

Saranac Community School

Board of Education Agenda

Regular Meeting

May 12, 2020

7:00 PM

Conference Room, Central Office

1. Call to Order_____
2. Pledge of Allegiance
3. Approval of Minutes - Regular minutes dated 4/14/2020 and Finance Committee minutes dated 4/21/2020 and 5/5/2020. 2
4. Additions, Deletions & Modifications to the Agenda
5. Comments from Guests - Agenda Items
6. Action Items
 - a. Accept Gifts 7
 - b. Pay Bills 8
 - c. ISD 2020-2021 Budget Resolution 42
 - d. Approve 2nd Budget Amendment for FY: 19-20 50
 - e. Approve MASB revised policy updates to NEOLA 53
 - f. Approve Superintendent's Evaluation 54
 - g. Approval of Addendum to Superintendent's Contract 55
7. Reports/Presentations
 - a. Superintendent's Financial Adjustment for 2020-2021 57
 - b. Elementary Principal's Contract 58
 - c. Assistant JSH & Assistant Elementary Principal 66
 - d. NEOLA Policy - February 2020 Updates 74
 - e. 2020-2021 Extracurricular Assignments 76
 - f. 2020-2021 Budget Review/Discussion 78
8. Comments from Guests - Non Agenda Items
9. Superintendent's Report
10. Board Requests/Reports
11. Communications
12. Other
13. Adjournment_____

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda."

Saranac Community Schools
Board of Education
Meeting #11

The Virtual Board Meeting of the Saranac Community Schools Board of Education was held on Tuesday, April 14, 2020 in the Conference Room, Saranac Central Office, 225 Pleasant Street, Saranac, MI. This meeting was held during the COVID-19 Pandemic using Video Teleconferencing.

The meeting was called to order at 7:02 p.m.

Present: Courtnay, Doll, Elliott, Hawkins, Jackson, & Price, and VanKuiken.
Administrators: Jason Smith, Mike Catrell, Josh Leader and Sara Serne

Jason Smith led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated February 10, 2020 and Finance Committee Meeting Minutes dated February 27, 2020 was approved as presented.

ADDITIONS, DELETIONS & MODIFICATIONS TO THE AGENDA: Superintendent, Jason Smith would like to add to Action Items, Resolution to Grant Emergency Powers to the Superintendent.

COMMENTS FROM GUESTS – AGENDA ITEMS: None

ACCEPT GIFTS: Motion by Hawkins, supported by Elliott that the Saranac Board of Education accept the gifts listed below totaling \$1,825.00 for the month of February & March as presented. Roll Call Vote: Yes Votes: Courtnay, Doll, Elliott, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

To:	Donation for:	Amount
Girls Basketball Program	Donation	\$ 250.00
Past Due Lunch Accounts	Donation	\$ 700.00
Saranac Schools	Donation to use as choice	\$ 500.00
JSH Art Club	Donation	\$ 250.00
McGee Memorial Scholarship	Donation	\$ 100.00
McGee Memorial Scholarship	Donation	\$ 25.00
Total This Month		\$ 1,825.00
Total Gifts for 2019-2020 Including This Month		\$ 124,709.39

PAY BILLS: Motion by VanKuiken, supported by Courtnay that the Saranac Board of Education approve the bills paid from General Fund for January in the amount of \$635,390.60 and from the Building & Site fund for \$246,906.55 as presented.

Elliott would like to amend this motion to include bills from January, February & March, supported by Courtnay. Roll Call Vote: Yes Votes: Courtnay, Doll, Elliott, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

RESOLUTION TO GRANT EMERGENCY POWERS TO THE SUPERINTENDENT:

Motion by Hawkins, supported by Jackson that the Saranac Board of Education approve the NEOLA Resolution to Grant Emergency Powers to the Superintendent from Governor Gretchen Whitmer who has issued Executive Order 2020-5 regarding further spread of COVID-19 as presented. Roll Call Vote: Yes Votes: Courtnay, Doll, Elliott, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

MASB BOARD POLICY UPDATES: The board reviewed old MASB board policies for consideration that are not in NEOLA. This is the second reading and will be brought back for approve at the May 12 meeting.

CLOSED SESSION TO CONDUCT SUPERINTENDENT'S PERFORMANCE

EVALUATION: Motion by Price, supported by Hawkins that the Saranac Board of Education go into closed session at 7:14 p.m. to conduct the Superintendent's Performance Evaluation. Roll Call Vote: Yes Votes: Courtnay, Doll, Elliott, Hawkins, Jackson, Price & VanKuiken. Motion Carried.

The board returned to open session at 8:04 p.m.

UPDATE ON SUPERINTENDENT'S CONTRACT: The Superintendent's contract expires in June 2021. The Finance Committee has been reviewing his contract and would like to bring some language changes back for the board to review at the May 12 meeting.

COMMENTS FROM GUESTS – NON-AGENDA ITEMS: None

SUPERINTENDENT'S REPORT: Jason Smith reported the COVID-19 pandemic has turned our lives upside down. The administrators have done a great job keeping staff, parents and students up to date on the Continuity of Learning Plan will focus on providing educational support, social-emotional support, and a path to move all students forward for the remainder of the 2019-2020 school year.

Mr. Leader held a Virtual Zoom meeting today with parents and seniors that went very well. The senior parents are planning to have some type of celebration for these seniors. Mr. Leader received very good feedback from them.

BOARD REQUESTS/REPORTS: Board members asked about the Spanish teacher position. This teacher will be coming on board to finish out the school year. Board members thanked the Administrative team regarding how well they have handled the COVID-19 issues. The board wondered about the transition for the 6th graders coming into 7th grade at the JSH, and how they might be able to help those 6th graders.

COMMUNICATIONS: Cards have been sent on behalf of the school district to Ron Wilson, Ionia Public Schools Superintendent on the passing of his mother; Ethan Ebenstein, Superintendent at Ionia ISD on the passing of his father; and to former teacher Adele Williams whose husband passed away recently.

APPROVE EXECUTIVE SESSION MINUTES: This item has been tabled.

OTHER: Superintendent, Jason Smith reported they have a tentative agreement with the Saranac Education Association. Mr. Smith would like to wait until June to vote on the contract when we hear more from the state. The S.E.A. plans to vote on the contract next week.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:39 p.m.

Respectfully submitted,

Ted VanKuiken
Secretary

Saranac Community Schools
Finance Committee Meeting
April 21, 2020

The meeting began at 4:30 p.m. at Central Office / via Zoom, 225 Pleasant Street, Saranac, MI.
Present: Kevin Courtney, Sarah Doll, David Price & Jason Smith

- Staffing Update - Retirees and new hires (Spanish & Spec Ed) – Reviewed new hire and projected open position, there are 3 retirees all in transportation
- MASB old board policy – Proceed with May approval
- Superintendent's Contract – Reviewed contract. Discussion with full board in May
- SESA contract – Jason will reach out to Ann Newell, SESA President
- May meeting – Next finance meeting will be first full week of May
- Negotiations – Jason has set up initial meetings with Sara Serne & Mike Catrell
- Staff appreciation – Jason has been working with local organizations
- Other – Jason explained potential budget implications as a result of Covid-19

Meeting adjourned at 5:35 p.m.

Respectfully submitted,

Kevin Courtney
Board Treasurer

Saranac Community Schools
Finance Committee Meeting
May 5, 2020

The meeting began at 4:00 p.m. at Central Office / via Zoom, 225 Pleasant Street, Saranac, MI.
Present: Kevin Courtney, Sarah Doll, David Price & Jason Smith

- Administrators Contracts – Will be presenting at the board meeting on May 12
- Board meeting - Zoom – Set up and ready, the ISD will be presenting their budget
- Superintendent's Contract – Sarah will present to the board on May 12
- SESA contract – Negotiations will start the first of June
- COL distance learning – This is moving along very well
- Health Dept. request for testing – Testing for Covid-19 will not happen at the school
- Staff appreciation – Gifts have been purchased, we will be putting bags together
- Merit Pay – Administration will recommend alternate pay
- Calendar – Will be meeting with the SEA on May 6th
- Teaching Evaluations – New executive order has changed the process again
- Refinancing – This is going well, looking to have additional \$350,000 in savings
- Budget Amendment – This will be a presentation with approval at the May 12 meeting
- Other – Mileage pay to Mr. Smith recognized for FY 20.

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

Kevin Courtney
Board Treasurer

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Accept Gifts

Here are the latest gifts received for April & May.

To:	Donation for:	Amount
SCS-Staff	Donation for Staff Appreciation	\$ 500.00
SCS-Staff	Donation for Staff Appreciation	\$ 300.00
SCS-Staff	Donation for Staff Appreciation	\$ 50.00
SCS-Technology	Donation of 8 Acer Chromebooks	\$ 1,600.00
SCS-Technology	Donation for Chromebooks	\$ 1,500.00
JSH Athletics	Donation	\$ 100.00
SCS-Staff	Donation for Staff Appreciation	\$ 200.00
Food Service	Donation for Lunches	\$ 122.00
Saranac Promise	Donation	\$ 500.00
Lake Scholarrship	Donation	\$ 500.00
Saranac Elementary	Donation for Ice Cream	\$ 153.00
SCS-Staff	Donation for Staff Appreciation	\$ 200.00
Steven Brown Scholarship	Donation	\$ 10,000.00
Total This Month		\$ 15,725.00
Total Gifts for 2019-2020 Including This Month		\$ 140,434.39

Suggested Resolution

I move that the Saranac Board of Education accept the gifts as listed above totaling \$15,725.00 for the months of April & May as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Approval of Bills

- Bills Paid: \$1,392,956.40 from General Fund for March & April.
- Bills Paid: \$235,457.10 from Building & Site Fund.

Suggested Resolution

I move that the Saranac Board of Education approve the bills paid from General Fund for March & April in the amount of \$1,392,956.40 and from the Building & Site Fund for \$235,457.10 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/18/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/18/2020	62729 Accounts Payable	AT&T		264.34
	Invoice	Date	Description		Amount
	JS3132020	03/09/2020	911 Lines		264.34
Check	03/18/2020	62730 Accounts Payable	WHITE JEAN		540.00
	Invoice	Date	Description		Amount
	JS392020	03/09/2020	Bus Driver Training		540.00
GF CHECKING General Fund Checking Totals:			Transactions: 2		\$804.34
Checks:	2		\$804.34		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/20/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/20/2020	62731 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
	3.20.20 payroll	03/20/2020	ROTH IRA - ROTH IRA		200.00
Check	03/20/2020	62732 Accounts Payable	American Fidelity Assurance		579.36
	Invoice	Date	Description		Amount
	3.20.20 payroll	03/20/2020	FLEX POST TAX - AmFid Post Tax*		579.36
Check	03/20/2020	62733 Accounts Payable	American Fidelity Assurance Company		507.75
	Invoice	Date	Description		Amount
	3.20.20 payroll	03/20/2020	FLEX MED - AmFid Flex Medical Pre-Tax *		507.75
Check	03/20/2020	62734 Accounts Payable	HORACE MANN		2,235.61
	Invoice	Date	Description		Amount
	3.20.20 payroll	03/20/2020	H MANN - Horace Mann Insurance		2,235.61
Check	03/20/2020	62735 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
	3.20.20 payroll	03/20/2020	FOC - Child Support FOC		201.61
Check	03/20/2020	62736 Accounts Payable	Performant Recovery, Inc.		247.28
	Invoice	Date	Description		Amount
	3.20.20 payroll	03/20/2020	GARN - Garnishment		247.28
Check	03/20/2020	62737 Accounts Payable	State of Michigan		164.85
	Invoice	Date	Description		Amount
	3.20.20 payroll	03/20/2020	GARN % - Garnishment %		164.85
Check	03/20/2020	62738 Accounts Payable	Transamerica Employee Benefits		47.30
	Invoice	Date	Description		Amount
	3.20.20 payroll	03/20/2020	TRANS SELECT - Trans Select Life Ins *		47.30
GF CHECKING General Fund Checking Totals:			Transactions: 8		\$4,183.76
Checks:		8	\$4,183.76		

