establish and maintain one common debt retirement fund for issues of bonds of similar character for investment purposes only.

Interest from investments shall accrue to the fund from which the investment was made as determined by the board and permitted by current law.

The superintendent shall assume the responsibility of developing cash flow patterns for all funds in order to determine the availability of funds for investment. The superintendent shall report monthly to the board on the status of all investments.

Revised: July 13, 2006

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Depository of Funds

POLICY: 3400 Depository of Funds

Background

Policy 3400, Depository of Funds, states that: "At the annual organizational meeting, the board shall designate the bank(s) or trust companies in which the funds of the district shall be deposited and the proportion of funds to be deposited in each." The banking institutions that we would like approved for our deposits are as follows:

Fund/Bank	Note	Proratio n
Building and Site Funds		
Currently not used		
American Express Financial Advisors, Inc.		
Bank One		0%
Citizens Commercial Savings, Flint		
Commonwealth Financial Network	2006 Bldg & Site Fund	0%
Fifth Third, Grand Rapids		0%
Huntington Bank, Lowell		
Franklin Bank, Southfield		
Ionia County National Bank, Ionia		
J.P. Morgan Trust Co.		0%
Michigan National Bank		0%
Michigan School District Liquid Asset Fund Plus (MILAF)		0%
Multi-Bank, Southfield		
Debt Fund		
U.S. Bank	Payment Only (from Ind. Bank)	0%
The Bank of New York	Payment Only (from Ind. Bank)	0%
General Fund		
Independent Bank, Saranac		100%
Scholarship Funds		
Independent Bank, Saranac		5%
Grand Rapids Community Foundation		95%
School Service Fund (Ath/FS/Trust)		
Independent Bank, Saranac		100%

At the annual organizational meeting, the board shall designate the bank(s) or trust companies in which the funds of the district shall be deposited and the proportion of funds to be deposited in each. The treasurer shall deposit or cause to be deposited, funds of the district in bank(s) as authorized by the board and in the proportions authorized by the board.

Approved: July 1, 1997

LEGAL REF: MCL 380.1221-1222; 129.12

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Board Member Compensation

POLICY: 1167 Board Member Compensation

Board Policy 1167 states:

The Board may authorize compensation for its members for attendance at any regular, special or subcommittee meeting of the board, or authorized duty if the duty is related directly to the member's responsibility and is authorized in advance by the board. This will include negotiating sessions. Meeting compensation shall be \$20 per meeting.

In 2000, the rate was changed from \$20 to \$25. The rate of \$20 per meeting was changed for the 2009-10 school year. \$20 will remain in effect for regular and special meetings of the Board, including meetings of the Board's Teacher Negotiations and the Support Staff Negotiations Committees unless and until such time as the Board chooses to revise the above policy.

The board may authorize compensation for its members for attendance at any regular, special or subcommittee meeting of the board, or authorized duty if the duty is related directly to the members' responsibility and is authorized in advance by the board.

Meeting compensation shall be \$20 per meeting. This will include negotiating sessions.

Approved: July 1, 1997

Revised: July 6, 2000

July 2, 2009

LEGAL REF: MCL 380.11a; 691.1409

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Appoint School Attorney

POLICY: 1191 Designation of School Attorney

Policy 1191 deals with legal counsel:

The board shall retain a qualified attorney and/or legal firm to handle all legal matters referred by the board and to receive such compensation as the board may provide....

Compensation for duties and services shall be agreed to by the attorney and the board in the retention agreement which shall set forth the annual retainer and supplemental charges....Only the president and superintendent are authorized to contact the attorney on legal matters concerning the district.

I recommend we use the firm of Thrun Law Firm, P.C., of Lansing, Michigan and approve the annual retainer and supplemental charges as detailed in their letter dated December 18, 2014. This will be brought back at the second meeting in January for action.



THRUN

LAW FIRM, P.C.

