

# Saranac Community School

## Board of Education Agenda

### Regular Meeting

March 5, 2015

7:00 PM

**Library, Saranac Jr/Sr High School**

6:00 P.M. Workshop Board Meeting

Board Meets with Michigan Association of School Boards

7:00 P.M. Regular Board Meeting

1. Call to Order\_\_\_\_\_
2. Pledge of Allegiance
3. Approval of Minutes 2
4. Additions and Deletions to the Agenda
5. Comments from Guests-Agenda Items
6. Student Report
7. Administrator's Update
8. Instructional Highlight - Robotics Team 5316 Demonstration
9. Reports/Presentations
  - a. Strategic Planning Update 4
  - b. Accept Gifts 5
  - c. Curriculum Update 6
  - d. Projected 2015-2016 Budget Update 16
10. Comments from Guests-Non Agenda Items
11. Superintendent's Report
12. Board Requests/Reports
13. Approve Executive Session Minutes
14. Closed Session for Superintendent's Evaluation Process
15. Other
16. Adjournment\_\_\_\_\_

Saranac Community Schools  
Board of Education  
Meeting #16

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, February 19, 2015 in the Library, Saranac Jr/Sr High School, 150 Pleasant Street, Saranac, MI.

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

Present: Coulson, Denny, Doll, Hawkins, LaWarre, Price and VanKuiken.

Brendan Klynstra led in the Pledge of Allegiance.

**APPROVAL OF MINUTES:** Minutes from February 5, 2015 were approved as written.

**TREASURER'S REPORT:** The Treasurer's Report for January was accepted as presented.

**ADDITIONS & DELETIONS:** Superintendent Geiger would like to add Action Item 8.a., S.E.A. Letter of Understanding #2 to the agenda.

**COMMENTS FROM GUESTS:** None

**STUDENT REPORT:** Brendan Klynstra, Student Council Mayor, reported next month they will have elections for new class officers for the 2015-2016 school year. They had a dance last Saturday. Their last blood drive had a very low turnout, and they are hoping the one scheduled this spring does better.

**APPROVE CONSENT ACTION ITEMS:** Motion by Hawkins, supported by VanKuiken and unanimously approved that the Saranac Board of Education accepts the Consent Agenda Items as presented:

- ✓ Approve Bills Paid totaling \$1,121,607.50 from General Fund for January/February
- ✓ Accept Gifts totaling \$6,274.00
- ✓ Approve to go out for an RFP for the Energy Audit
- ✓ Approve 2<sup>nd</sup> Budget Amendment
- ✓ Approve S.E.A. Letter of Understanding #1

**BAND UNIFORM ACTION RESOLUTION:** Motion by LaWarre, supported by Price and unanimously approved that the Saranac Board of Education allocate an amount of up to \$25,000.00 for the purchase of new Marching Band Uniforms.

**LETTER OF UNDERSTANDING #2:** Superintendent Geiger reported that because of the inclement weather day we had today, we checked with staff and administration to have a letter of understanding for the Elementary School's Parent Teacher Conferences to be held from 4 pm to 8 pm, per the S.E.A. bargaining contract.

Motion by Hawkins, supported by Coulson and unanimously approved that the Saranac Board of Education approve the S.E.A. Letter of Understanding #2 – Inclement Weather Day – Elementary School Parent Teacher Conferences as presented.

**COMMENTS FROM GUESTS:** None

**SUPERINTENDENT REPORT:** Superintendent Geiger updated the board on the Strategic Planning Process reporting that MASB facilitator, Scott Morrell will be in the district on March 5, meeting with various school groups, and community members. Mr. Morrell will be presenting information gathered from the groups at the March 5 board meeting.

The student unofficial count from February 11<sup>th</sup>, is 1,016 students, this is down from the fall student count.