User: Elizabeth Lange

Pages: 1 of 1

3/18/2020 3:00:53 PM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/20/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/20/2020	62739 Accounts Payable	Silk City Sports		1,500.00
	Invoice	Date	Description		Amount
	JS3192020	03/19/2020	Baseball Uniforms		1,500.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$1,500.00</u>
Checks:		1	\$1,500.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/20/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/20/2020	62740 Accounts Payable	A.B. Dick Document Solutions		1,227.75
	Invoice	Date	Description		Amount
	33AR463996	03/09/2020	JSH-Color Printer		97.01
	33AR466052	03/09/2020	JSH Copier Supplies		108.00
	33AR467125	03/09/2020	Printers		85.27
	33AR467126	03/09/2020	Copiers		937.47
Check	03/20/2020	62741 Accounts Payable	BADER & SONS CO.		292.19
	Invoice	Date	Description		Amount
	859716	03/09/2020	Parts For Plow Truck		292.19
Check	03/20/2020	62742 Accounts Payable	BEECH, DANA		300.00
	Invoice	Date	Description		Amount
	JS3172020	03/20/2020	Student Counseling		300.00
Check	03/20/2020	62743 Accounts Payable	BLUE CROSS BLUE SHIELD		8,378.38
	Invoice	Date	Description		Amount
	007043024/Apr	03/09/2020	April Insurance Premium		8,378.38
Check	03/20/2020	62744 Accounts Payable	CATRELL, MIKE		58.13
	Invoice	Date	Description		Amount
	JS392020	03/09/2020	PBIS Rewards-ES		58.13
Check	03/20/2020	62745 Accounts Payable	CRYSTAL FLASH ENERGY		2,136.79
	Invoice	Date	Description		Amount
	1346460	03/09/2020	Unleaded Fuel		1,144.71
	1346470	03/09/2020	Diesel Fuel		992.08
Check	03/20/2020	62746 Accounts Payable	Encore Technology Group, LLC		3,680.73
	Invoice	Date	Description		Amount
	146895	03/09/2020	February Phone Bill		3,680.73
Check	03/20/2020	62747 Accounts Payable	FIRE PROS, INC.		548.50
	Invoice	Date	Description		Amount
	INV-1785414	03/09/2020	Fire Equipment Inspections-JSH		263.00

User: Chris Updyke

Pages: 1 of 4

3/20/2020 9:23:16 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/20/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	INV-1785417	03/09/2020	Fire System Inspection-ES		285.50
Check	03/20/2020	62748 Accounts Payable	Galaxy Signs & Awards		201.00
	Invoice	Date	Description		Amount
	3114	03/09/2020	Athletic Plaques		201.00
Check	03/20/2020	62749 Accounts Payable	Gallagher Uniform		52.83
	Invoice	Date	Description		Amount
	10669062	03/09/2020	Towels & Uniforms		52.83
Check	03/20/2020	62750 Accounts Payable	Granger		27.79
	Invoice	Date	Description		Amount
	20982582	03/09/2020	Curby Recyclers-JSH		27.79
Check	03/20/2020	62751 Accounts Payable	Hacking School Discipline		30,000.00
	Invoice	Date	Description		Amount
	1011	03/09/2020	Hacking School Discipline Consulting		30,000.00
Check	03/20/2020	62752 Accounts Payable	IONIA COUNTY SHOPPER'S GUIDE		239.70
	Invoice	Date	Description		Amount
	1000-3371	03/09/2020	Kindergarten Ad		229.50
	1000-3323	03/09/2020	JV Asst. Football Coach Ad		10.20
Check	03/20/2020	62753 Accounts Payable	KENT I.S.D. , ACCOUNTS RECEIVABLE		75.00
	Invoice	Date	Description		Amount
	25348	03/09/2020	Conference-Dawn Bolt		75.00
Check	03/20/2020	62754 Accounts Payable	M.E.S.S.A.		9,231.03
	Invoice	Date	Description		Amount
	2004-0090479	03/09/2020	April Insurance Premium		9,231.03
Check	03/20/2020	62755 Accounts Payable	METS		7,612.29
	Invoice	Date	Description		Amount
	15695	03/09/2020	Salaries & Fees		7,612.29
Check	03/20/2020	62756 Accounts Payable	Michigan Supply Company		18.00
	Invoice	Date	Description		Amount

User: Chris Updyke

Pages: 2 of 4

3/20/2020 9:23:16 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/20/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	408751-00	03/09/2020	Maintenance Supplies		156.00
	409922-00	03/09/2020	Maintenance Supplies Returned		(138.00)
Check	03/20/2020	62757 Accounts Payable	MIDWEST TRANSIT EQUIPMENT		110.00
	Invoice	Date	Description		Amount
	R336001707:01	03/09/2020	Bus Repairs-192		110.00
Check	03/20/2020	62758 Accounts Payable	NAPA AUTO & TRUCK PARTS		518.13
	Invoice	Date	Description		Amount
	863212	03/09/2020	Parts		238.47
	863247	03/09/2020	Parts & Supplies		67.72
	862810	03/09/2020	Parts		211.94
Check	03/20/2020	62759 Accounts Payable	PARKWAY ELECTRIC & , COMMUNICATIONS, LLC		4,516.82
	Invoice	Date	Description		Amount
	114441	03/09/2020	Troubleshooting Fire Alarm System-JSh		384.75
	114606	03/09/2020	Power to Bus Garage Hoist		4,132.07
Check	03/20/2020	62760 Accounts Payable	PCMI		12,923.22
	Invoice	Date	Description		Amount
	68857	03/09/2020	Sub Salaries & Feed		4,029.69
	69002	03/09/2020	Salaries & Fees		8,893.53
Check	03/20/2020	62761 Accounts Payable	Richardson , Robert		64.29
	Invoice	Date	Description		Amount
	JS3102020	03/09/2020	Athletic Equipment		64.29
Check	03/20/2020	62762 Accounts Payable	SHERWIN WILLIAMS COMPANY		51.90
	Invoice	Date	Description		Amount
	4757-6	03/09/2020	Paint & Supplies		51.90
Check	03/20/2020	62763 Accounts Payable	SMITH, JASON		240.00
	Invoice	Date	Description		Amount
	JS3122020	03/09/2020	Cell Phone Reimb. Feb-Mar		240.00
Check	03/20/2020	62764 Accounts Payable	SYNCB/Amazon		1,508.49

User: Chris Updyke

Pages: 3 of 4

3/20/2020 9:23:16 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/20/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice	Date	Description		Amount
	453733485846	03/09/2020	SEF Grant Supplies		124.92
	699486574863	03/09/2020	Office Chairs-Admin/.JSH		384.00
	437666767567	03/09/2020	ES Teaching Supplies		179.40
	699753585563	03/09/2020	Tech Supplies		69.98
	589847794765	03/09/2020	Maintenance Supplies		45.56
	9449445859688	03/09/2020	Admin Office Supplies		349.99
	556774798944	03/09/2020	SEF Grant		183.60
	456393747334	03/09/2020	ES Teaching Supplies		59.32
	596877974933	03/09/2020	Fiscal Office Supplies		28.92
	665583887853	03/09/2020	Fiscal Office Supplies		5.50
	443784385798	03/09/2020	Admin Office Supplies/ES Teaching Supplies		38.45
	673549676758	03/09/2020	Fiscal Office Supplies		38.85
Check	03/20/2020	62765 Accounts Payable	TUBERGEN CUTTING TOOLS, INC.		92.00
	Invoice	Date	Description		Amount
	62357	03/09/2020	Sharpen Board Cutter-ES		92.00
Check	03/20/2020	62766 Accounts Payable	UNUM Life Insurance Company of America		211.62
	Invoice	Date	Description		Amount
	04135500019/2020	03/09/2020	April Insurance Premium		211.62
Check	03/20/2020	62767 Accounts Payable	West Michigan International		108.60
	Invoice	Date	Description		Amount
	X105014305:01	03/09/2020	Parts		100.50
	X101186421:01	03/09/2020	Parts		8.10
Check	03/20/2020	62768 Accounts Payable	WINZER CORPORATION		171.75
	Invoice	Date	Description		Amount
	6570307	03/09/2020	Transportation Supplies		171.75
GF CHECKING General Fund Checking Totals:					
			Transactions: 29		\$84,596.93
Checks:	29		\$84,596.93		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/25/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/25/2020	62769 Accounts Payable	Priority Health		49,625.32
	Invoice	Date	Description		Amount
	207550000614	03/24/2020	April Insurance Premium		49,625.32
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$49,625.32</u>
Checks:		1	\$49,625.32		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/25/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/25/2020	62770 Accounts Payable	Priority Health		4,323.15
	Invoice	Date	Description		Amount
	200750000677	03/24/2020	April Insurance Premium		4,323.15
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$4,323.15</u>
Checks:	1	\$4,323.15			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/31/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	03/31/2020	62771 Accounts Payable	A PARTS WAREHOUSE		474.76
	Invoice	Date	Description		Amount
	156638	03/24/2020	Parts		474.76
Check	03/31/2020	62772 Accounts Payable	A.B. Dick Document Solutions		203.01
	Invoice	Date	Description		Amount
	33AR470995	03/24/2020	Copier Contract Base Group-ES & JSH		203.01
Check	03/31/2020	62773 Accounts Payable	CONSUMERS ENERGY		20,228.49
	Invoice	Date	Description		Amount
	JS3312020	03/24/2020	March Electric & Natural Gas Bill		20,228.49
Check	03/31/2020	62774 Accounts Payable	DAHMS, TRACY		57.32
	Invoice	Date	Description		Amount
	JS3162020	03/24/2020	Food Cost		57.32
Check	03/31/2020	62775 Accounts Payable	Encore Technology Group, LLC		3,684.54
	Invoice	Date	Description		Amount
	148935	03/24/2020	March Phone Bill		3,684.54
Check	03/31/2020	62776 Accounts Payable	Felice Automotive		175.00
	Invoice	Date	Description		Amount
	JS3232020	03/24/2020	Pontiac Torrent Repairs		175.00
Check	03/31/2020	62777 Accounts Payable	Four Health Family Resource Center Inc.		1,012.50
	Invoice	Date	Description		Amount
	12403	03/24/2020	Bridging The Gap Contracted Services		437.50
	12404	03/24/2020	Bridging The Gap Contracted Services		100.00
	12405	03/24/2020	Bridging The Gap Contracted Services		50.00
	12406	03/24/2020	Bridging The Gap Contracted Services		425.00
Check	03/31/2020	62778 Accounts Payable	Gallagher Uniform		106.81
	Invoice	Date	Description		Amount
	10670069	03/24/2020	Towels & Uniforms		55.98
	10671065	03/24/2020	Towels & Uniforms		50.83

User: Chris Updyke

Pages: 1 of 3

3/31/2020 10:55:59 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 03/31/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	03/31/2020	62779 Accounts Payable	GRAND RAPIDS COMMUNITY COLLEGE		4,673.69
	Invoice	Date	Description		Amount
	0014808/2020MAR	03/24/2020	Dual Enrollment/2020 Winter		4,673.69
Check	03/31/2020	62780 Accounts Payable	Kimball Midwest		128.46
	Invoice	Date	Description		Amount
	7691248	03/24/2020	Parts & Supplies		128.46
Check	03/31/2020	62781 Accounts Payable	LANSING SANITARY SUPPLY, INC.		391.93
	Invoice	Date	Description		Amount
	1073659	03/24/2020	Custodial Supplies		190.16
	1075395	03/24/2020	Custodial Supplies		201.77
Check	03/31/2020	62782 Accounts Payable	NAPA AUTO & TRUCK PARTS		45.72
	Invoice	Date	Description		Amount
	863407	03/24/2020	Part		45.72
Check	03/31/2020	62783 Accounts Payable	PIONEER MANUFACTURING COMPANY		3,000.00
	Invoice	Date	Description		Amount
	INV753804	03/24/2020	Infield Condition		3,000.00
Check	03/31/2020	62784 Accounts Payable	SCHOOL SPECIALTY INC.		35.99
	Invoice	Date	Description		Amount
	208124712874	03/24/2020	Tammy Howe		35.99
Check	03/31/2020	62785 Accounts Payable	SHERWIN WILLIAMS COMPANY		45.96
	Invoice	Date	Description		Amount
	5213-9	03/24/2020	Paint		45.96
Check	03/31/2020	62786 Accounts Payable	SMITH, JASON		264.50
	Invoice	Date	Description		Amount
	JS3312020	03/24/2020	Mileage		264.50
Check	03/31/2020	62787 Accounts Payable	SUNRISE SUPPLIES, INC.		155.20
	Invoice	Date	Description		Amount
	23098	03/24/2020	Custodial & Bus Garage Supplies		155.20
Check	03/31/2020	62788 Accounts Payable	THRUN LAW FIRM, P.C.		76.50