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P.O. Box 2575
EAST LANSING, MI 48826-2575
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2900 WEST ROAD, SUITE 400
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ROBERT G. HUBER
MICHAEL D. GRESENS
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RAYMOND M. DAVIS

MICHELE R. EADDY
KIRK C. HERALD
MARGARET M. HACKETT
MATTHEW F. HISER
KARI S. COSTANZA
ROBERT A. DIETZEL

ERIC D. DELAPORTE
DAVID M. REVORE
JENNIFER K. JOHNSTON
RYAN J. NICHOLSON
BRANDON C. WALKER
FREDRIC G. HEIDEMANN

DANIEL R. MARTIN
KATHERINE WOLF BROADDUS
TIMOTHY T. GARDNER, JR.
JESSICA A. WALKER
ROBERT J. ROBINSON (OF COUNSEL)

December 18, 2014

Dear Client:

Happy New Year! We look forward to continuing our attorney-client relationship with you. We appreciate your confidence in us and will strive throughout 2015 to provide your school district with cost-effective and high quality legal services.

Retainer Fee

Enclosed is our retainer fee statement in the amount of \$1,800 for the 2015 calendar year. This fee establishes an attorney-client relationship which covers extensive legal resource availability. Thrun Law Firm has 29 attorneys, each of whom focuses on school law and works with public school officials on a daily basis. Our experience in this highly-specialized area of law ensures effective and efficient representation for our school clients.

Benefits of Retainer Relationship

- Substantially lower hourly rates than those charged to non-retainer clients.
- An invitation to attend our annual spring seminars. A 27-year tradition, these half-day seminars are provided at no charge to our retainer clients at several locations around the state. The seminars provide updates on current legal topics and give attendees opportunities for CLE credit.
- Access to model language, forms, and policies that are generally provided without charge or for a flat fee.
- *School Law Notes*, our monthly retainer client newsletter, which contains timely information about current legal issues affecting school districts, boards of education, and school officials.
- Periodic, prompt notices (e-blasts) on important developments.
- No charge for occasional brief telephone calls.

As in the past, we anticipate providing additional valuable services at no charge to our retainer clients as the Legislature continues to adopt legislation that significantly impacts your school district's finance, operations, and labor relations. Such services have included, but were not limited to, (1) advising the Legislature on changes to the School Loan Revolving Fund to mitigate the negative impact on school districts; (2) attending meetings of the State Tenure

Retainer Client
 December 18, 2014
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Commission and the Michigan Employment Relations Commission to monitor developments under the laws administered by those agencies; (3) analyzing the outcomes of cases decided by the State Tenure Commission to assess the impact of 2011 amendments to the Teachers' Tenure Act; and (4) serving as a resource to statewide school management membership organizations on a variety of legal issues.

We take great pride in preparing our *School Law Notes* newsletter in an accessible format that emphasizes "plain English," avoids "legalese," and provides our clients with practical legal information, including suggested forms, resolutions and other helpful documents. For example, the newsletter annually includes summer tax and truth-in-taxation resolution forms at no additional cost. Past editions of the *School Law Notes* newsletter (January 2008 to present) are available in a searchable electronic format on our website (www.thrunlaw.com) exclusively for our retainer clients. A useful search tool is provided to permit easy access to topics of interest in our newsletters.

Practice Areas

In addition to our extensive trial and appellate practice before Michigan and federal courts, as well as administrative agencies, Thrun Law Firm offers a broad range of legal services for public school districts which are described in Attachment A to this letter.

Fees

For 2015, our hourly rates for legal services *are the same as in 2014* and will be billed for retainer and non-retainer clients as follows:

<u>Shareholder</u>		<u>Senior Associate</u>		<u>Associate</u>	
Retainer	\$240	Retainer	\$215	Retainer	\$190
Non-Retainer	\$270	Non-Retainer	\$245	Non-Retainer	\$230

Election issues involving ballot questions and finance issues (i.e., bonds, tax and state aid anticipation notes, installment purchase agreements, and lines of credit) are billed on a flat fee basis. Our fee for a school bond financing is determined by the nature and amount of the bond issue, while fees for other types of finance issues are determined primarily by the amount of the financing. Bond issue fees are all-inclusive; clients are not billed for additional expenses such as in-state travel, telecommunications, copies, shipping, and other related costs. However, fees for the architect, construction manager, energy performance, construction contract reviews and related construction or renovation matters are considered separate and are billed at an hourly rate.