**BOARD REQUESTS/REPORTS:** None

**COMMUNICATIONS:** None

**APPROVE EXECUTIVE SESSION MINUTES:** Executive Session minutes dated February 5, 2015 were approve as written

**CLOSED SESSION FOR SUPERINTENDENT'S EVALUATION PROCESS:** Motion by LaWarre, supported by Hawkins that the Saranac Board of Education go into closed session at 8:23 p.m. for the purpose of the Superintendent's Evaluation Process returning to open session at 9:01 p.m. Roll call vote was taken: Voting Yes: Coulson, Denny, Doll, Hawkins, LaWarre, Price, and VanKuiken. Motion Carried.

**OTHER:** Superintendent Geiger thanked all the board members for attending the all-county board meeting on Tuesday. Saranac Community Schools was the only district that had all board members attending.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 9:31 p.m.

Respectfully submitted,

Steve LaWarre  
Secretary

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Strategic Planning Update

Scott Morrell, our facilitator from the Michigan Association of School Boards (MASB) will be here to give us an update on our strategic planning process. He will have completed all of the stakeholder meetings throughout the day with groups of students, staff, parents and community members. He will be able to answer questions about the process and talk about the format for the all-day strategic planning session on Saturday, March 28<sup>th</sup>, 2015.

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Accept Gifts

POLICY: 9350 Public Gifts and Bequests

Cooper Mechanical	Charity Basketball "Purple Game"	\$ 100.00
The McKellan Family	Band Uniform Fundraiser Donation	\$ 10.00
Greg Slocum & Deb Hotchkiss Family	Memorial Donation-Brooke & Audi Slocum-DI Program	\$ 1,000.00
Greg Slocum & Deb Hotchkiss Family	Memorial Donation-Brooke & Audi Slocum-Arts Prog.	\$ 1,500.00
Kamminga & Roodvoets, Inc.	Band Uniform Fundraiser Donation	\$ 500.00
John & Amy Hardy	Charity Basketball "Purple Game"	\$ 100.00
Green Acres Retirement Living of Ionia	Charity Basketball "Purple Game"	\$ 50.00
Biggs, Dickinson & Roberts	Charity Basketball "Purple Game"	\$ 100.00
Wright Way Carpet	Charity Basketball "Purple Game"	\$ 65.00
Saranac Community Association	Charity Basketball "Purple Game"	\$ 50.00
Wholesale Ticket Co.	Charity Basketball "Purple Game"	\$ 50.00
Pinkney Hill Meat Co.	Charity Basketball "Purple Game"	\$ 200.00
Mr. & Mrs. Jim McCarty	Saranac's Baseball Program in memory of Bea McCarty	\$ 12,571.01
Mrs. Kathy Cole	Charity Basketball "Purple Game" - Quilt for Raffle	\$ -
Total This Month		\$ 16,296.01
Total Gifts for 2014-2015 Including This Month		\$ 188,299.56

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Curriculum Update

Curriculum Director, Connie Hamilton will be providing us with her annual curriculum update to the board. Attached is the PowerPoint presentation for your review.