User: Chris Updyke

Pages: 2 of 3

3/31/2020 10:55:59 AM

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking

Batch Date: 03/31/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	Invoice	Date	Description		Amount
	260906	03/24/2020	Legal Services		76.50
	03/31/2020	62789 Accounts Payable	TROPHY DEPOT INC.		548.38
	Invoice	Date	Description		Amount
	2039364	03/24/2020	Track Medal Order		548.38
GF CHECKING General Fund Checking Totals:			Transactions: 19		\$35,308.76
Checks:		19	\$35,308.76		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/03/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/03/2020	62790 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
		2020-00000378	04/03/2020	ROTH IRA - ROTH IRA	200.00
Check	04/03/2020	62791 Accounts Payable	American Fidelity Assurance		579.36
	Invoice	Date	Description		Amount
		2020-00000379	04/03/2020	FLEX POST TAX - AmFid Post Tax*	579.36
Check	04/03/2020	62792 Accounts Payable	American Fidelity Assurance Company		507.75
	Invoice	Date	Description		Amount
		2020-00000380	04/03/2020	FLEX MED - AmFid Flex Medical Pre-Tax *	507.75
Check	04/03/2020	62793 Accounts Payable	HORACE MANN		1,813.13
	Invoice	Date	Description		Amount
		2020-00000381	04/03/2020	GROUPS 210403b & 210403a	1,813.13
Check	04/03/2020	62794 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
		2020-00000382	04/03/2020	FOC - Child Support FOC	201.61
Check	04/03/2020	62795 Accounts Payable	Performant Recovery, Inc.		246.39
	Invoice	Date	Description		Amount
		2020-00000383	04/03/2020	GARN - Garnishment	246.39
Check	04/03/2020	62796 Accounts Payable	State of Michigan		164.26
	Invoice	Date	Description		Amount
		2020-00000384	04/03/2020	GARN % - Garnishment %	164.26
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$3,712.50
Checks: 7 \$3,712.50					

User: Elizabeth Lange

Pages: 1 of 1

4/2/2020 8:34:17 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/06/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/06/2020	62797 Accounts Payable	BUYERS GUIDE		8.75
	Invoice	Date	Description		Amount
	JS432020	04/01/2020	JV Volleyball Coach Ad		8.75
Check	04/06/2020	62798 Accounts Payable	CLEAR RATE COMMUNICATIONS		328.35
	Invoice	Date	Description		Amount
	5905009	04/01/2020	Fax Lines		328.35
Check	04/06/2020	62799 Accounts Payable	METS		7,817.78
	Invoice	Date	Description		Amount
	15749	04/01/2020	Salaries & Fees		7,817.78
Check	04/06/2020	62800 Accounts Payable	PCMI		7,358.51
	Invoice	Date	Description		Amount
	69298	04/01/2020	Salaries & Fees		5,531.24
	69115	04/01/2020	Sub Salaries & Fees		1,827.27
GF CHECKING General Fund Checking Totals:			Transactions: 4		\$15,513.39
Checks:	4		\$15,513.39		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/06/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/06/2020	62801 Accounts Payable	GreatAmerica Financial Services		1,112.26
	Invoice		Description		Amount
	26767992	04/06/2020	Color Prints-JSH & ES		1,112.26
Check	04/06/2020	62802 Accounts Payable	Hi-Tech Building Services		10,388.50
	Invoice		Description		Amount
	022933	04/06/2020	March Custodial Cost		10,388.50
Check	04/06/2020	62803 Accounts Payable	I-1430 WION		450.00
	Invoice		Description		Amount
	0458-005	04/06/2020	3 Months Ads		450.00
GF CHECKING General Fund Checking Totals:			Transactions: 3		\$11,950.76
Checks:	3	\$11,950.76			

Payment Register

From Payment Date: 3/1/2020 - To Payment Date: 3/31/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
<u>EFT</u>									
602	03/03/2020	Reconciled		03/31/2020	Accounts Payable	M.P.S.E.R.S.	\$51,050.65	\$51,050.65	\$0.00
603	03/06/2020	Reconciled		03/31/2020	Accounts Payable	HealthEquity, Inc.	\$3,720.78	\$3,720.78	\$0.00
604	03/06/2020	Reconciled		03/31/2020	Accounts Payable	INDEPENDENT BANK	\$146,914.11	\$146,914.11	\$0.00
605	03/11/2020	Reconciled		03/31/2020	Accounts Payable	STATE OF MICHIGAN	\$10,066.43	\$10,066.43	\$0.00
606	03/17/2020	Reconciled		03/31/2020	Accounts Payable	M.P.S.E.R.S.	\$55,646.52	\$55,646.52	\$0.00
607	03/20/2020	Reconciled		03/31/2020	Accounts Payable	HealthEquity, Inc.	\$3,903.92	\$3,903.92	\$0.00
608	03/20/2020	Reconciled		03/31/2020	Accounts Payable	INDEPENDENT BANK	\$138,275.21	\$138,275.21	\$0.00
609	03/23/2020	Reconciled		03/31/2020	Accounts Payable	M.P.S.E.R.S.	\$42,603.79	\$42,603.79	\$0.00
610	03/31/2020	Open			Accounts Payable	M.P.S.E.R.S.	\$53,064.96		
613	03/27/2020	Open			Accounts Payable	INDEPENDENT BANK	\$50,545.94		
Type EFT Totals:							\$555,792.31	\$452,181.41	\$0.00
GF CHECKING - General Fund Checking Totals							10 Transactions		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	2	\$103,610.90	\$0.00
	Reconciled	8	\$452,181.41	\$452,181.41
	Voided	0	\$0.00	\$0.00
	Total	10	\$555,792.31	\$452,181.41

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	2	\$103,610.90	\$0.00
	Reconciled	8	\$452,181.41	\$452,181.41
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$555,792.31	\$452,181.41

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	2	\$103,610.90	\$0.00
	Reconciled	8	\$452,181.41	\$452,181.41
	Voided	0	\$0.00	\$0.00
	Total	10	\$555,792.31	\$452,181.41

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	2	\$103,610.90	\$0.00
	Reconciled	8	\$452,181.41	\$452,181.41
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	10	\$555,792.31	\$452,181.41

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/13/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/13/2020	62804 Accounts Payable	AT&T		264.34
	Invoice	Date	Description		Amount
	JS4132020	04/13/2020	911 Lines		264.34
GF CHECKING General Fund Checking Totals:			Transactions: 1		\$264.34
Checks:	1		\$264.34		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/14/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/14/2020	62805 Accounts Payable	U. S. POSTMASTER		825.00
	Invoice	Date	Description		Amount
	CH492020	04/13/2020	Stamps		550.00
	BE4102020	04/13/2020	Stamps		275.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$825.00</u>
Checks:	1		\$825.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/17/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/17/2020	62806 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
	4.17.20 PAYROLL	04/17/2020	ROTH IRA - ROTH IRA		200.00
Check	04/17/2020	62807 Accounts Payable	American Fidelity Assurance		579.36
	Invoice	Date	Description		Amount
	4.17.20 PAYROLL	04/17/2020	FLEX POST TAX - AmFid Post Tax*		579.36
Check	04/17/2020	62808 Accounts Payable	American Fidelity Assurance Company		507.75
	Invoice	Date	Description		Amount
	4.17.20 PAYROLL	04/17/2020	FLEX MED - AmFid Flex Medical Pre-Tax *		507.75
Check	04/17/2020	62809 Accounts Payable	HORACE MANN		2,089.34
	Invoice	Date	Description		Amount
	4.17.20 PAYROLL	04/17/2020	H MANN - Horace Mann Insurance		2,089.34
Check	04/17/2020	62810 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
	4.17.20 PAYROLL	04/17/2020	FOC - Child Support FOC		201.61
Check	04/17/2020	62811 Accounts Payable	Performant Recovery, Inc.		247.28
	Invoice	Date	Description		Amount
	4.17.20 PAYROLL	04/17/2020	GARN - Garnishment		247.28
Check	04/17/2020	62812 Accounts Payable	Transamerica Employee Benefits		47.30
	Invoice	Date	Description		Amount
	4.17.20 PAYROLL	04/17/2020	TRANS SELECT - Trans Select Life Ins *		47.30
GF CHECKING General Fund Checking Totals:			Transactions: 7		\$3,872.64
Checks:		7	\$3,872.64		

User: Elizabeth Lange

Pages: 1 of 1

4/15/2020 10:57:40 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/16/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/16/2020	62813 Accounts Payable	A.B. Dick Document Solutions		105.53
	Invoice	Date	Description		Amount
	33AR473391	04/13/2020	JSH Printers		105.53
Check	04/16/2020	62814 Accounts Payable	Batelle For Kids		59.45
	Invoice	Date	Description		Amount
	209480	04/13/2020	Stephanie Smith Order		59.45
Check	04/16/2020	62815 Accounts Payable	Four Health Family Resource Center Inc.		800.00
	Invoice	Date	Description		Amount
	12407	04/13/2020	Bridging The Gap Contracted Services		462.50
	12408	04/13/2020	Bridging The Gap Contracted Service		50.00
	12409	04/13/2020	Bridging The Gap Contracted Services		212.50
	124010	04/13/2020	Bridging The Gap Contracted Services		75.00
Check	04/16/2020	62816 Accounts Payable	HOEKSTRA TRANSPORTATION, INC.		380.07
	Invoice	Date	Description		Amount
	R101014970:01	04/13/2020	Bus Repairs-172		380.07
Check	04/16/2020	62817 Accounts Payable	LANSING SANITARY SUPPLY, INC.		441.22
	Invoice	Date	Description		Amount
	1076151	04/13/2020	Custodial Supplies		135.60
	1078536	04/13/2020	Custodial Supplies		305.62
Check	04/16/2020	62818 Accounts Payable	LEADER, JOSHUA		320.00
	Invoice	Date	Description		Amount
	JS4132020	04/13/2020	Cell Phone/Jan-Apr		320.00
Check	04/16/2020	62819 Accounts Payable	METS		7,032.50
	Invoice	Date	Description		Amount
	15802	04/13/2020	Salaries & Fees		7,032.50
Check	04/16/2020	62820 Accounts Payable	NAPA AUTO & TRUCK PARTS		571.57
	Invoice	Date	Description		Amount
	864343	04/13/2020	Reman. CH & Core Deposit		571.57

User: Chris Updyke

Pages: 1 of 2

4/16/2020 11:50:54 AM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/16/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	04/16/2020	62821 Accounts Payable	PCMI		5,160.51
	Invoice	Date	Description		Amount
	69405	04/13/2020	Sub Fees		9.00
	69475	04/13/2020	Salaries & Fees		5,151.51
Check	04/16/2020	62822 Accounts Payable	RICHTER, ROBERT		580.00
	Invoice	Date	Description		Amount
	JS4142020	04/13/2020	Shelving-Bus Garage/Cell Phone Jan-Apr.		580.00
Check	04/16/2020	62823 Accounts Payable	Spring Arbor University		618.00
	Invoice	Date	Description		Amount
	351312	04/13/2020	Dual Enrollment		618.00
Check	04/16/2020	62824 Accounts Payable	U. S. POSTMASTER		220.00
	Invoice	Date	Description		Amount
	MM4142020	04/13/2020	Stamps		220.00
Check	04/16/2020	62825 Accounts Payable	VILLAGE OF SARANAC		3,744.00
	Invoice	Date	Description		Amount
	JS4132020	04/13/2020	Jan-Mar./Water & Sewage Cost		3,744.00
GF CHECKING General Fund Checking Totals:			Transactions: 13		\$20,032.85
Checks:	13	\$20,032.85			

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/20/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/20/2020	62826 Accounts Payable	Hacking School Discipline		30,000.00
	Invoice	Date	Description		Amount
	1011-2	04/16/2020	Hacking School Discipline Consulting-Reissue Check		30,000.00
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$30,000.00</u>
Checks:		1	\$30,000.00		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/27/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/27/2020	62827 Accounts Payable	BLUE CROSS BLUE SHIELD		7,663.16
	Invoice	Date	Description		Amount
	007043024/52020	04/20/2020	May Insurance Premium		7,663.16
Check	04/27/2020	62828 Accounts Payable	Priority Health		4,323.15
	Invoice	Date	Description		Amount
	201060000633	04/20/2020	May Insurance Premium-SESA		4,323.15
Check	04/27/2020	62829 Accounts Payable	UNUM Life Insurance Company of America		211.62
	Invoice	Date	Description		Amount
	04135500019/0520	04/20/2020	May Insurance Premium		211.62
GF CHECKING General Fund Checking Totals:			Transactions: 3		\$12,197.93
Checks:		3	\$12,197.93		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/27/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/27/2020	62830 Accounts Payable	Priority Health		49,625.32
	Invoice	Date	Description		Amount
	20160000655	04/20/2020	May Health Insurance Premium-SEA		49,625.32
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$49,625.32</u>
Checks:	1		\$49,625.32		

