

Saranac Community School

Board of Education Agenda

Regular Meeting

October 4, 2018

7:00 PM

Activities Room, Saranac Elementary School

"Please note the location change for this meeting."

1. Call to Order _____
2. Pledge of Allegiance - 2nd graders
3. Approval of Minutes 2
4. Additions & Deletions to the Agenda
5. Comments from Guests - Agenda Items
6. Action Items
 - a. Approve S.E.A. Contract 6
 - b. MILAF Authorized User 7
7. Reports/Presentations
 - a. Letter of Understanding - Sick Leave Bank 8
 - b. Out-of-State Field Trips 10
 - c. Enrollment Update 16
 - d. Superintendent Goals 18
8. Comments from Guests - Non Agenda Items
9. Superintendent's Report
10. Board Requests/Reports
11. Communications
12. Approve Executive Session Minutes
13. Closed Session for Negotiation Purposes
14. Other
15. 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 #3

The regular meeting of the Saranac Community Schools Board of Education was held on Thursday, September 6, 2018 in the Conference Room, Saranac Community Schools Central Office, 225 Pleasant Street, Saranac, MI.

The meeting was called to order by Roy Hawkins, President at 7:00 p.m.

Present: Courtney, Doll, Elliott, Hawkins, Jackson, & Price.
Absent: VanKuiken.

Teri Bergy led in the Pledge of Allegiance.

APPROVAL OF MINUTES: Minutes from regular meeting dated August 2, and Finance Committee minutes dated August 20 and September 4, 2018, were approved as presented.

TREASURER'S REPORT: The Treasurer's Report for June, July & August were approved as presented.

ADDITIONS & DELETIONS TO THE AGENDA: None

COMMENTS FROM GUESTS – AGENDA ITEMS: None

STUDENT REPORT: Drew Ward from Student Council reported they are starting to prepare for Spirit Week and Homecoming Activities. The school Heart Store will open soon. They have ordered decorations for the dance. The theme this year for homecoming is the "Wizard of Oz." The senior homecoming representatives for King are Ryan Cadwallader, Brady Jackson, Jonah Powell and Drew Ward; and Queen are Jordan Cooper, Katelynn Haskins, Sidney Klynstra and Juliana Schneider.

ADMINISTRATOR'S UPDATE: JSH Principal, Josh Leader reported the Homecoming Master and Mistress of Ceremony are Walt & Kathy Powell, long-time residents and supporters of Saranac Community Schools. A letter went out to parents regarding the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training that will occur at the JSH next week. This is in cooperation with the Ionia County Sheriff's Office that will be providing the active-violence encounter training to all JSH students.

Elementary Principal, Mike Catrell reported their Open House "Touch a Truck" event was a huge success. Thank you to the Ionia County Sherriff's department, Saranac Fire Department, Rockford EMS, and Quality Hardwoods for bringing out the trucks for all of the kids to see. At the kick-off assembly Captain Heart and Heartwoman gave students a mission to complete a scavenger hunt around the building to repair the HEART of the school. The new ELA Wonders curriculum is in place. They have received a K-2 grant for the training.

CONSENT ACTION ITEMS: Board member Kevin Courtney reported he was going to abstain from voting because a bill paid to his business is included in the bills to pay.

Motion by Price, supported by Doll that the Saranac Board of Education approve the Consent Action Items listed below: Yes Votes: Doll, Elliott, Hawkins, Jackson, Price & VanKuiken. Abstained from voting: Courtnay

Accept Gifts Totaling: \$1,950.00
Pay Bills from General Fund totaling: \$1,122,952.30
Pay Bills from Building & Site Fund totaling: \$302,840.46
Approve NEOLA Policy Updates
Approve Phase 1 of Bond Planning

HIRE PART-TIME TEACHER: Mike Catrell, Elementary School Principal and a team consisting of Amy McGee, Bridget Harder, and Tina Catrell interviewed four candidates for the part-time teacher position, and would like to recommend Amy Evans for this position.

Motion by Doll, supported by Courtnay and unanimously approved that the Saranac Board of Education hire Amy Evans for the part-time elementary school teaching position as presented.

TRAVEL CLUB PRESENTATION: JSH teacher, Steve Miles provided a power-point presentation on the travel club trip this past summer to London, Paris, Florence & Rome. They had 8 students and 5 adults who went on the trip from June 22-July 2nd. Mr. Miles reported that everyone had a great time and saw many historical and interesting areas of Europe.

INVESTMENT OF BOND FUNDS: Superintendent, Jason Smith and Finance Director, Jammie Sprank recommend that we invest the bond money with MILAF. They are a local government investment pool that was started by MSBO, MASA and MASB. The pool has AAAM rating by Standard and Poor's, which is the highest rating possible.

Motion by Courtnay, supported by Elliott and unanimously approved that the Saranac Board of Education waive past practice and approve MILAF as our Investment of Bonds Fund as presented.

SUPERINTENDENT EVALUATION TIMELINE: Superintendent, Jason Smith provided a timeline for his evaluation. At the October 4th meeting he will provide goals for this school year.