**Saranac Community Schools  
Board of Ed Presentation**

School Improvement Process  
March 5, 2015  
*Presented by: Connie Hamilton*




---

---

---

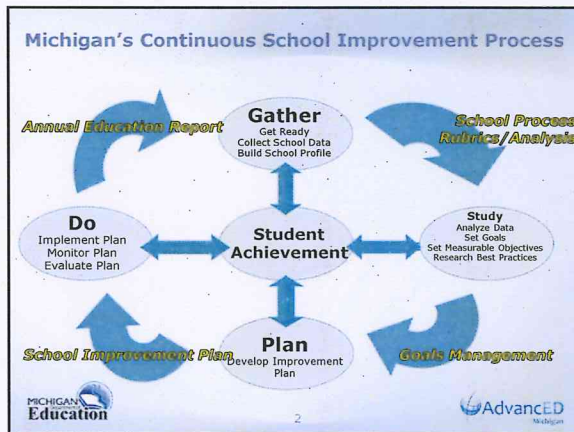
---

---

---

---

---




---

---

---

---

---


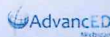
---

---

---

Michigan's Continuous School Improvement Process		
Stage	Processes	Products
GATHER	<ul style="list-style-type: none"> <li>Assemble school improvement team</li> <li>Establish a collaborative vision</li> <li>Design a planning process</li> <li>Collect school data</li> <li>Engage stakeholders in an internal review</li> <li>Build school profile</li> </ul>	<ul style="list-style-type: none"> <li>School Process Rubrics</li> <li>School Data Profile (SDP)</li> </ul>
STUDY	<ul style="list-style-type: none"> <li>Analyze Data</li> <li>Set Goals</li> <li>Set Measurable Objectives</li> <li>Research Best Practices</li> </ul>	<ul style="list-style-type: none"> <li>School Data Profile/Analysis</li> <li>School Process Rubrics/Analysis</li> <li>Goals Management</li> </ul>
PLAN	<ul style="list-style-type: none"> <li>Develop action plan for strategies and activities</li> <li>Define methods for monitoring and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Goals Management</li> <li>School Improvement Plan</li> </ul>
DO	<ul style="list-style-type: none"> <li>Implement the Plan</li> <li>Progress with Monitoring the Plan</li> <li>Evaluate the Plan</li> </ul>	<ul style="list-style-type: none"> <li>Annual Education Report</li> <li>Program Evaluation Tool</li> </ul>