Saranac Community Schools
Payment Batch Register

Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/28/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/28/2020	62831 Accounts Payable	M.E.S.S.A.		9,204.70
	Invoice	Date	Description		Amount
	2005-0091004	04/20/2020	May Insurance Premium		9,204.70
GF CHECKING General Fund Checking Totals:			Transactions: 1		<u>\$9,204.70</u>
Checks:	1		\$9,204.70		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 05/01/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	05/01/2020	62832 Accounts Payable	Advanced Pension Solution Inc.		200.00
	Invoice	Date	Description		Amount
	5.1.2020	05/01/2020	ROTH IRA - ROTH IRA		200.00
Check	05/01/2020	62833 Accounts Payable	American Fidelity Assurance		579.36
	Invoice	Date	Description		Amount
	5.1.2020	05/01/2020	FLEX POST TAX - AmFid Post Tax*		579.36
Check	05/01/2020	62834 Accounts Payable	American Fidelity Assurance Company		507.75
	Invoice	Date	Description		Amount
	5.1.2020	05/01/2020	FLEX MED - AmFid Flex Medical Pre-Tax *		507.75
Check	05/01/2020	62835 Accounts Payable	HORACE MANN		2,095.17
	Invoice	Date	Description		Amount
	5.1.2020	05/01/2020	H MANN - Horace Mann Insurance		2,095.17
Check	05/01/2020	62836 Accounts Payable	MICHIGAN STATE DISBURSEMENT UNIT		201.61
	Invoice	Date	Description		Amount
	5.1.2020	05/01/2020	FOC - Child Support FOC		201.61
GF CHECKING General Fund Checking Totals:			Transactions: 5		\$3,583.89
Checks:	5		\$3,583.89		

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: GF CHECKING - General Fund Checking					
Check	04/30/2020	62837 Accounts Payable	A.B. Dick Document Solutions		407.15
	Invoice	Date	Description		Amount
	33AR475282	04/21/2020	Printers		11.76
	338475312	04/21/2020	Copier Charges		395.39
Check	04/30/2020	62838 Accounts Payable	BELDING AREA SCHOOLS		23,660.97
	Invoice	Date	Description		Amount
	2019/2020MMMEL	04/21/2020	Migrant Student Consortium		23,660.97
Check	04/30/2020	62839 Accounts Payable	Bush , Michelle		240.00
	Invoice	Date	Description		Amount
	JS4272020	04/21/2020	Cell Phone Jan.-June		240.00
Check	04/30/2020	62840 Accounts Payable	DAVENPORT UNIVERSITY		667.67
	Invoice	Date	Description		Amount
	DE202020SHS01	04/21/2020	Dual Enrollment		667.67
Check	04/30/2020	62841 Accounts Payable	Encore Technology Group, LLC		3,688.72
	Invoice	Date	Description		Amount
	149280	04/21/2020	April Phone Bill		3,688.72
Check	04/30/2020	62842 Accounts Payable	Four Health Family Resource Center Inc.		375.00
	Invoice	Date	Description		Amount
	124012	04/21/2020	Bridging The Gap Contracted Services		150.00
	124011	04/21/2020	Bridging The Gap Contracted Services		50.00
	124013	04/21/2020	Bridging The Gap Contracted Services		175.00
Check	04/30/2020	62843 Accounts Payable	George , Tiffany		100.00
	Invoice	Date	Description		Amount
	JS4202020	04/21/2020	Pay To Participate Refund		100.00
Check	04/30/2020	62844 Accounts Payable	Guernsey , Daron		300.00
	Invoice	Date	Description		Amount
	JS4302020	04/21/2020	Robotics Coach Stipend		300.00
Check	04/30/2020	62845 Accounts Payable	Hale , Abbigail		100.00

User: Elizabeth Lange

Pages: 1 of 3

4/30/2020 1:42:56 PM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	Invoice		Date	Description	Amount
	JS4172020		04/21/2020	Pat To Participate Refund	100.00
Check	04/30/2020	62846 Accounts Payable	Hanson , Katelyn		165.52
	Invoice		Date	Description	Amount
	JS4242020		04/21/2020	ES Teaching Supplies	165.52
Check	04/30/2020	62847 Accounts Payable	HOUSTON, KEITH		135.15
	Invoice		Date	Description	Amount
	JS4302020		04/21/2020	JSH Teaching Supplies	135.15
Check	04/30/2020	62848 Accounts Payable	IONIA COUNTY INT. SCH. DIST.		14,152.19
	Invoice		Date	Description	Amount
	2020-03		04/21/2020	Skyward, PD Consortium, NWS & Grant Writer	14,152.19
Check	04/30/2020	62849 Accounts Payable	Johnson , Robert		2,500.00
	Invoice		Date	Description	Amount
	JS4302020		04/21/2020	Robotic Coach Stipend	2,500.00
Check	04/30/2020	62850 Accounts Payable	Kimball Midwest		73.38
	Invoice		Date	Description	Amount
	7755769		04/21/2020	Bus Garage Supplies	73.38
Check	04/30/2020	62851 Accounts Payable	MC GEE, AMY		100.00
	Invoice		Date	Description	Amount
	JS4172020		04/21/2020	Pay To Participate-Refund	100.00
Check	04/30/2020	62852 Accounts Payable	METS		4,742.26
	Invoice		Date	Description	Amount
	15849		04/21/2020	Salaries & Fees	4,742.26
Check	04/30/2020	62853 Accounts Payable	MILES, AMY		197.00
	Invoice		Date	Description	Amount
	JS4222020		04/21/2020	Writing Instruction	197.00
Check	04/30/2020	62854 Accounts Payable	NAPA AUTO & TRUCK PARTS		420.19
	Invoice		Date	Description	Amount

User: Elizabeth Lange

Pages: 2 of 3

4/30/2020 1:42:56 PM

Saranac Community Schools
Payment Batch Register
 Bank Account: GF CHECKING - General Fund Checking
 Batch Date: 04/30/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
	865078	04/21/2020	Parts		226.82
	865539	04/21/2020	Parts		193.37
Check	04/30/2020	62855 Accounts Payable	PCMI		2,878.95
	Invoice	Date	Description		Amount
	69649	04/21/2020	Salaries & Fees		2,873.95
	69579	04/21/2020	Sub Fees		5.00
Check	04/30/2020	62856 Accounts Payable	Phillips , Michael		1,500.00
	Invoice	Date	Description		Amount
	JS4302020	04/21/2020	Robotic Coach Stipend		1,500.00
Check	04/30/2020	62857 Accounts Payable	SHERWIN WILLIAMS COMPANY		301.20
	Invoice	Date	Description		Amount
	5620-5	04/21/2020	Paint-ES		150.60
	5785-6	04/21/2020	Paint-ES		150.60
Check	04/30/2020	62858 Accounts Payable	SYNCB/Amazon		145.22
	Invoice	Date	Description		Amount
	469543837684	04/21/2020	Books-S Smith		145.22
Check	04/30/2020	62859 Accounts Payable	VIDETICH, DONALD		30.77
	Invoice	Date	Description		Amount
	JS4202020	04/21/2020	Paint & Paint Supplies		30.77
GF CHECKING General Fund Checking Totals:			Transactions: 23		\$56,881.34
Checks:	23		\$56,881.34		

Payment Register

From Payment Date: 4/1/2020 - To Payment Date: 4/30/2020

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Transaction Amount	Reconciled Amount	Difference
GF CHECKING - General Fund Checking									
<u>EFT</u>									
611	04/03/2020	Open			Accounts Payable	HealthEquity, Inc.	\$3,570.78		
612	04/03/2020	Open			Accounts Payable	INDEPENDENT BANK	\$138,444.43		
614	04/14/2020	Open			Accounts Payable	M.P.S.E.R.S.	\$52,550.80		
615	04/15/2020	Open			Accounts Payable	STATE OF MICHIGAN	\$10,408.01		
616	04/17/2020	Open			Accounts Payable	HealthEquity, Inc.	\$3,753.92		
617	04/17/2020	Open			Accounts Payable	INDEPENDENT BANK	\$135,807.45		
618	04/22/2020	Open			Accounts Payable	M.P.S.E.R.S.	\$42,603.79		
619	04/28/2020	Open			Accounts Payable	M.P.S.E.R.S.	\$52,018.08		
Type EFT Totals:							\$439,157.26		
GF CHECKING - General Fund Checking Totals							8 Transactions		

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$439,157.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$439,157.26	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$439,157.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$439,157.26	\$0.00

Grand Totals:

EFTs	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$439,157.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Total	8	\$439,157.26	\$0.00

All	Status	Count	Transaction Amount	Reconciled Amount
	Open	8	\$439,157.26	\$0.00
	Reconciled	0	\$0.00	\$0.00
	Voided	0	\$0.00	\$0.00
	Stopped	0	\$0.00	\$0.00
	Total	8	\$439,157.26	\$0.00

Saranac Community Schools
Payment Batch Register

Bank Account: 2018 CP - 2018 Capital Project Checking Ac
 Batch Date: 03/25/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2018 CP - 2018 Capital Project Checking Ac					
Check	03/25/2020	2018091 Accounts Payable	Owen-Ames-Kimball Co.		167,497.70
	Invoice	Date	Description		Amount
	12	03/24/2020	2019 Construction Project		167,497.70
2018 CP 2018 Capital Project Checking Ac Totals:			Transactions: 1		<u>\$167,497.70</u>
Checks:		1	\$167,497.70		

Saranac Community Schools
Payment Batch Register

Bank Account: 2018 CP - 2018 Capital Project Checking Ac
 Batch Date: 04/16/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2018 CP - 2018 Capital Project Checking Ac					
Check	04/16/2020	2018092 Accounts Payable	TowerPinkster		40.48
	Invoice	Date	Description		Amount
	59399	04/15/2020	Mileage		40.48
2018 CP 2018 Capital Project Checking Ac Totals:			Transactions: 1		<u>\$40.48</u>
Checks:	1		\$40.48		

Saranac Community Schools
Payment Batch Register

Bank Account: 2018 CP - 2018 Capital Project Checking Ac
 Batch Date: 04/28/2020

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: 2018 CP - 2018 Capital Project Checking Ac					
Check	04/28/2020	2018093 Accounts Payable	Custer		67,918.92
	Invoice	Date	Description		Amount
	406658	04/21/2020	Furniture-JSH		67,918.92
2018 CP 2018 Capital Project Checking Ac Totals:			Transactions: 1		\$67,918.92
Checks:		1	\$67,918.92		

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: ISD 2020-2021 Budget Information

The State requires that local Boards review proposed budgets for Intermediate School Districts.

Mr. Jamie Carnes, Director of Fiscal Services with Ionia County ISD will present their proposed budget for 2020-21 school year at this meeting.

Suggested Resolution

I move that the Saranac Board of Education approve/deny the Ionia County ISD proposed budget and resolution for 2020-21 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

April 2, 2020

To: Ionia County Superintendents
From: Jamie Carnes, Director of Fiscal Services
Re: Ionia County ISD 2020-2021 Budget Projections – General Fund

Process:

Please find the enclosed Ionia County ISD General Fund budget for 2020-2021. Section 624 of the Revised School Code, as amended, requires the Intermediate School Board to submit its proposed budget no later May 1st of each year to the board of each constituent district for review.

No later than June 1st of each year the board of each constituent district shall review the proposed intermediate school district budget and shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district budget. If disapproving the budget, the constituent district board shall submit any specific objections and proposed changes it may have.

A resolution for support and one for disapproval of the Ionia County ISD General Fund budget is enclosed to assist in that process. Please have your Board Secretary confirm the support or disapproval and return the signed resolution to Tracy Dickinson (tdickinson@ioniaisd.org) by June 1st, 2020.

The following information has been provided to assist in reviewing the General Fund budget.

General Fund Overview:

As the name would indicate, the general fund “houses” many of the “general operations” of the ISD. This includes many of the general education services, such as curriculum and professional development services, and early childhood services like the Great Start Readiness Program and the Great Start Collaborative. The general fund also “houses” other general operations such as executive administration, business, human resources services, IT services and shared business and technology services on behalf of our local school districts.

At \$4.19 million the general fund represents approximately 14.8% of the total ISD budget of \$28.35 million. The largest source of discretionary funding for the general fund is Section 81 state aid funding, which is similar to the foundation allowance for local districts. Section 81 funding total approximately \$476,465 or 11.3% of general education revenue. The next largest source of discretionary funding is property tax revenue at \$245,000 or 5.8% of revenue. The largest overall source of funding is the Great

Partners in Building Full Potential

Serving the districts of Belding, Ionia, Lakewood, Portland, Saranac, Coon, Haynor, and North LeValley

It is the policy of Ionia County Intermediate School District that no person shall be subjected to discrimination in any educational program, service, or activity that it provides, nor in any employment for which it is responsible. As such, ICISD and its Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, military status, ancestry, or genetic information.

Start Readiness Program at \$1.11 million or 26.4% of total revenue, which is restricted for GSRP programming.