Our 2015 school election fee is \$1,400 for retainer clients and \$1,700 for non-retainer clients. This fee covers our review of existing millages and potential needs, as well as



Retainer Client
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preparation of the necessary calendar, resolutions, ballot language, and related documents. We retain a copy of the entire proceedings for school district elections. Consequently, if an issue arises about an election, either for a potential borrowing or any court action, we have a complete transcript of the election proceedings on site for use in addressing the matter. We also maintain a computer database for our use regarding each election client that has important information about millage expiration dates. This information allows our attorneys to provide our clients with the advice they need to help determine when a school district's millage should be renewed by voters. Board member election questions are billed on an hourly basis.

Forms

All governmental units and nonprofit organizations, including public school districts, are required to issue a Form 1099 to each law firm to which any payment for legal services was made during calendar year 2014. Please submit your school district's Form 1099 to us *by January 31, 2015*.

In anticipation of your request for our federal taxpayer identification number, we have enclosed a completed Substitute Form W-9 for your files.

Conclusion

We look forward to being of continuing service to your school district in 2015. If you would like additional information regarding our legal services, please do not hesitate to contact us.

Very truly yours,

THRUN LAW FIRM, P.C.

Enclosures: Retainer Fee Statement
Substitute Form W-9

ATTACHMENT A

General School Law

- Policy and operational matters
- Student discipline and rights
- Expulsion/suspension hearings
- Freedom of Information Act
- Open Meetings Act
- Transportation
- Consolidation and annexation

School Elections

- Ballot drafting
- Bond proposals
- Operating millage
- Sinking fund millage
- Enhancement millage
- Recreational millage
- ISD millage

Michigan Administrative Law

- Department of Education
- Tax Tribunal
- Tenure Commission
- Employment Relations Commission
- Office of Administrative Hearings
- Civil Rights Commission

U.S. Government Administrative Law

- Department of Education
- Office of Civil Rights
- Department of Labor
- Wage/Hour and Fair Labor Standards
- Environmental Protection Agency
- Occupational Safety and Health
- Administration
- Equal Employment Opportunity
- Commission

Employment and Labor Law

- Management strategies
- Personnel policies and procedures
- Teacher tenure
- Contract review
- Collective bargaining negotiations
- Arbitration and mediation
- Unfair labor practices
- Wage and hour compliance
- Civil rights and discrimination
- Family and medical leave

Bond and Finance Counsel

- Voted and non-voted bonds
- Energy bonds
- State aid notes
- Tax anticipation notes
- Lines of credit
- Installment purchase agreements
- Equipment leases
- QZABs, QSCBs, BABs, and CREBs

Construction and Real Property Law

- Architect/CM contracts
- Zoning and ordinance compliance
- Condemnation proceedings
- Real estate transactions
- Arbitration and mediation

Special Education/Section 504 Law

- IEP team meetings
- Due process hearings and complaints
- Resolution sessions
- Mediation
- Eligibility
- Least restrictive environment
- Discipline
- Private placement

The board shall retain a qualified attorney and/or legal firm to handle all legal matters referred by the board and to receive such compensation as the board may provide.

The duties of the attorney or legal firm shall be as follows:

1. Upon request of the board president or superintendent, attend the meetings of the board and act as counselor;
2. Render a written opinion on a legal question when requested by the board;
3. Prepare or supervise the preparation of all legal papers and documents which shall be executed by the board officers; or shall approve same before execution thereof by the officers;
4. Provide such opinions or other legal information to the superintendent which may be necessary for the immediate or long-range conduct of the district;
5. Represent the district as specifically designated by the board in litigation to which the district may be a party or in which it is interested;
6. Shall, upon request, represent the board in the purchase or sale of any real estate;
7. Attend to and act on any matters the board refers to him for supervision, adjustment, and/or disposal;
8. Prepare all questions to be placed upon the ballot for regular or special elections;
9. Periodically provide progress reports to the board on legal matters referred; and
10. Perform such other services as requested by the board.

Compensation for duties and services shall be agreed to by the attorney and the board in the retention agreement which shall set forth the annual retainer and supplemental charges.

Only the president or superintendent are authorized to contact the attorney on legal matters concerning the district.

The board's legal counsel shall not provide personal legal assistance to individual board members, the superintendent, or members of the staff unless specifically authorized by the board.

In any dispute or potential divergence of interests between the board and superintendent, the superintendent shall not utilize the district's counsel to represent his interest.