3

---

---

---

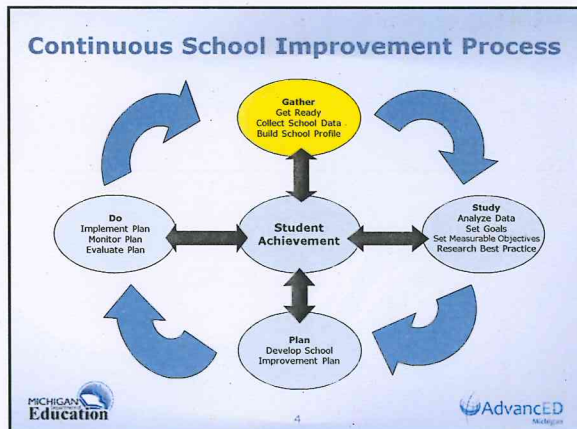
---

---

---

---

---




---

---

---

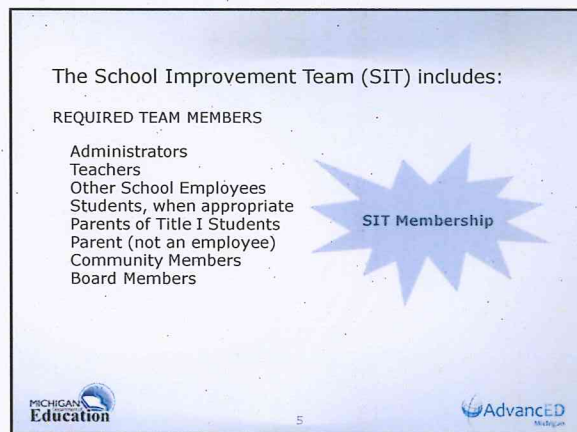
---

---

---

---

---




---

---

---

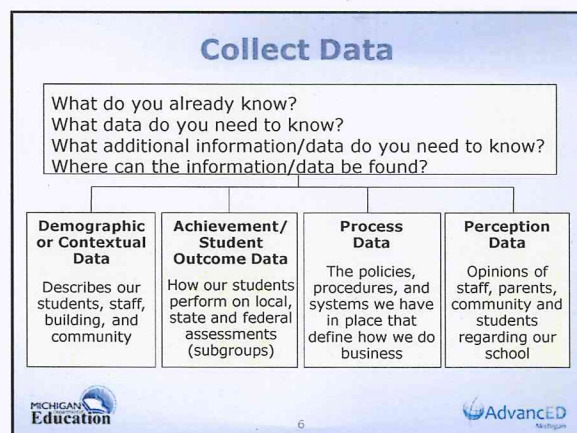
---

---

---

---

---




---

---

---

---

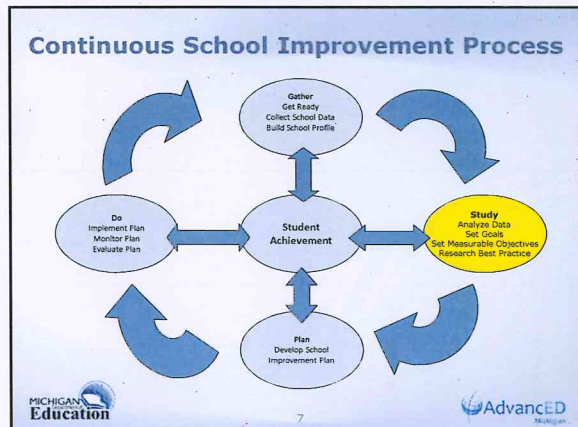
---

---

---

---






---

---

---

---

---

---

---

---

**Analyze Achievement Data**  
Achievement data paints a picture of student performance.

- How has student achievement changed in the last five years?
- When comparing the school with the district and state, which content area would the staff identify as a challenge area for the school?

MICHIGAN Education

Advanced Education

---

---

---

---

---

---

---

---

**Analyze Demographic Data**  
Demographic data describes the students who are included in the achievement data as well as the staff who teach them.

- What patterns or trends in enrollment need to be addressed?
- What implications do the data present for the school in the following areas: staffing, fiscal resource allocations, facility planning, parent involvement, professional development, public relations, and/or recruitment?

MICHIGAN Education

Advanced Education

---

---

---

---

---

---

---

---

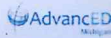
### Analyze Perception Data

Perception data gives us a look at opinions of students, parents, and staff.

- What are the perceptions of students regarding the quality of the instructional program?
- What are the perceptions of parents regarding support for student learning?
- What are the perceptions of teachers/staff regarding school climate?



10




---

---

---

---

---

---

---

---

### Analyze Process Data (School Process Rubrics)

Process data helps us understand how the quality of school processes might impact student achievement.

- What processes are used to monitor and evaluate the effectiveness of research-based strategies being used in the classroom?
- How do staff members demonstrate high expectations for all students?
- Which indicators could your school further develop to improve student achievement?



11




---

---

---

---

---

---

---

---

### Goals Management



12




---

---

---

---

---

---

---

---

## Set Goals

- Schools are required to write a minimum of three goals, including a goal for any area for which they do not meet AYP and/or are not performing at the state average on state assessments.
- Maintenance goals are appropriate for areas in which the school is performing at a satisfactory level and focused on maintaining or improving student performance in that content area.
- Title I schools must **address** all four content areas as either improvement or maintenance goals.



13




---

---

---

---

---

---

---

---

## Gap Statement

**Gap**

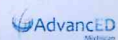
→ When considering the percent proficient on MEAP, there is a 10% gap between current performance by all students and the 100% goal. In addition, there is a 21% difference between students without disabilities and students with disabilities.

READING	2006	2007	2008	2009	2010
Students without disabilities	93.86	92.35	89.25	89.95	83.86
Students with disabilities	82.35	56.25	66.67	70.00	62.86
Male	95.97	85.95	86.61	91.60	91.75
Female	94.39	90.82	88.28	93.55	90.63

Use multiple data sources



14




---

---

---

---

---

---

---

---

**Study**  
**Analyze Data**  
**Set Goals**  
**Set Measurable Objectives**  
**Research Best Practices**



15




---

---

---

---

---

---

---

---



## Set Measurable Objectives

SMART - Specific, Measureable, Attainable, Results-focused, and Time-bound

**"Who will be able to do what, by when, as measured by what?"**

**Student Goal Statement:** All students will be proficient in reading.

**Measurable Objective Statement:** The percentage of all students proficient on the MEAP in the areas of summarizing informational text will increase from XX% (Fall, 20XX) to YY% (Fall, 20XX). The percentage of non-disabled students proficient will increase from XX%(Fall 20XX) to YY% (Fall 20XX), and the percentage of disabled students proficient will increase from XX% (Fall 20XX) to YY% (Fall 20XX).