Assumptions:

As with any budget a number of assumptions are used to build it. Below are the key assumptions that were used to build the general fund budget:

Property Tax Collections	1.5% increase
Section 81 funding	0% increase
Wages	Steps and 1.50%, for non-union support Steps or 1.50% for non-union administrators GSRP Teachers \$30,000 to \$33,000 \$32,500 to \$35,500 GSRP Associate Teachers \$12.50 to \$14.40

******Wages are projected as of March 23rd and may change depending on state budget implications***

Medical Insurance (Hard Cap)	3.3% increase
MPSERS ER Capped Rate	· Ranges from 20.96% to 30.16%

Please take the time to review the budget and let me know if you have any questions.

Sincerely,



Jamie Carnes, Director of Fiscal Services
Ionia County ISD

**Ionia County Intermediate School District
General Fund Budget
2020-2021**

	June 17th, 2018-2019 GF Final Budget Amendment	June 17th, 2019-2020 GF Original Budget	March 12th, 2019-2020 GF Budget Amendment #2	June 17th, 2020-2021 GF Original Budget	Difference Between Original Budget and March Amendment #2
REVENUES:					
Local	\$442,126.00	\$414,959.00	\$416,963.00	\$421,719.00	\$4,756.00
Non-Educational Entities	\$60,739.00	\$64,421.00	\$64,962.00	\$64,999.00	\$37.00
State	\$2,112,647.00	\$2,105,298.00	\$2,380,101.00	\$2,436,393.00	\$56,292.00
Federal	\$24,395.00	\$0.00	\$32,045.00	\$0.00	(\$32,045.00)
Incoming Transfers and Others	\$1,064,338.00	\$1,070,895.00	\$1,272,794.00	\$1,305,513.00	\$32,719.00
Grand Total - Revenues	\$3,704,245.00	\$3,655,573.00	\$4,166,865.00	\$4,228,624.00	\$61,759.00
EXPENDITURES:					
Basic Instruction	\$665,444.00	\$687,234.00	\$615,797.00	\$740,805.00	\$125,008.00
Added Needs	\$23,198.00	\$0.00	\$11,354.00	\$0.00	(\$11,354.00)
Support Services:					
Pupil Support	\$46,604.00	\$44,018.00	\$46,194.00	\$42,529.00	(\$3,665.00)
Instructional Staff Services	\$656,270.00	\$688,368.00	\$628,045.00	\$607,631.00	(\$20,414.00)
General Administration	\$261,153.00	\$272,376.00	\$278,021.00	\$278,212.00	\$191.00
Business Services	\$806,554.00	\$838,732.00	\$953,615.00	\$904,481.00	(\$49,134.00)
Operation & Maintenance	\$90,770.00	\$97,420.00	\$102,401.00	\$115,572.00	\$13,171.00
Transportation	\$42,946.00	\$42,920.00	\$40,850.00	\$40,850.00	\$0.00
Support Services Central	\$396,297.00	\$399,988.00	\$478,524.00	\$606,258.00	\$127,734.00
Community Services	\$321,179.00	\$358,707.00	\$401,829.00	\$380,319.00	(\$21,510.00)
Payments To Other Schools	\$142,349.00	\$138,440.00	\$458,846.00	\$449,070.00	(\$9,776.00)
Prior Year Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fund Modifications/Transfers Out	\$236,301.00	\$95,743.00	\$96,428.00	\$24,543.00	(\$71,885.00)
Grand Total - Expenditures	\$3,689,065.00	\$3,663,946.00	\$4,111,904.00	\$4,190,270.00	\$78,366.00
Grand Total					
Total Expenditures	\$3,689,065.00	\$3,663,946.00	\$4,111,904.00	\$4,190,270.00	\$78,366.00
Total Revenues	\$3,704,245.00	\$3,655,573.00	\$4,166,865.00	\$4,228,624.00	\$61,759.00
Revenues/Expenditures	\$15,180.00	(\$8,373.00)	\$54,961.00	\$38,354.00	(\$16,607.00)

Fund Balance July 1st, 2020	\$516,873.00
Estimated Gain/Loss 2020-2021	\$38,354.00
Fund Balance June 30th, 2021	\$555,227.00

Fund Balance Percentage of Expenditures	13.25%
-----------------------------------------	--------

ISD BUDGET RESOLUTION

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the _____ day of _____, 2020, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has reviewed the proposed intermediate school district budget and has determined that it disapproves of certain portions of the proposed intermediate school district budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.

2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2020, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

ISD BUDGET RESOLUTION

_____, Michigan (the "District")

A _____ meeting of the board of education of the District was held in the _____ in the District, on the _____ day of _____, 2020, at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district budget.

2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1, 2020.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2020, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: 2nd Budget Amendment for FY: 2019-2020

I will be presenting with possible approval the 2nd budget amendment at the meeting.

Suggested Resolution

I move that the Saranac Board of Education approve the 2nd budget amendment for FY: 2019-2020 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools

General Fund Budget		06/16/16	05/04/17	06/15/17	06/15/17	01/18/18	04/26/18	06/21/18	06/21/18	01/14/19	05/13/19	06/24/19	06/24/19	01/13/20	05/12/20	Change
		Original Adopted Budget 2016-2017	1st Amended Budget 2016-2017	2nd & Final Amended Budget 2016-2017	Original Adopted Budget 2017-2018	1st Amendment 2017-2018	2nd Amendment 2017-2018	3rd & Final Amended Budget 2017-2018	Original Adopted Budget 2018-2019	1st Amendment 2018-2019	2nd Amendment 2018-2019	3rd Amendment 2018-2019	Original Adopted Budget 2019-2020	1st Amendment 2019-2020	2nd Amendment 2019-2020	Amendment 2019-20
100	Local Revenue	857,823	812,790	832,142	766,703	808,350	1,410,421	1,466,948	852,556	919,548	919,548	925,982	913,291	963,517	945,917	(17,600)
300	State Revenue	7,536,926	7,484,600	7,515,498	7,343,981	7,306,724	7,447,985	7,458,865	7,396,833	7,561,633	7,594,817	7,599,404	7,531,090	7,688,959	7,671,658	(17,301)
400	Federal Revenue	207,246	164,759	165,367	160,934	152,671	170,507	170,705	170,556	161,672	177,738	177,343	182,533	188,341	229,525	41,184
500	Incoming Trans & Other	191,261	164,788	178,548	169,109	213,738	214,037	225,289	124,766	193,377	199,896	212,619	176,741	191,727	189,956	(1,771)
600	Fund Modifications						20,900	14,900	-	-	-	5,000	-	14,000	15,000	1,000
	Total Revenue- General Fund	8,793,256	8,626,937	8,691,555	8,440,727	8,481,483	9,263,850	9,336,707	8,544,711	8,836,230	8,891,999	8,920,348	8,803,655	9,046,544	9,052,056	5,512
1110	Basic Programs	4,639,101	4,603,921	4,582,584	4,530,551	4,553,216	4,580,964	4,593,654	4,517,754	4,377,197	4,356,295	4,348,439	4,582,326	4,528,554	4,499,751	(28,803)
1120	Added Needs	860,962	823,667	848,423	809,100	744,905	736,004	736,685	715,566	750,398	767,423	772,694	809,030	778,905	795,133	16,228
1210	Pupil Support Services	247,899	252,943	251,081	246,809	261,225	264,943	265,212	270,927	265,816	267,884	267,886	282,649	269,547	245,080	(24,467)
1220	Inst Staff Support Services	244,458	223,972	220,490	171,738	289,601	303,373	304,107	190,902	353,456	369,609	366,850	372,141	396,222	400,016	3,794
1230	General Administration	311,412	334,918	298,873	281,725	278,214	281,172	277,885	278,467	281,258	282,956	261,314	299,494	302,381	303,585	1,204
1240	School Administration	527,088	517,655	513,501	508,997	487,925	489,566	484,123	494,134	495,341	494,721	490,039	517,995	570,183	570,287	104
1250	Basic Support Service	171,999	170,597	197,551	206,343	208,419	217,487	205,974	218,116	223,981	225,609	225,319	232,676	206,069	206,093	24
1260	Operations & Maintenance	725,885	906,447	904,363	733,352	810,551	1,407,498	1,409,848	748,242	747,152	730,887	743,990	726,428	756,027	758,485	2,458
1270	Transportation	546,051	625,283	630,190	571,829	587,529	594,530	593,220	553,718	567,762	547,233	548,758	503,965	533,176	541,314	8,138
1280	Support Services	186,062	184,196	209,758	183,038	184,269	183,168	183,168	181,056	186,483	189,067	190,967	187,336	186,675	185,876	(799)
1290	Other Support Service	168,319	193,089	183,928	193,433	192,666	194,753	183,299	195,430	186,608	189,707	189,710	193,506	195,327	190,078	(5,249)
1130/1390	Continuing Ed	691	450	450	450	450	450	-	-	-	-	-	-	-	-	-
1410	Transfers to Govt Units - Voc. Ed. Ag.	15,900	12,544	12,544	12,544	15,810	16,117	18,931	19,917	18,244	18,480	18,480	18,480	18,475	15,176	(3,299)
1450	Facilities Acquisition, Construction and Improve	-								35,900	35,699	15,720	19,979	19,145	19,145	-
1490	Prior Period Adjustments						9,880	9,880	-	-	-	-	-	-	-	-
1620	Fund Modifications: School Serv	34,337	9,594	-	-	-	-	-	-	-	-	-	-	-	-	-
1630	Fund Modifications: Debt Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Expenditures- General Fund	8,680,164	8,859,276	8,853,736	8,449,909	8,614,780	9,279,905	9,265,986	8,384,229	8,489,596	8,475,570	8,440,166	8,746,005	8,760,686	8,730,019	(30,667)
	Excess Rev/(Exp)	113,092	(232,339)	(162,181)	(9,182)	(133,297)	(16,055)	70,721	160,482	346,634	416,429	480,182	57,650	285,858	322,037	
	Fund Balance Forward	427,301	432,945	432,945	270,764	347,703	347,703	347,703	418,424	631,706	631,706	631,706	1,111,888	1,263,527	1,263,527	
	Audited Total Fund Balance	432,945			347,703				631,706				1,263,527			
	Estimated Total Fund Balance	540,393	200,606	270,764	261,582	214,406	331,648	418,424	578,906	978,340	1,048,135	1,111,888	1,169,538	1,549,385	1,585,564	
	Total Fund Balance as a % of Expenditures	6.2%	2.3%	3.1%	3.1%	2.5%	3.6%	4.5%	6.9%	11.5%	12.4%	13.2%	13.4%	17.7%	18.2%	
	Total Fund Balance as a % of Unrestricted Revenues	7.1%	2.7%	3.6%	3.6%	3.0%	4.3%	5.3%	8.2%	13.2%	14.1%	14.9%	15.9%	20.4%	20.9%	

Saranac Community Schools

Food Service Fund Budget		06/16/16	06/15/17	06/15/17	04/26/18	06/21/18	06/21/18	05/13/19	06/24/19	06/24/19	01/13/20	05/12/20	Change
		Original Adopted Budget 2016-2017	1st & FINAL Amended Budget 2016-2017	Original Adopted Budget 2017-18	1st Amendment 2017-18	2nd & Final Amended Budget 2017-18	Original Adopted Budget 2018-19	1st Amendment 2018-19	2nd & Final Amendment 2018-19	Original Adopted Budget 2019-20	1st Amendment 2019-20	2nd Amendment 2019-20	2019-20
100	Local Revenue	101,549	108,899	108,899	108,899	89,490	88,963	85,143	87,637	87,637	97,867	77,954	(19,913)
300	State Revenue	18,800	27,134	27,134	25,208	25,131	25,131	28,777	27,902	27,902	27,672	23,335	(4,337)
400	Federal Revenue	179,743	208,743	208,743	208,743	205,214	204,214	193,412	211,412	211,412	210,762	210,762	-
500	Incoming Trans & Other	34,337	-	-	9,879	9,879	-	-	-	-	-	-	-
	Total Revenue- General Fund	334,429	344,776	344,776	352,729	329,714	318,308	307,332	326,951	326,951	336,301	312,051	(24,250)
1290	Other Support Service	334,429	344,908	344,306	330,938	330,531	325,143	315,284	325,008	325,705	310,017	312,660	2,643
1490					729	729	-	-	-	-	-	-	-
1600	Fund Modification				21,000	15,000	-	-	5,000	-	14,000	15,000	1,000
	Total Expenditures- General Fund	334,429	344,908	344,306	352,667	346,260	325,143	315,284	330,008	325,705	324,017	327,660	3,643
Excess Rev/(Exp)		-	(132)	470	62	(16,546)	(6,835)	(7,952)	(3,057)	1,246	12,284	(15,609)	
	Fund Balance Forward	22	17,114	16,982	28,781	28,781	12,235	32,299	32,299	29,242	54,772	54,772	
	Audited Total Fund Balance	17,114		28,781			32,299			54,772			
	Estimated Total Fund Balance	22	16,982	17,452	28,843	12,235	5,400	24,347	29,242	30,488	67,056	39,163	
	Total Fund Balance as a % of Expenditures	0.0%	4.9%	5.1%	8.2%	3.5%	1.7%	7.7%	8.9%	9.4%	20.7%	12.0%	

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: MASB Board Policy Updates

We have reviewed MASB policies for consideration into NEOLA policy's and/or NEOLA Administrative Guidelines and would like to have these approved so these can be incorporated into NEOLA board policies.