Approved: July 1, 1997
LEGAL REF: MCL 380.11a

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Set Meeting Dates

POLICY: 1300 (Board) Meetings

Here is a schedule of Thursday board meeting dates for calendar year - 2015.
I will be gone on January 22 to the Superintendent's Conference in Kalamazoo and would like the board to decide on either January 15 or 29 for the second meeting for January.

1/8/15	1/22/15
2/5/15	2/19/15
3/5/15	3/19/15
4/2/15	4/16/15
5/7/15	5/21/15
6/4/15	6/18/15
7/2/15	7/16/15
8/6/15	8/20/15
9/3/15	9/17/15
10/1/15	10/15/15
11/5/15	11/19/15
12/3/15	12/17/15

Suggested Resolution

I move that the Saranac Board of Education adopt 2015 Board of Education meeting schedule as listed above.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Organizational

The organizational meeting of the board shall be held within the first two weeks of January.

Regular

The board shall hold at least one regular meeting each month. The schedule for regular monthly meetings shall be adopted at the board's organizational meeting. A notice of the regular meeting schedule shall be posted at the entrance to the principal office of the board, the principle office of the district within ten days after the organizational meeting.

The schedule of regular meetings or the regular meeting date may be changed by the board as provided in current law.

Special Meetings

Special meetings of the board may be called by the president (Chair) of the board, or by two board members by providing the other board members a written notice of the date, time, and place of the special meeting.

The notice may be served by delivering the notice to the board member personally, or by leaving the notice at each member's residence with a person of the household at least 24 hours before the meeting is to take place. The notice also may be served by mail addressed to the member at the member's address on file in the district office, at least 72 hours before the meeting is to take place. Service of the notice may be by a board member or an employee of the district.

Emergency Meetings

The board may meet in emergency session in the event of severe and imminent threat to the health, safety or welfare of the public, when two-thirds of the members elected to and serving on the board decide that delay would be detrimental to the efforts to lessen or respond to the threat.

Information/Work/Study Sessions

Information/work or study sessions of the board shall be held as called by the president. Such sessions shall be open to the public and properly posted as board meetings. No action by the board shall be taken at such meetings.

Approved: July 1, 1997

Revised: January 10, 2013

LEGAL REF: MCL 15.261-275; 380.613; 380.1031; 380.1201

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Gifts

POLICY: 9350 Public Gifts and Bequests

These are the gifts received in late November/December.

Mr. & Mrs. William Meyers	Band Uniform Fundraiser	\$ 25.00
Mrs. Shirley Weeks	Band Uniform Fundraiser	\$ 20.00
Mr. & Mrs. Rob Koerner	Band Uniform Fundraiser	\$ 330.00
Mrs. Joyce Ballard	Band Uniform Fundraiser	\$ 100.00
Mr. & Mrs. Matt Young	Band Uniform Fundraiser	\$ 50.00
Mr. & Mrs. Richard Cahoon	Band Uniform Fundraiser	\$ 100.00
Meijer Inc. Offices	Back the Track Fundraiser	\$ 500.00
Mr. & Mrs. Michael Topp	Back the Track Fundraiser	\$ 100.00
Mrs. Lois Wilber	Back the Track Fundraiser	\$ 200.00
Mr. Laurence Biggs, Jr.	Back the Track Fundraiser	\$ 100.00
Anonymous Donor	Athletic Program	\$ 100.00
Mrs. Martha Brown	Band Uniform Fundraiser	\$ 100.00
Mrs. Marilyn Hotchkiss	Back the Track Fundraiser	\$ 100.00
Ms. Diana Brown	Steven Brown Memorial Scholarship	\$ 300.00
Mr. & Mrs. Jim McCarty	Band Uniform Fundraiser	\$ 25.00
Team Cuts	Purple Basketball Game Fundraiser	\$ 50.00
Mr. & Mrs. Ryan Hesche	Saranac Promise from sale of home to Miles Family	\$ 100.00
Mrs. Cheryl Hefron	Back the Track Fundraiser	\$ 10.00
Michigan One	Back the Track Fundraiser	\$ 1,000.00
Michigan One	Donation for Saranac Families in need	\$ 500.00
Mr. & Mrs. David Brown	Steven Brown Memorial Scholarship	\$ 500.00
Mr. Laurence Biggs, Jr.	Band Uniform Fundraiser	\$ 100.00
Pinkney Hill Meat Company	Donation for Saranac Families in need	\$ 500.00
Ladies Auxiliary VFW-Sheridan	In Memory of Joyce Yaw for Track	\$ 10.00
Sandra Brinkman	Band Uniform Fundraiser	\$ 30.00
Mr. & Mrs. Darrell Dunckel	Band Uniform Fundraiser	\$ 30.00
Mr. & Mrs. Raymond Hawkins	Band Uniform Fundraiser	\$ 100.00
Pinnacle Tool	Band Uniform Fundraiser-Sponsor A. Hoag	\$ 450.00
Sandra Brown	Donation to the Jr/Sr High Library in Memory of Joe	\$ 250.00
Jones Farm Market	Band Uniform Fundraiser	\$ 25.00
Mr. Greg Shaffer	Back the Track Fundraiser	\$ 20.00
Mr. & Mrs. Brien Simpson	Back the Track Fundraiser	\$ 100.00
Fred Haight Insurance Agency	Band Uniform Fundraiser	\$ 210.00
Mr. & Mrs. Edward Wood	McGee Memorial	\$ 50.00
Mr. & Mrs. Daniel Laney	Band Uniform Fundraiser	\$ 45.00
YourCause, LLC	Stacy Sachen (U of M Scholarship)	\$ 500.00
Ed Brown (Saranac Ed Foundation)	Saranac Elementary Tutoring Program	\$ 70,000.00
Mr & Mrs. Richard Cahoon	Band Uniform Fundraiser	\$ 500.00
Total This Month		\$ 77,230.00
Total Gifts for 2014-2015 Including This Month		\$ 165,729.55