16


---

---

---

---


---

---

---

---

**Study**  
**Analyze Data**  
**Set Goals**  
**Set Measurable Objectives**  
**Research Best Practices**


17


---

---

---

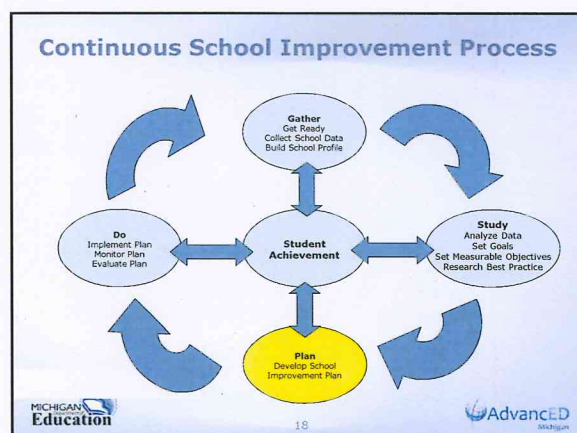
---

---

---

---

---




---

---

---

---

---

---

---

---






---

---

---

---

---

---

---

---

---

---

**Develop School Improvement Plan**

**Criteria for Strategy Statements**

1. Begin each statement with **Teachers/Staff will...** (and/or which specific group of teachers and staff).
2. Use an **action verb of observable behavior** which must be done.
3. Write clear, concise statements that describe what you **intend to accomplish**. (Be specific.)
4. Make sure each teacher/staff strategy addresses the issue and connects back to the measurable objective.

MICHIGAN Education 20 Advanced Michigan

---

---

---

---

---

---

---

---

---

---

**Develop School Improvement Plan**

**Examples of Strategy Statements**

- **Teachers/staff will** use non-linguistic representation, specifically Thinking Maps, to teach critical thinking skills in order to increase metacognition.
- **Teachers/staff will** implement a common writing rubric based on an identified research-based model. Specific emphasis will be placed on main idea and details.
- **Teachers/staff will** utilize effective classroom questioning techniques to engage students in learning.
- **Teachers/staff will** incorporate document based questioning in science and social studies instruction

**Pink = Teachers/staff will**  
**Blue = Observable Action Verb**  
**Green = Intended Accomplishment**

MICHIGAN Education 21 Advanced Michigan

---

---

---

---

---

---

---

---

---

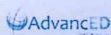
---

### Components of an Activity

- **Activity:** Create common lesson plans using manipulatives for math instruction
- **Staff responsible:** All math teachers
- **Timeline:** Fall 20XX through Spring 20XX
- **Human and Financial Resources needed:** Time for collaboration for math teachers
- **Monitoring plan:** Math chair/principal will check lesson plans and do walkthroughs every two weeks
- **Evidence of success:** Use of manipulatives reflected in lesson plans and documented in walk-through observations



22




---

---

---

---

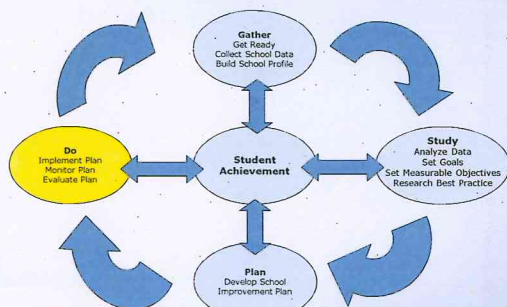
---

---

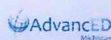
---

---

### Continuous School Improvement Process



23




---

---

---

---

---

---

---

---

### Timelines



Task	Due Date
School Systems Review (Process Rubrics)	March 20, 2015
Program Evaluation Tool	June 30, 2015
School Data Analysis	September 1, 2015
Executive Summary	September 1, 2015
School Additional Requirements	September 1, 2015
Stakeholder Involvement	September 1, 2015
Career and College Ready Implementation Status (NEW)	September 1, 2015
Health and Safety Goals (Optional)	September 1, 2015
School Improvement Plan	September 1, 2015