MASB 1000 section (Board Bylaws)

1. Board Bylaws

- a. Board Member Visits to Schools (Revised 11/15/01)
Explains expectations for board members when visiting a school building during the school day. Explains procedures and communication for such visits.

2. Administration in absence of Policy, Policy 1575 (Approved 7/1/97)

- b. Explains what takes place when there is no approved policy. Superintendent shall have the power to act and immediately update the board at next regular meeting.

3. Board Member Ethics and Responsibilities, Policy 1700 (Approved 7/1/97)

- c. This policy provides written responsibilities, ethical guidelines, ethical conflicts of interest, and what procedures are in place for those who may violate this policy. NEOLA addresses all but procedures for violation of policy.

MASB 2000 section (General School Administration)

1. Administration Organization, Policy 2020 (Approved 7/1/97, Revised 11/7/02)

- a. NEOLA explains organization but has no flow chart as provided in MASB policy.

2. Residency Requirements, Policy 2310 (Approved 7/1/97, Revised 3/2/00)

- b. Residency requirements for admin are different in NEOLA, including the NEOLA spouse clause. MASB legal counsel has been contracted for updated language to propose.

MASB 3000 section (Fiscal Management)

1. Bonded Employees Policy 3430 (Approved 7/1/97)

- a. NEOLA policy 6111 speaks of internal controls, but not bonded employees specifically.

2. Inventories, Policy 3490 (Approved 7/1/97, Revised 2/21/02)

- b. Addressed in NEOLA 7450 but fails to identify the time-period of inventory completion.

Suggested Resolution

I move that the Saranac Board of Education approve MASB policies to NEOLA policies and/or NEOLA administrative guidelines as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Sarah Doll, Board President

SUBJECT: 2019-2020 Superintendent's Evaluation

POLICY: 1240 – Evaluation of the Superintendent

At the April 14th meeting we conducted the Superintendent's evaluation, and now would like to approve it.

Suggested Resolution

I move that the Saranac Board of Education approve the Superintendent's Evaluation for FY: 2019-2020 as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Addendum to Superintendent's Contract

Board President, Sarah Doll discussed at the Finance Committee meeting to add an addendum to the Superintendent's contract in lieu of mileage for April, May and June.

Suggested Resolution

I move that the Saranac Board of Education approve the addendum to the Superintendent's Contract as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools

Jason Smith, Superintendent
225 Pleasant Street
Saranac, Michigan 48881

www.saranac.k12.mi.us

Telephone 616-642-1400
Fax 616-642-1405

TO: Saranac Community Schools Board of Education
FROM: Sarah Doll, Board President
DATE: May 6, 2020
RE: Addendum to the 2019-20 Superintendent Contract

With the recent events related to COVID-19 there is a proposed change to the 2019-2020 Superintendent's contract. Mr. Smith has gone above and beyond during the COVID shutdown creating/attending more meetings, changes in district procedures and policies and reaching out to individual students (senior class). The stipend would be in lieu of the remaining balance of his mileage allowance that was budgeted and board approved.

Stipend amount to be paid to Jason Smith= \$1097.63
District cost= \$1097.63 x 35%= \$384.17 for a total cost of \$1481.80

The stipend will be included in the first pay in June, 2020.

Sarah Doll, Board President

Date

Ted Van Kuiken, Board Secretary

Date

Jason Smith, Superintendent

Date

Saranac Elementary
Mike Catrell, Principal
Phone 616.642.1200
Fax 616.642.1205

Sara Serne, K-12 AP/MTSS
Phone: 616.642.1100

Saranac Junior Senior High
Josh Leader, Principal
Phone 616.642.1100
Fax 616.642.1105

Be the change you wish to see in the world...

TO: Board of Education

FROM: Sarah Doll, Board President

SUBJECT: Superintendent's Financial Adjustment for 2020-21

I would like to provide an update to Mr. Smith's financial salary.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Elementary School Principal's Contract for 2020-2021

I would like to provide an update to Mr. Catrell's contract.

Saranac Community Schools

CONTRACT OF EMPLOYMENT

School Administrator

It is hereby agreed by and between the Board of Education of Saranac Community Schools (hereinafter "Board") and Mike Catrell (hereinafter "Administrator") that pursuant to Section 1229 (2) of the Revised School Code of the State of Michigan, the Board in accordance with its action found in the minutes of its meeting held on the June 29, 2020, has and does hereby employ the said Administrator for a period of one year commencing on July 1, 2020 and ending on June 30, 2022, according to the terms and conditions as described and set forth herein as follows;

1. Administrator shall perform the duties of Elementary School Principal as prescribed by the Board pursuant to the Revised School Code of the State of Michigan as may be established, modified and/or amended from time to time by the Board and under the supervision and direction of the Superintendent of Schools. Administrator acknowledges the ultimate authority of the Board and Superintendent with respect to his/her responsibilities and directions related thereto.

Administrator is subject, during the term of this Contract, to assignment and transfer to another position of administrative employment in the School District at the discretion of the Board or its Superintendent of Schools.

2. Administrator represents that he/she possesses, holds and will maintain all certificates, credentials and qualifications required by law, including the regulations of the Department of Education, and those required by the Board to serve in the position assigned. Additionally, Administrator agrees, as a condition of his/her continued employment, to meet all continuing education requirements for the position assigned, as may be required by the State Board of Education. If at any time Administrator fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position as assigned as required herein, this contract shall automatically terminate and the Board shall have no further obligations hereunder.

3. Administrator agrees to devote his/her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Administrator agrees to faithfully perform those duties assigned by the Board and Superintendent and to comply with the directives of the Board and Superintendent with respect thereto. Further, Administrator agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board and Superintendent to carry out the educational programs and policies of the School District for which he/she is responsible during the entire term of this Agreement. Administrator agrees to devote substantially all of his/her business time, attention and services to the diligent, faithful and competent discharge of his/her duties on behalf of the School District to enhance the operation of the School District and agrees to use his/her best efforts to maintain and improve the quality of the programs and services of the School District.

4. Administrator shall be paid at the rate determined by the following index effective upon board ratification of the Saranac Education Association contract upon which the index is based.

HS Principal	225 days	1.04
MS Principal	225 days	1.03
ES Principal	220 days	1.02
HS AP	215 days	1.01
ES AP	215 days	1.01
Curriculum Dir.		1.05
Sp. Ed. Dir.		1.05

The per diem rate for administrators' salaries is determined by dividing the top teacher salary at the administrator's educational level by 180. The per diem rate is then multiplied by the index factor and the number of work days.

Additional days to be paid at the administrator's per diem rate may be approved by the superintendent upon request in advance by the administrator

An annual calendar of proposed days to be worked shall be given to the Superintendent prior to July 1. Flex time may be substituted for work on the calendar days with the prior approval of the superintendent.

The annual salary shall be paid in equal bi-weekly installments beginning July 1st and continuing until the end of the fiscal/contract year, June 30th.

The Board hereby retains the right to adjust the annual salary of Administrator during the term of this Contract. Any adjustment in salary made during the term of this Contract shall be in the form of a written amendment and when executed by Administrator and the Board, shall become a part of this Contract.

5. Administrator is employed on the basis of two-hundred twenty (220) days of work per fiscal year through June 30 as scheduled by the Superintendent.

6. Administrator's performance shall be evaluated by the Superintendent or his/her designee at least annually, using multiple rating categories that take into account data on student growth to the extent required by Section 1249 of the Revised School Code (or its successor provision).

7. The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency or if Administrator materially breaches the terms and conditions of this Contract, or for other causes determined to be sufficient by the Board.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

8. Additionally, this Contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least thirty (30) days notice of termination prior to the effective date of layoff. In the event of layoff, the Board shall have no further obligation under this Contract.

9. In the event of Administrator's mental and/or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of ninety (90) work days for purpose of recovery. The Administrator shall first exhaust any accumulated sick leave and accrued personal leave, with the balance of the ninety (90) work day period to be unpaid. Health plan premium payments shall be made on behalf of Administrator during this interval to the extent required by law. Upon utilizing leave under this provision, Administrator shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by Administrator, it may require a second opinion, at Board expense.

Administrator may request a ninety (90) work day unpaid leave extension in the event of his/her physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is reasonable likelihood that Administrator will be able to resume his/her duties at the end of the extended leave interval. Medical certification shall be supplied by Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If the Administrator is unable to, or does not, resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), his/her employment and this Contract may be terminated at the option of the Board. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

Prior to resumption of duty after an unpaid leave of absence for a serious health condition, Administrator shall provide to the Board a fitness for duty certification from Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion in this context is precluded by the Family and Medical Leave Act.

10. Administrator agrees that he/she shall not be deemed to be granted continuing tenure in the position initially assigned or to which he/she may be assigned or transferred or in any capacity other than that of a classroom teacher, should the probationary period required for tenure as a teacher be fulfilled, by virtue of this Contract or any employment assignment (requiring certification) with the School District. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

11. Administrator shall submit to such medical examinations, supply such information and execute such documents as may be required by any underwriter, policyholder or third party administrator providing insurance programs specified under this Contract. Additionally, upon request of the Board or Superintendent, Administrator shall authorize the release of medical information necessary to determine if Administrator is capable of performing the essential job functions required by his/her assignment, with or without job accommodation. Any physical or mental examination or disclosure of such information required of Administrator by the Board or Superintendent shall be job related and consistent with business necessity. Any medical or

psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be considered and treated as confidential.

12. Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party administrator, the Board shall make monthly pro-rated medical benefit plan contributions and other insurance premium contributions on behalf of Administrator and his/her eligible dependents for the following insurance programs:

Health insurance -----	PPO HSA deductible	\$1,400/\$2,800
Dental insurance -----	Delta Dental 60/60/60	\$1,000
Vision insurance -----	VSP3	
Term life insurance -----		
-----	Non-PAK AD & D	\$49,000
-----	Non-PAK Life	\$49,000

Long Term Disability-----	66 2/3% after 120 days Max 2,500	

Administrator agrees that the Board has the right to allocate to Administrator responsibility for any portion of the medical benefit plan costs (as defined by 2011 PA 152, as amended), for the plans listed above which exceed the Board's maximum pro-rated monthly contribution. The Board agrees to contribute the monthly pro-rated maximum medical benefit plan contribution allowed pursuant to 2011 PA 152, as amended.

The Board will notify Administrator of the amount for which he/she is responsible which is in excess of the Board's contribution. Administrator agrees that the amount of Administrator's responsibility shall be payroll deducted from Administrator's compensation, or paid directly by Administrator if Administrator's compensation is not available for payroll deduction.

If the Board's pro-rated monthly maximum medical benefit plan contribution allowed pursuant to 2011 PA 152, as amended, exceeds the cost of the monthly medical benefit plan premium (and/or other Board paid medical benefit plan costs) for the medical benefit plan listed above, then the Board will contribute the remaining amount of its allowable contribution up to the Board's monthly maximum medical benefit plan contribution or the monthly pro-rated HSA deductible amount (whichever is less), to Administrator's HSA on a monthly basis.

Administrator acknowledges that the plans listed above must comply with 2011 PA 152, the Internal Revenue Code, and the Patient Protection and Affordable Care Act (hereinafter the "PPACA"), including any requirements necessary to avoid taxes, penalties, and fees chargeable to the Board. Administrator specifically authorizes the Board to make any changes to the plans listed above necessary to avoid or remedy violations of 2011 PA 152, the Internal Revenue Code, and the PPACA, including any requirements necessary to avoid taxes, penalties, and fees chargeable to the Board.

13. The Board reserves the right to change the identity of the insurance carrier, policyholder or third party administrator for any of the above coverages, provided that comparable coverage, as

determined by the Board, is maintained during the term of this Contract. The Board shall not be required to remit premiums for any insurance coverages for Administrator and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-party administrator. The terms of any contract or policy issued by any insurance company of third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The School District, by payment of the premium payments required to provide the above-described insurance coverage, shall be relieved from all liability with respect to insurance benefits.

14a. Administrator is entitled to **four** paid holidays per school year to be selected by administrator and approved by Superintendent. These days shall be counted as work days.

14b. Administrator is entitled to the following holidays for which no service to the School District is required: Labor Day, the day after Thanksgiving, Christmas Eve Day, and New Year's Eve Day, New Year's Day, Good Friday, and Memorial Day. These holidays are not counted as work days.