The board will consider the acceptance of gifts from the public.

Gifts to Schools (Cf. 8800)

Any organization or individual wishing to make a gift to the district must have the prior approval of the board. All gifts will be regarded as gifts to the district. The board, in general, will not accept gifts with conditions attached, except as otherwise noted in statute.

Donors shall be officially thanked, in writing, by the board on behalf of the district and all gifts shall be publicly acknowledged, if the donor desires.

The superintendent shall set forth criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

Income From Gifts and Bequests

Income derived from gifts and bequests shall be credited, if possible, to the fund requested by the donor. If the request of the donor cannot be fulfilled, the gift or bequest shall be deposited in the capital fund of the district or any other fund specified by the board.

Gifts by District Employees

District employees are discouraged from giving gifts to any student or class of students when such gifts arise out of a school situation, class or school-sponsored activity unless approved by the superintendent.

Gifts to District Employees

District employees are prohibited from receiving gifts from vendors, salesmen or other such representatives.

Because of the potential for abuse, the giving or receiving of gifts between faculty or staff and students should be discouraged.

Students' Gifts to Staff Members

Students shall be discouraged from collecting money, allocating activity funds or purchasing gifts for faculty members.

Students' Gifts to the School

Student organizations, with prior approval of the organization's sponsor and building principal, may donate a portion of the organization's funds to a school or to the district for specific purposes enumerated by them. Such donations must have final approval of the superintendent or the board depending on the size of the gift or its potential use.

Faculty Gifts to Students

Faculty members are discouraged from giving gifts to individual students or to classes of students during school hours in any attendance center or on school property.

Approved: July 1, 1997

Gifts to Schools

Persons or organizations desiring to make gifts to the schools should contact the superintendent or designated representative to obtain board approval. Gifts shall not be accepted if excessive costs of installation or maintenance would be involved, unless such costs are determined by the board to be within certain budget limitations.

A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Students' Gifts to Staff Members

Nothing in these rules and regulations will be construed to prohibit the giving of gifts where there is a family relationship. If such a gift is contemplated, the giving of said gift shall not be during a school day or school activity.

Students' Gifts to the School (Cf. 3800)

The superintendent, in cooperation with building principals and representatives of faculty and students, will develop and determine appropriate forms to be used by student organizations to seek approval from the superintendent or the board to donate gifts to the school or district.

Any such gift shall become the property of the district upon acceptance.

Gifts to District Employees

If a district employee is found to have accepted a gift from any person as outlined in the policy on gifts, the superintendent may recommend to the board that said employee be subject to disciplinary action.

The superintendent shall be responsible for the administration of this policy for all principals, central staff members, certified staff members who travel between buildings, substitute teachers, all supervisors and all non-certified employees not assigned to a building. The building principal will be responsible for the administration of this policy for all assigned employees.