---

---

---

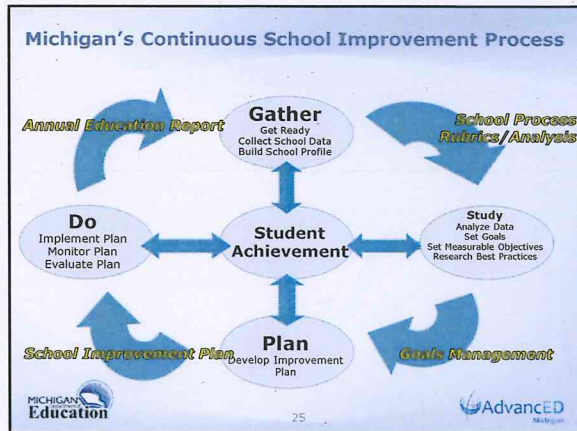
---

---

---

---

---




---

---

---

---

---

---

---

---




---

---

---

---

---

---

---

---

TO: Board of Education

FROM: Maury Geiger, Superintendent

SUBJECT: Projected 2015-2016 Budget Update

March is the time of the year that we begin preliminary planning for the budget for the 2015-2016 school year. As a reminder, we just approved our 2<sup>nd</sup> amendment in February, and the projections for next year's budget will be presented for your review. As always, the goal is to have a balanced budget of projected expenditures to anticipated revenues.

The budget timeline for presentation and approval is as follows:

March 5<sup>th</sup> – Preliminary 2015-2016 budget projections (First draft)

- Review current revenue/expenditure projections
- Review student projections
- Update on current legislative projections
- Set budget parameters

April 2<sup>nd</sup> – Update 2015-2016 budget projections (Second draft)

- Review current revenue/expenditure projections
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections

May 7<sup>th</sup> – Update 2015-2016 budget projections (Third draft)

- Review current revenue/expenditure projections
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections
- Make staffing recommendations

June 4<sup>th</sup> – Update 2015-2016 budget projections (Final draft)

- Review 3<sup>rd</sup> amendment of the 2014-2015 school year
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections

June 19<sup>th</sup> – Final 2015-2016 budget projections

- Approve 3<sup>rd</sup> amendment of the 2014-2015 school year
- Review student projections
- Review additional projected revenues/expenditures for next year
- Update on current legislative projections
- Approve the 2015-2016 budget as presented



# Saranac Community Schools

General Fund Budget 2014-15		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	02/19/15	FY 15	FY 16	Change
		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	1st Amended Budget 2014- 2015	2nd Amended Budget 2014- 2015	FY 15 After Known adjustments yet to be made	Preliminary Budget calculations for FY 16 as of 03/05/15	FY 15 known adjustments vs. FY 16 Preliminary as of 03/05/15 2015-16
100	Local Revenue	934,982	913,165	913,165	916,471	916,471	916,471	825,059	873,821	943,002	969,829	969,829	969,829	-
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	7,653,321	7,653,321	7,336,368	(316,953)
400	Federal Revenue	182,160	245,528	245,528	250,780	247,570	287,144	295,118	217,144	216,080	221,671	221,671	221,671	-
500	Incoming Trans & Other	462,303	284,397	284,397	259,814	259,814	259,814	173,814	259,814	259,814	259,814	259,814	259,814	-
	<b>Total Revenue- General Fund</b>	<b>8,844,862</b>	<b>9,015,074</b>	<b>9,015,074</b>	<b>9,117,131</b>	<b>8,627,773</b>	<b>8,705,365</b>	<b>8,780,852</b>	<b>8,705,426</b>	<b>9,090,219</b>	<b>9,104,635</b>	<b>9,104,635</b>	<b>8,787,682</b>	<b>(316,953)</b>
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	4,793,510	4,905,883	5,119,129	213,246
1120	Added Needs	1,105,566	1,241,607	1,241,607	970,277	950,390	923,854	929,506	901,580	826,411	831,964	831,964	831,964	-
1210	Pupil Support Services	241,348	245,534	245,534	329,253	327,883	324,164	317,834	317,846	318,481	318,481	318,481	318,481	-
1220	Inst Staff Support Services	93,151	90,797	90,797	142,155	141,376	140,485	118,355	111,415	119,279	120,405	120,405	120,405	-
1230	General Administration	308,546	308,546	308,546	312,189	312,140	360,840	356,626	291,751	309,044	308,912	312,012	312,746	734
1240	School Administration	700,514	698,194	698,194	735,431	726,719	730,105	706,396	697,742	716,132	716,132	716,132	718,701	2,569
1250	Basic Support Service	393,959	292,959	292,959	256,923	250,223	250,223	250,714	246,973	218,525	220,180	216,911	213,782	(3,129)
1260	Operations & Maintenance	754,581	772,456	772,456	777,378	851,554	851,554	735,448	765,554	741,493	747,771	747,771	747,771	-
1270	Transportation	537,117	525,768	525,768	512,385	531,147	531,147	547,911	542,197	541,301	574,324	574,324	574,324	-
1280	Support Services	170,243	211,767	211,767	188,009	187,910	187,094	237,060	197,325	204,922	205,573	205,573	205,573	-
1290	Other Support Service	140,845	162,545	162,545	165,549	165,706	165,706	154,749	161,266	162,163	162,163	162,559	164,046	1,487
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	34,535	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	31,500	31,500	31,500	-
1450	Facilities Acquisition, Construction and Improvements	-	-	-	-	-	-	-	-	87,000	88,449	88,449	88,449	-
1490	Other Transactions	-	-	-	-	-	-	-	-	-	-	-	-	-
1510	Interest/School Loan	-	-	-	-	-	-	-	-	-	-	-	-	-
1620	Fund Modifications: School Serv	-	-	-	-	-	-	-	-	-	-	-	-	-
1630	Fund Modifications: Debt Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total Expenditures- General Fund</b>	<b>9,072,704</b>	<b>9,314,866</b>	<b>9,314,866</b>	<b>9,185,942</b>	<b>9,198,870</b>	<b>9,122,610</b>	<b>9,146,843</b>	<b>9,063,322</b>	<b>9,114,044</b>	<b>9,153,899</b>	<b>9,266,499</b>	<b>9,481,406</b>	<b>214,907</b>