14c. Administrators will not be expected to report for work or to work from home on the first two days when school is canceled due to weather or other emergencies. If there are additional inclement weather days (more than two) the administrator shall be allowed to work from home unless otherwise requested by the Superintendent.

15. Administrator shall be reimbursed at the rate of **\$80** per month for cell phone and internet costs per month.

The Administrator shall be entitled to seven (7) personal days each contract year. Up to two (2) unused personal days shall carry over to the next contract year as accumulated sick days.

Ten (10) days sick leave with pay will be granted to the Administrator at the beginning of each contract year. Sick leave may be used in the event of an illness of the Administrator or medical appointment for the Administrator or his/her spouse, parent, or child. Sick leave days may be accumulated up to a maximum of two hundred (200) days.

Administrator will be granted leaves of absence with pay, not chargeable against the sick leave or personal leave each contract year for a number of days determined by the Superintendent as follows:

1. The death of each member of the immediate family of the Administrator (spouse, child, step-child, sibling, step-sibling, parent or step-parent, grandparents or step-grandparents, spouse's parent, step-parent, grandparents or step-grandparents, grandchildren or step-grandchildren.)
 2. To serve as a juror in a court of record.
 3. Visitations to other schools, educational conferences, conventions, or professional development as approved by the Superintendent.
- a. Upon retirement and acceptance into the Michigan Public Schools Employee Retirement System, the Administrator will be entitled to \$100 per day for accumulated sick time while serving as an administrator at Saranac Community Schools up to a maximum of 100 days. However, the last year of administrative service prior to retirement must be with Saranac Community Schools and within five (5) years of receipt of the first retirement check.

b. Upon termination for any reason except retirement as defined above or termination during the term of this Contract under paragraph #7, an Administrator shall be entitled to one of the following:

1. The Administrator, who has been at Saranac Community Schools for twenty (20) years, ten (10) of which have been as an administrator, shall be entitled to \$100 for each accumulated sick day up to a maximum of 100.
2. The Administrator, who has been at Saranac Community Schools for less than twenty (20) years, shall be entitled to \$50 for each accumulated sick day, while serving as an administrator, to a maximum of 100 days.

16. The board shall pay the administrator a payment of \$500 for travel within 60 miles of the district. The board shall reimburse the administrator at the current per mile IRS rate for the use of his/her automobile in conducting business outside a 60 mile radius from Saranac Community Schools that is associated with his/her position of the school.

Any expense to be incurred by Administrator for out-of-district travel shall be submitted in advance for review and approval by the Board or its designee. Administrator shall be required to present an itemized account of his/her reasonable and necessary expenses in accordance with direction of the Board or its designee. Travel mileage reimbursement will be paid at the current IRS rate.

Subject to express approval by the Board, or its designee, the fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Board, or its designee, the Administrator may attend appropriate professional meetings at the local, state and national levels and shall be reimbursed for any registration fees, tuition, travel, lodging and/or reasonable meal expenses for himself/herself in relation thereto not prepaid by the Board.

The Board will pay tuition expenses for up to three semester hours per year when taken with the prior approval of the Superintendent. Reimbursement requests up to \$1,500.00 must be submitted to central office with documentation of credits earned.

17. This Contract contains the entire agreement and understanding by and between the Board and Administrator with respect to the employment of Administrator and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. All prior contracts or other agreements (written or oral) pertaining to, connected with, or arising in any manner out of the employment of Administrator by the Board, are hereby terminated and shall hereafter be of no force or effect whatsoever. Provided, that Contract is voidable pursuant to the provisions of the Michigan Revised School Code pertaining to criminal records checks.

No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board reflected in its minutes, and signed by Administrator and the President and Secretary of the Board. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract at such time or at any other time.

18. If any provision of this Contract becomes or is declared by a Court of competent jurisdiction to be illegal, unenforceable or void, this Contract shall continue in full force and effect without said provisions.

19. Administrator agrees that any claim or suit arising out of Administrator's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth herein and waives any statute to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a law suit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the law suit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

20. This Contract is executed on behalf of the School District pursuant to the authority granted as contained in the resolution of the Board adopted on June 29, 2020, the same being incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

Date: _____

ADMINISTRATOR

SCHOOL DISTRICT BOARD OF
EDUCATION

Date: _____

By: _____

President

By: _____

Secretary

2020-2021 Salary Calculation

Mike Catrell
Elementary School Principal

$60515/180=336.19 \times 1.02 \times 220$	= \$75,442.03
Mileage in lieu per contract #16	= <u>500.00</u>
TOTAL	\$75,942.03

Fall of 2019 SEA increase change of status 1%= \$76,197.51 + mileage= \$76,697.51

With SEA TA'd agreement	
$\$63,363/180=352.02 \times 1.02 \times 220$	= \$78,992.54
Mileage in lieu per contract #16	= <u>500.00</u>
TOTAL	\$79,492.54

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Assistant JSH & Assistant Elementary School Principal's Contract for 2020-2021

I would like to provide an update to Mrs. Serne's contract.

Saranac Community Schools

CONTRACT OF EMPLOYMENT

School Administrator

It is hereby agreed by and between the Board of Education of Saranac Community Schools (hereinafter "Board") and Sara Serne (hereinafter "Administrator") that pursuant to Section 1229 (2) of the Revised School Code of the State of Michigan, the Board in accordance with its action found in the minutes of its meeting held on the June 29, 2020, has and does hereby employ the said Administrator for a period of two years commencing on July 1, 2020 and ending on June 30, 2022, according to the terms and conditions as described and set forth herein as follows;

1. Administrator shall perform the duties of MTSS coordinator and Junior-Senior High/Elementary School Principal as prescribed by the Board pursuant to the Revised School Code of the State of Michigan as may be established, modified and/or amended from time to time by the Board and under the supervision and direction of the Superintendent of Schools. Administrator acknowledges the ultimate authority of the Board and Superintendent with respect to his/her responsibilities and directions related thereto.

Administrator is subject, during the term of this Contract, to assignment and transfer to another position of administrative employment in the School District at the discretion of the Board or its Superintendent of Schools.

2. Administrator represents that he/she possesses, holds and will maintain all certificates, credentials and qualifications required by law, including the regulations of the Department of Education, and those required by the Board to serve in the position assigned. Additionally, Administrator agrees, as a condition of his/her continued employment, to meet all continuing education requirements for the position assigned, as may be required by the State Board of Education. If at any time Administrator fails to maintain all certificates, credentials, continuing education requirements and/or qualifications for the position as assigned as required herein, this contract shall automatically terminate and the Board shall have no further obligations hereunder.

3. Administrator agrees to devote his/her talents, skills, efforts and abilities toward competently and proficiently fulfilling all duties and responsibilities of the position assigned. Administrator agrees to faithfully perform those duties assigned by the Board and Superintendent and to comply with the directives of the Board and Superintendent with respect thereto. Further, Administrator agrees to comply with and fulfill all responsibilities and tasks required by state and federal law and regulations and by the Board and Superintendent to carry out the educational programs and policies of the School District for which he/she is responsible during the entire term of this Agreement. Administrator agrees to devote substantially all of his/her business time, attention and services to the diligent, faithful and competent discharge of his/her duties on behalf of the School District to enhance the operation of the School District and agrees to use his/her best efforts to maintain and improve the quality of the programs and services of the School District.

4. Administrator shall be paid at the rate determined by the following index effective upon board ratification of the Saranac Education Association contract upon which the index is based.

HS Principal	225 days	1.04
MS Principal	225 days	1.03
ES Principal	220 days	1.02
HS AP	215 days	1.01
ES AP	215 days	1.01
Curriculum Dir.		1.05
Sp. Ed. Dir.		1.05

The per diem rate for administrators' salaries is determined by dividing the top teacher salary at the administrator's educational level by 180. The per diem rate is then multiplied by the index factor and the number of work days.

Additional days to be paid at the administrator's per diem rate may be approved by the superintendent upon request in advance by the administrator

An annual calendar of proposed days to be worked shall be given to the Superintendent prior to July 1. Flex time may be substituted for work on the calendar days with the prior approval of the superintendent.

The annual salary shall be paid in equal bi-weekly installments beginning July 1st and continuing until the end of the fiscal/contract year, June 30th.

The Board hereby retains the right to adjust the annual salary of Administrator during the term of this Contract. Any adjustment in salary made during the term of this Contract shall be in the form of a written amendment and when executed by Administrator and the Board, shall become a part of this Contract.

5. Administrator is employed on the basis of two-hundred twenty (220) days of work per fiscal year through June 30 as scheduled by the Superintendent.

6. Administrator's performance shall be evaluated by the Superintendent or his/her designee at least annually, using multiple rating categories that take into account data on student growth to the extent required by Section 1249 of the Revised School Code (or its successor provision).

7. The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency or if Administrator materially breaches the terms and conditions of this Contract, or for other causes determined to be sufficient by the Board.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

8. Additionally, this Contract may be terminated during its term pursuant to a reduction in administrative personnel, as determined by the Board. The Administrator shall be given at least

thirty (30) days notice of termination prior to the effective date of layoff. In the event of layoff, the Board shall have no further obligation under this Contract.

9. In the event of Administrator's mental and/or physical incapacity to perform the duties of his/her office, he/she shall be granted an initial leave of ninety (90) work days for purpose of recovery. The Administrator shall first exhaust any accumulated sick leave and accrued personal leave, with the balance of the ninety (90) work day period to be unpaid. Health plan premium payments shall be made on behalf of Administrator during this interval to the extent required by law. Upon utilizing leave under this provision, Administrator shall furnish medical certification to the Board (or its designee) respecting the necessity for the leave.

If the Board (or designee) has reason to doubt the validity of the medical certification supplied by Administrator, it may require a second opinion, at Board expense.

Administrator may request a ninety (90) work day unpaid leave extension in the event of his/her physical and/or mental inability to return to work at the expiration of the initial leave interval, as described above, provided that there is reasonable likelihood that Administrator will be able to resume his/her duties at the end of the extended leave interval. Medical certification shall be supplied by Administrator as a condition to any leave extension. Any extensions of leave for this purpose shall be at the discretion of the Board.

If the Administrator is unable to, or does not, resume work at the conclusion of a leave taken under this paragraph (or any extension thereof), his/her employment and this Contract may be terminated at the option of the Board. However, no such termination shall occur where restoration after leave is required by the Family and Medical Leave Act.

Prior to resumption of duty after an unpaid leave of absence for a serious health condition, Administrator shall provide to the Board a fitness for duty certification from Administrator's health care provider. A second opinion may be required by the Board, at its expense, unless the securing of the second opinion in this context is precluded by the Family and Medical Leave Act.

10. Administrator agrees that he/she shall not be deemed to be granted continuing tenure in the position initially assigned or to which he/she may be assigned or transferred or in any capacity other than that of a classroom teacher, should the probationary period required for tenure as a teacher be fulfilled, by virtue of this Contract or any employment assignment (requiring certification) with the School District. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

11. Administrator shall submit to such medical examinations, supply such information and execute such documents as may be required by any underwriter, policyholder or third party administrator providing insurance programs specified under this Contract. Additionally, upon request of the Board or Superintendent, Administrator shall authorize the release of medical information necessary to determine if Administrator is capable of performing the essential job functions required by his/her assignment, with or without job accommodation. Any physical or mental examination or disclosure of such information required of Administrator by the Board or Superintendent shall be job related and consistent with business necessity. Any medical or psychological examination under this section shall be at Board expense. Any information obtained from medical or psychological examinations or inquiries shall be considered and treated as confidential.

12. Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party administrator, the Board shall make monthly pro-rated medical benefit plan contributions and other insurance premium contributions on behalf of Administrator and his/her eligible dependents for the following insurance programs:

Health insurance -----	PPO HSA deductible	\$1,400/\$2,800
Dental insurance -----	Delta Dental 60/60/60	\$1,000
Vision insurance -----	VSP3	
Term life insurance -----		
-----	Non-PAK AD & D	\$49,000
-----	Non-PAK Life	\$49,000

Long Term Disability -----	66 2/3% after 120 days Max 2,500	

Administrator agrees that the Board has the right to allocate to Administrator responsibility for any portion of the medical benefit plan costs (as defined by 2011 PA 152, as amended), for the plans listed above which exceed the Board's maximum pro-rated monthly contribution. The Board agrees to contribute the monthly pro-rated maximum medical benefit plan contribution allowed pursuant to 2011 PA 152, as amended.

The Board will notify Administrator of the amount for which he/she is responsible which is in excess of the Board's contribution. Administrator agrees that the amount of Administrator's responsibility shall be payroll deducted from Administrator's compensation, or paid directly by Administrator if Administrator's compensation is not available for payroll deduction.