Donations for Extracurricular Activities (Cf. 9520, 9710, 9730)

The board may accept donations from school related or community organizations or private individuals or businesses earmarked to support extracurricular activities.

The board reserves the right to control the conditions under which such donations are accepted and establishes the following criteria to determine the acceptability of such donations:

1. Funds provided for support of specific programs must be received by the board prior to the beginning of that program, and in sufficient time to permit proper planning for the institution of or continuation of the activity. Funds for support or reinstatement of athletic programs may be provided on a seasonal basis;
2. Funds must be provided in sufficient amounts so that equal opportunity and balanced programs for both boys and girls are provided;
3. The control and administration of any programs supported through earmarked donations shall remain with the board and administrative staff. There shall be no restriction tied to the donation which would deny the board its right and responsibility in setting policy to control said programs as regular school activities;
4. The purpose of the donation must be clearly stated in order that the board may give full, concise and timely consideration to the offer;
5. All donations, once received, shall be the property of the school district; and
6. The board reserves the right to accept or reject any gift or donation, including the right to return the gift or donation after it has been accepted.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: JV Baseball Coach

We posted for a JV baseball coach in December and Josh Leader, athletic director and Jason Smith, varsity baseball coach are scheduling interviews this week with the intent to have a recommendation to me prior to the board meeting.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Medical Leave Of Absence

Beth Kelly, elementary secretary, has requested a medical leave of absence for care of her husband. Brian had a CVA (stroke) in September and then sustained a broken leg in October. Beth has submitted the appropriate documentation with a doctor's recommendation for medical leave for her to provide for the care of Brian at least 6-9 months, or until July 2015.

I have spoken with Beth and she has authorized the sharing of medical information as it relates to Brian's medical condition and recovery.

I support Beth's request for medical leave up to July 1st, 2015, and will be asking for your approval at our next meeting in January.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Saranac Promise Update

New board member and Saranac Promise Committee member, David Price will be sharing a power point presentation on the Saranac Promise.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Board Self-Evaluation Results

Scott Morrell from the Michigan Association of School Boards (MASB) will be presenting the results of the online board self-evaluation that was completed last fall.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: District Strategic Planning

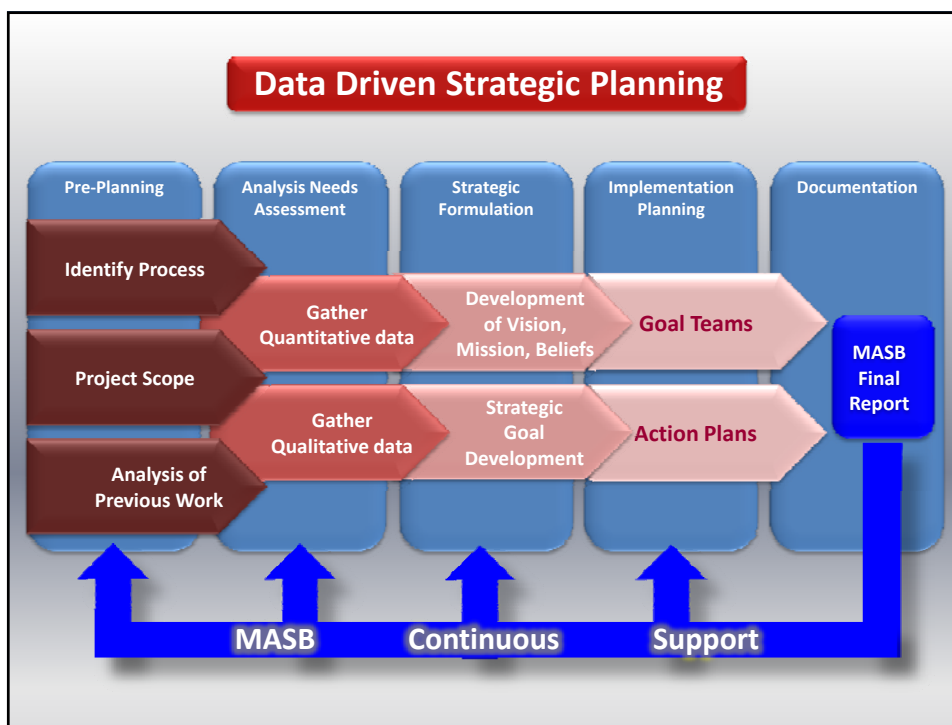
Scott Morrell, Senior Facilitator & Adjunct Staff from the Michigan Association of School Boards (MASB) will be presenting the board with a data driven strategic planning process that is facilitated by MASB. The PowerPoint presentation is attached for your review.