	Excess Rev/(Exp)	(227,842)	(299,792)	(299,792)	(68,811)	(571,097)	(417,245)	(365,991)	(357,896)	(23,825)	(49,264)	(161,864)	(693,724)
	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	1,239,811	1,239,811	1,126,365
	<b>Audited Total Fund Balance</b>	<b>1,003,973</b>				<b>1,410,100</b>			<b>1,239,811</b>				
	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	1,190,547	1,077,947	432,641
	<b>Total Fund Balance as a % of Expenditures</b>	<b>6.5%</b>	<b>7.6%</b>	<b>4.3%</b>	<b>12.5%</b>	<b>6.3%</b>	<b>10.9%</b>	<b>11.4%</b>	<b>7.6%</b>	<b>13.3%</b>	<b>13.0%</b>	<b>11.6%</b>	<b>4.6%</b>

Reminder: Included in the Total Fund Balance are Committed amounts of \$230,000 total; \$35,000 Back the Track, \$20,000 Technology, \$75,000 Curriculum and \$100,000 Facilities

Note: FY 15 does not include Best Practices as requested

FY 15 does not include change to Collaborative agreement Business Office

For now, all changes in contract have been put to Basic Programs instead of split between Basic and Added Needs, pass, imm as reclassification only

Does not include PPACA fees

Does not include 147c or 147d as currently

unknown if remaining and at what percentage

Comment:

The Governor's proposal includes \$75 One-time equity payment

Other Assumptions:

No changes in Federal Funding (Title I & Title II) or State Funding (At Risk)

## Assumptions:

No gain/loss of students between October and February

	2014-2015	2015-2016
Get same per student incentives		
Basic foundation amount	7,076	7,251 (7076+50+125)
Basic foundation increase	50	0
One-time/new equity payment	125	*
MPSER's offset (retirement)	60	60*
Academic performance	60	0
Best practices	0	0
<b>Total</b>	<b>7,371</b>	<b>7,311</b>

\*Not finalized

\*\*Amounts are projected

Student counts:	1032	989
Projected Loss		
03/05/15	43 loss	316,953

\*\*State's budget projections have not been finalized

\*\*The Best Practices requirements have been revised