If the Board's pro-rated monthly maximum medical benefit plan contribution allowed pursuant to 2011 PA 152, as amended, exceeds the cost of the monthly medical benefit plan premium (and/or other Board paid medical benefit plan costs) for the medical benefit plan listed above, then the Board will contribute the remaining amount of its allowable contribution up to the Board's monthly maximum medical benefit plan contribution or the monthly pro-rated HSA deductible amount (whichever is less), to Administrator's HSA on a monthly basis.

Administrator acknowledges that the plans listed above must comply with 2011 PA 152, the Internal Revenue Code, and the Patient Protection and Affordable Care Act (hereinafter the "PPACA"), including any requirements necessary to avoid taxes, penalties, and fees chargeable to the Board. Administrator specifically authorizes the Board to make any changes to the plans listed above necessary to avoid or remedy violations of 2011 PA 152, the Internal Revenue Code, and the PPACA, including any requirements necessary to avoid taxes, penalties, and fees chargeable to the Board.

13. The Board reserves the right to change the identity of the insurance carrier, policyholder or third party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. The Board shall not be required to remit premiums for any insurance coverages for Administrator and his/her eligible dependents if enrollment or coverage is denied by the insurance underwriter, policyholder or third-

party administrator. The terms of any contract or policy issued by any insurance company of third-party administrator shall be controlling as to all matters concerning benefits, eligibility, coverage, termination of coverage, and other related matters. Administrator is responsible for assuring completion of all forms and documents needed to receive the above-described insurance coverage. The School District, by payment of the premium payments required to provide the above-described insurance coverage, shall be relieved from all liability with respect to insurance benefits.

14a. Administrator is entitled to **four** paid holidays per school year to be selected by administrator and approved by Superintendent. These days shall be counted as work days.

14b. Administrator is entitled to the following holidays for which no service to the School District is required: Labor Day, the day after Thanksgiving, Christmas Eve Day, and New Year's Eve Day, New Year's Day, Good Friday, and Memorial Day. These holidays are not counted as work days.

14c. Administrators will not be expected to report for work or to work from home on the first two days when school is canceled due to weather or other emergencies. If there are additional inclement weather days (more than two) the administrator shall be allowed to work from home unless otherwise requested by the Superintendent.

15. Administrator shall be reimbursed at the rate of **\$80** per month for cell phone and internet costs per month.

The Administrator shall be entitled to seven (7) personal days each contract year. Up to two (2) unused personal days shall carry over to the next contract year as accumulated sick days.

Ten (10) days sick leave with pay will be granted to the Administrator at the beginning of each contract year. Sick leave may be used in the event of an illness of the Administrator or medical appointment for the Administrator or his/her spouse, parent, or child. Sick leave days may be accumulated up to a maximum of two hundred (200) days.

Administrator will be granted leaves of absence with pay, not chargeable against the sick leave or personal leave each contract year for a number of days determined by the Superintendent as follows:

1. The death of each member of the immediate family of the Administrator (spouse, child, step-child, sibling, step-sibling, parent or step-parent, grandparents or step-grandparents, spouse's parent, step-parent, grandparents or step-grandparents, grandchildren or step-grandchildren.)
 2. To serve as a juror in a court of record.
 3. Visitations to other schools, educational conferences, conventions, or professional development as approved by the Superintendent.
- a. Upon retirement and acceptance into the Michigan Public Schools Employee Retirement System, the Administrator will be entitled to \$100 per day for accumulated sick time while serving as an administrator at Saranac Community Schools up to a maximum of 100 days. However, the last year of administrative service prior to retirement must be with Saranac Community Schools and within five (5) years of receipt of the first retirement check.

b. Upon termination for any reason except retirement as defined above or termination during the term of this Contract under paragraph #7, an Administrator shall be entitled to one of the following:

1. The Administrator, who has been at Saranac Community Schools for twenty (20) years, ten (10) of which have been as an administrator, shall be entitled to \$100 for each accumulated sick day up to a maximum of 100.
2. The Administrator, who has been at Saranac Community Schools for less than twenty (20) years, shall be entitled to \$50 for each accumulated sick day, while serving as an administrator, to a maximum of 100 days.

16. The board shall pay the administrator a payment of \$500 for travel within 60 miles of the district. The board shall reimburse the administrator at the current per mile IRS rate for the use of his/her automobile in conducting business outside a 60 mile radius from Saranac Community Schools that is associated with his/her position of the school.

Any expense to be incurred by Administrator for out-of-district travel shall be submitted in advance for review and approval by the Board or its designee. Administrator shall be required to present an itemized account of his/her reasonable and necessary expenses in accordance with direction of the Board or its designee. Travel mileage reimbursement will be paid at the current IRS rate.

Subject to express approval by the Board, or its designee, the fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Board, or its designee, the Administrator may attend appropriate professional meetings at the local, state and national levels and shall be reimbursed for any registration fees, tuition, travel, lodging and/or reasonable meal expenses for himself/herself in relation thereto not prepaid by the Board.

The Board will pay tuition expenses for up to three semester hours per year when taken with the prior approval of the Superintendent. Reimbursement requests up to \$1,500.00 must be submitted to central office with documentation of credits earned.

The Superintendent shall be eligible for non-affiliated longevity bonus per administrative guidelines.

17. This Contract contains the entire agreement and understanding by and between the Board and Administrator with respect to the employment of Administrator and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. All prior contracts or other agreements (written or oral) pertaining to, connected with, or arising in any manner out of the employment of Administrator by the Board, are hereby terminated and shall hereafter be of no force or effect whatsoever. Provided, that Contract is voidable pursuant to the provisions of the Michigan Revised School Code pertaining to criminal records checks.

No amendment to or modification of this Contract shall be valid or binding unless it is in writing, approved by official action of the Board reflected in its minutes, and signed by Administrator and the President and Secretary of the Board. No valid waiver of any provision of this Contract, at any time, shall be deemed a waiver of any other provision of this Contract at such time or at any other time.

18. If any provision of this Contract becomes or is declared by a Court of competent jurisdiction to be illegal, unenforceable or void, this Contract shall continue in full force and effect without said provisions.

19. Administrator agrees that any claim or suit arising out of Administrator's employment with the Board must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or suit. Administrator understands that the statute of limitations for claims arising out of an employment action may be longer than six (6) months, but agrees to be bound by the six (6) month period of limitation set forth herein and waives any statute to the contrary. Should a court of competent jurisdiction determine that this provision allows an unreasonably short period of time to commence a law suit, it is the intent of the parties that the court enforce this provision to the extent possible and declare the law suit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.

20. This Contract is executed on behalf of the School District pursuant to the authority granted as contained in the resolution of the Board adopted on June 29, 2020, the same being incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

Date: _____

ADMINISTRATOR

SCHOOL DISTRICT BOARD OF
EDUCATION

Date: _____

By: _____

President

By: _____

Secretary

2020-2021 Salary Calculation

Sara Serne (MA+18)

MTSS Coordinator/JSH-Elementary School Principal

$62,392/180=346.62 \times 1.01 \times 215 = \$75,269.01$

Mileage in lieu per contract #16 = \$500.00

TOTAL \$75,769.01

Fall of 2019 SEA increase change of status 1%= \$76,021.80 + mileage= \$76,521.80

With SEA TA'd agreement

$65,296/180=362.76 \times 1.02 \times 220 = \$81,402.35$

Mileage in lieu per contract #16 = \$500.00

TOTAL \$ 81,902.35

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Neola Policy Updates (Feb-2020)

Policy 2210 – Curriculum Development – Approved Courses (Revised)

- This policy revision is based on additional requirements put forth in MDE's Pupil Accounting Manual 2019-2020. This revision should be adopted to maintain accurate policies.

Policy 2412 – Homebound Instruction Program (Revised)

- This policy revision is based on changes in MDE's Pupil Accounting Manual 2019-2020 that allow certification by a licensed physician's assistant for count purposes. This revision should be adopted to maintain accurate policies.

Policy 2414 – Reproductive Health and Family Planning (Revised)

- This correction is consistent with the policy revisions (Policy 2410/2414/2418) issued as a Special Update in October 2019 to comply with a revision to Section 166. This correction of a scrivener's error may be processed as a Technical Correction. This revision is recommended for adoption.

Policy 3362.01 – Threatening Behavior toward Staff Members (Revised)

- Revision of this policy is in response to client requests to provide more clarity to the characterization of "threatening behavior". This revision is recommended for adoption.

Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety-Sensitive Functions (Revised)

- Annual Random Drug Testing Rate Increase and New FMCSA Clearinghouse. Specific notification and reporting requirements have been added in response to audit recommendations from the Department of Transportation officials. Revisions to this policy reflect current Federal regulations and should be adopted.

Policy 5200 – Attendance (Revised)

- This policy revision is based on additional requirements (definition of the full-time status student) put forth in MDE's Pupil Accounting Manual 2019-2020. This revision should be adopted to maintain accurate policies.

Policy 6107 – Authorization to Accept and Distribute Electronic Records and to Use Electronic Signatures (Revised)

- This revision recognizes and authorizes the use of electronic signatures and electronic records for the broader range of applications and transactions that are part of the school business function. Such specific authorization has been requested by clients when dealing with Medicaid assistance for IEP services. It should be noted that the District should implement procedures with the use of electronic signatures and electronic records that protect the integrity and security of the information included in such records. This revision is recommended for adoption.

Policy 8210 – School Calendar (Revised)

- This policy revision is based on additional requirements put forth in MDE's Pupil Accounting Manual 2019-2020. This revision should be adopted to maintain accurate policies.

Policy 8400 – School safety Information (Revised)

- This policy has been revised to reflect the latest reporting and posting requirements of the statute regarding disciplinary action taken and incidents of crime occurring at school.

This revision reflects current State law and should be adopted to maintain accurate policies.

Policy 8462 – Student Abuse and Neglect (Revised)

- Revisions to this policy include updating the name of the reporting agency to the Michigan Department of Health and Human Services (MDHHS) and delineating the specific reporting requirements of mandatory reporters from reporting responsibilities of other individuals. Optional language is provided to address the prevention of sexual abuse of children. Currently, districts are not required to have a policy addressing sexual abuse of children, but if a district has such a policy, it must comply with statutory requirements as set out in this proposed revision (M.C.L. 380.1505). Revisions to this policy should be reviewed and considered for adoption.

Policy 8600 – Transportation (Revised)

- This policy has been revised as a part of the regular review and update of policy templates. Revisions reflect current statutory provisions and MDE regulations. Transportation provisions required by Federal law for homeless students and children in foster care (Policies 5111.01 and 5111.03 have been added.). These revisions reflect the current state of the law and should be adopted to maintain accurate policies.

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: 2020-2021 Extracurricular Positions

The S.E.A. contract requires the appointment of individuals to extracurricular positions by June 30th for the following year. I have attached a listing of extracurricular positions. I will ask for Board action on the list at the June 8 meeting.

A list of recommended appointments is attached.

2020-2021 Extracurricular Positions

Middle School Student Council	Joel Manion
Music Director	Matt Stauffer
High School Student Council.....	Diana Smith
Yearbook Advisor.	Diana Smith
National Honor Society Sponsor	Nancy Helminski
FFA Sponsors.....	Tracy Dahms & Susann Young
Junior Class Sponsor.....	Phyllis Plumley
Head Varsity Football.....	Bob Naylor
Head Junior Varsity Football	Jason Kushmaul
Assistant Football	OPEN
Assistant Football.	Drake Edwards
Varsity & JV Fall Sports Cheerleading	<i>Self Funded</i>
Varsity Girls Basketball	Steve Tompkins
JV Girls Basketball.....	Todd Chipman
8th Grade Girls Basketball	<i>Self-Funded</i>
7th Grade Girls Basketball	<i>Self-Funded</i>
Cross Country	Diana Smith
Varsity Volleyball	Amy McElvain
JV Volleyball	OPEN
7 th & 8 th Grade Volleyball	Danette Nordof – <i>Self Funded</i>
Varsity Boys Basketball	Dean Gage
JV Boys Basketball	Joe Lambert
Winter Varsity & JV Cheerleading.....	<i>Self Funded</i>
8th Grade Boys Basketball	<i>Self-Funded</i>
7th Grade Boys Basketball	<i>Self-Funded</i>
Varsity Softball	Greg Foster & Bob Richardson
JV Softball.....	Marcy Couturier
Varsity Baseball	Tim Ward
JV Baseball.....	Drake Edwards & Sam Ward
Track.....	Diana Smith
Assistant Track	Erric Smith & Bob Naylor
Jr. High Track.....	<i>Self-Funded</i>
Boys/Girls Golf.....	<i>Self-Funded</i>
Soccer	<i>Self-Funded</i>
Wrestling.....	<i>Self-Funded</i>

Updated: 3/4/2020

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: 2020-2021 Budget Review

I will present a review of the 2020-2021 budget at the meeting.