MASB

Data Driven Strategic Planning

Scott Morrell
Senior Facilitator/Adjunct Staff

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Pre-Planning

Identify process (MASB/District)

- Time line, agenda(s)
- Communication strategies
- Agreement on implementation process

Project scope (MASB/District)

- Input involvement/strategies
- Implementation strategies
- Planning team membership/roles
- Essential trend or comprehensive comparison data audit
- Reference Districts chosen

Analysis of previous work

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Analysis Needs Assessment

Gather quantitative and qualitative data

- Stakeholder input (perceptual data)
 - In District Meetings
 - Electronic Survey
- Educational data audit (quantitative data)
 - Demographic
 - Student achievement
 - Financial
 - Personnel

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Strategic Formulation

Strategic Formulation

- Review & Development of vision, mission, beliefs
- Strategic priority goal development
- Consensus on district needs

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Implementation

Goal Teams

- Goals & Objectives Identified and Developed
- Vision, Mission, & Beliefs review team
- Identification of measurement
- Reporting schedule/Calendar
- Action Plans started

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MASB Final Report


Documentation


- MASB final report

Deliverables

- Templates for Public Relations
- Templates for meeting invitations
- Data Results
- Facilitation through entire process
- Final documents








Houghton Lake Community Schools
2013-2018
Strategic Plan Summary Document

Houghton Lake Community Schools will be the leader in K-12 Education by preparing each learner for a successful tomorrow

Submitted by the Michigan Association of School Boards, May 2013
 Approved by the Houghton Lake Community Schools, May 13, 2013

Strategic Plan Summary • 2013-18			
 <p>Goals</p> <ul style="list-style-type: none"> Student Achievement Professional Development Community Relations Facilities/Learning Environment <p>Mission Statement</p> <p>Houghton Lake Community Schools' mission is to create a community of learners working together in a safe and challenging learning environment. To meet the needs of our diverse student population, Houghton Lake Community schools strives to attain high academic achievement and personal growth. This will be accomplished through cooperation between the school, community, parents/guardians and students.</p> <p>Vision Statement</p> <p>Houghton Lake Community Schools will be the leader in K-12 Education by preparing each learner for a successful tomorrow</p>	<p>Student Achievement</p> <p>Objectives:</p> <ul style="list-style-type: none"> Engage and improve partnerships with all stakeholders through positive educational opportunities <ul style="list-style-type: none"> Host events that foster collaboration and participation with staff, families, and community members Use instructional practices for all students in order to increase student achievement by meeting or exceeding the target proficiency rates annually <ul style="list-style-type: none"> Accurately identify students who could benefit from curricular extensions and differentiated instruction through extended opportunities (Plan-Do-Check Act) Provide a rigorous and dynamic curriculum that is vertically aligned with the Common Core standards, and implement a balanced and comprehensive system of formative and summative assessments <ul style="list-style-type: none"> Curriculum maps will be developed K-12th grade, reviewed and revised bi-weekly, available resources identified, time allocation for collaboration and professional development 		
	<p>Facilities/Learning Environment</p> <p>Goal: Facilities: Develop a long range master plan for all facilities; including the use, maintenance and replacement</p> <p>Objectives:</p> <ul style="list-style-type: none"> Develop a plan for better utilization of the facilities and programs by our community Utilize stakeholders in the development of the overall master plan developing strategic alliances with stakeholders <p>Goal: Learning Environment: Develop and implement programs for creating a culture of success for all</p> <p>Objectives:</p> <ul style="list-style-type: none"> Develop and implement programs that promote a safe, clean, respectful district for all Develop and implement a "customer service" plan Create a culture of Student First/Student Drive 	<p>Professional Development</p> <p>Goal: Provide, develop and support professional development programs and initiatives that are prescriptive, systemic, research-based and recognized as "best practice"</p> <p>Objectives:</p> <ul style="list-style-type: none"> Provide focused professional development and training opportunities for all team members of the organization A comprehensive professional development plan and schedule will be developed, implemented and reviewed on an annual basis Have a plan/system for evaluation of each professional development opportunity for review and continuous improvement 	<p>Community Relations</p> <p>Goal: Develop strong relations between the community and the district by developing a high degree of trust, communication, and interconnection between Houghton Lake Community Schools and the community</p> <p>Objectives:</p> <ul style="list-style-type: none"> Increase trust by positive communication and personal relationships Increase parental/guardian involvement Develop a team to make Houghton Lake Community Schools a center piece of the community

Strategic Plan Summary • 2012-17

Goals

- Business/Finance
- Community Relations
- Facilities/Learning Environment
- Professional Development
- Student Achievement – Educating the Whole Person
- Technology

Vision Statement

Marquette Area Public Schools, with the support of parents/guardians and community will graduate students who are college and career ready and prepared to meet the challenges of the 21st Century.

Mission Statement

With an exemplary staff and rigorous curriculum, our mission is to maximize the academic potential of every child.

Community Relations

Goal: Enhance connections between MAPS and the community.

- Statement: The district will promote a strong connection through effective communication.

Goal: Promote a positive image of MAPS to community.

- Statement: The district will brand MAPS positively as the "Destination District."

Professional Development

Goal: Develop relevant professional development opportunities to improve student achievement, teaching and learning.

- Statement: The district will enhance professional development opportunities to improve student achievement.

Goal: Use of continuous application, reflection and evaluation to improve professional development.

- Statement: The district will develop a culture of application, reflection and evaluation into all professional development opportunities.

Goal: Practice collaboration and application as part of professional development opportunities to increase and improve the quality of instruction and student achievement.

- Statement: The district will commit to processes of collaboration and application through professional development as a means to improve instruction and student achievement.

Student Achievement

Educating the Whole Person

Goal: Provide all students the opportunity to achieve.

- Statement: The district will decrease gaps in student achievement by providing ALL students with differentiated instruction.

Goal: Ensure learning opportunities are relevant.

- Statement: The district will create and sustain learning opportunities that are relevant through real life applications.

Goal: Prepare students to be contributing members of the community.

- Statement: The district will build strong relations with the community to lay the foundation so that students become valued assets to society.

Business/Finance

Goal: The district will improve communication and transparency of finances.

- Statement: Consistently promote increased understanding of district finances.

Goal: Grow district enrollment.

- Statement: The district will identify unique opportunities to maintain and grow student enrollment.

Facilities/Learning Environment

Goal: Develop a long term grade alignment/building configuration plan.

- Statement: The district will build a strong partnership with the community to determine a sustainable grade alignment plan by first deciding a district philosophy to: a) align grade levels with available facilities; or b) build and/or renovate facilities to match desired grade alignment.

Goal: Review and update MAPS facilities/learning environments maintenance plan.

- Statement: The district will have safe, well-maintained, energy efficient facilities while incorporating current technologies and ergonomics.

Technology

Goal: Enable electronic access to data.

- Statement: The district will provide MAPS educators, parents and students anytime, anywhere access to information that facilitates learning and is essential in conducting business that is critical to completing the district's educational mission.

Goal: Implement emerging national and state technology standards while ensuring user internet safety.

- Statement: The district will implement technology standards as necessary building blocks for higher level learning and regulatory compliance that is essential in not only protecting students and the community but in preserving critical funding used by the district.

Goal: Develop and implement a plan that acquires and continually updates technology and supporting systems throughout the district.

- Statement: The district recognizes continual development of new technology systems requires careful planning in acquiring and replacing the learning and business systems that service students, all staff and other users. Updated systems maximize student achievement through current and futuristic learning opportunities.

Goal: Develop, update and communicate technology policies that enhance student learning and protect the district and its users.

- Statement: The district recognizes that new technologies bring not only opportunity, but also the need for guide lines that ensure its appropriate use. Technology policies establish boundaries for users and clarify the expectations MAPS has for the use of high tech tools and advanced learning systems. Along with these policies is the need to regularly communicate information so that users not only understand their obligations, but also the opportunities available through the use of technology.



Reference Districts

- East Detroit Public Schools
- Shepherd Public Schools
- Marquette Area Public Schools
- Houghton Lake Community Schools
- River Valley Schools

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Questions

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