COMMENTS FROM GUESTS – NON AGENDA ITEMS: None

SUPERINTENDENT'S REPORT: Superintendent, Jason Smith reported we are expecting an offer on Harker Middle School. We have sold all the used buses to Boulder Ridge Zoo and Ovid Iron & Metal. Accurate Automotive has donated a Food Service Van and donated use of two Driver's Education cars. The Promise Dinner is on September 22. The Homecoming Parade is Friday, September 21. BHT&D is finishing their audit of 2017-18 school year financial records, and will be presenting their findings to the board in October. Our enrollment is at 928 as of today. Don't forget we will not be having our September 20th meeting as Mr. Smith will be attending a conference, and the October 18th meeting has been changed to October 16th.

BOARD REQUESTS/REPORTS: A board member asked if an article could be written regarding the Consumers Energy project that was just completed. The Promise Dinner is September 22 and encouraged all board members to attend.

COMMUNICATIONS: A card was sent on behalf of the board to the VanKuiken family.

APPROVE EXECUTIVE SESSION MINUTES: The board approved the Executive Session Minutes dated August 2, 2018 as written.

CLOSED SESSION FOR NEGOTIATION PURPOSES: Motion by Doll, supported by Jackson that the Saranac Board of Education go into closed session at 8:18 p.m. for the purpose of negotiation planning, returning to open session at 8:57 p.m. Roll Call Vote: Yes – Courtney, Doll, Elliott, Hawkins, Jackson, & Price. Motion carried.

OTHER: The board is looking at having one board meeting a month, which would begin in January.

There being no further business to come before the Board at this time, and no objection, the meeting adjourned at 8:59 p.m.

Respectfully submitted,

David Price
Secretary

Saranac Community Schools
Finance Committee Meeting
September 24, 2018

The meeting began at 6:30 p.m. at Central Office, 225 Pleasant Street, Saranac, MI.

Present: Kevin Courtney, Sarah Doll, Roy Hawkins & Jason Smith

- Harker Building – We have had no movement or formal offers on the building. The Village Office has been providing sewer/water information to interested parties.
- MCC College Ready – Presented on Early College Options. MCC would like to present to the board at an upcoming board meeting.
- Construction – Moving along. Great input from staff and we are watching bills from Tower-Pinkster.
- Student Count/Budget Implications – We are hovering around 35-40 above budgeted of 888 students.
- Homeless – Working through a situation with a student who now is living in Stanton.
- Board Meeting Review/SEA Contract – SEA agree to board request on loads and college credits.
- Sick Bank/Staffing Update – There will be a staff request at the next meeting for a sick leave bank. We have had a Spanish teacher resignation and that position has been posted.
- Other – Information was provided on a bus incident that happened last week. Out-of-State conferences were discussed. Set meeting dates to be on Tuesday before board meetings at 6:30 p.m..

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Sarah Doll
Board Vice-President

TO: Board of Education
FROM: Jason Smith, Superintendent
SUBJECT: S.E.A. Contract Approval

We have a possible contract agreement for approval after working with the S.E.A. committee for several months. I will provide more information at the meeting on Thursday.

Suggested Resolution

I move that the Saranac Board of Education approve the S.E.A. 2018-2020 Contract Agreement as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education
FROM: Jason Smith, Superintendent
SUBJECT: MILAF Authorized User

MILAF has requested that we have an authorized user on this account that was previously approved by the board. We need to show this in our board minutes that we approved Jammie Sprank, Finance Director as the authorized user of the MILAF bond funding account.

Suggested Resolution

I move that the Saranac Board of Education approve Jammie Sprank, Finance Director as the authorized person to make transactions for the MILAF bond funding account.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Letter of Understanding – Sick Leave Bank

We have a teacher that is in need of a possible sick leave bank. The teacher and S.E.A. has requested possible approval. I will provide more information at the meeting.

Suggested Resolution

I move that the Saranac Board of Education approve the Letter of Understanding for a Sick Leave Bank for the teacher as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Letter of Understanding #1 (2018-19)

SARANAC EDUCATION ASSOCIATION, MEA, NEA

AND THE SARANAC COMMUNITY SCHOOLS BOARD OF EDUCATION

RE: Donation of Days & Extend Use of Sick Time

The Saranac Community Schools Board of Education and the SEA, MEA-NEA, mutually agree that any teacher may contribute up to ten (10) of his/her sick days (whole days only) to a temporary sick day pool for a designated staff member agreed upon by the SEA & the Saranac Community Schools Board of Education. Sick days donated during the 2018-2019 school year will be available to the designated staff person for days missed during the 2018-2019 school year after all of his/her sick and personal days are expended.

Donated days will be recorded in the order in which the donation is received. As the designated staff person needs to use days, one day per donor will be utilized in the order in which they were donated. If additional days are needed after going through the list of donors the first time, one additional day will be utilized from those remaining on the donor list. This process will continue until the needed number of sick days is met or no days remain in the sick day pool. Any unused days will be credited back to the donor.

The designated staff persons own sick days and sick days donated under this agreement may be used for personal/family illness as per the Saranac Community Schools Board of Education and the SEA Collective Bargaining Agreement.

This letter of understanding binds neither the SEA nor the Board to any position in future situations or contracts.

Sally Mutschler Co-President

Roy Hawkins, Board President

Carrie Smith Co-President

Jason Smith, Superintendent

Amy McGee Secretary

Date

Sarah Gallagher Treasurer

Stacy Sanders UBC

Date

TO: Board of Education
FROM: Jason Smith, Superintendent
SUBJECT: Out-of-State Field Trips

We have received two requests for Out-of-State field trips:

- Teacher, Glenn Fountain has requested his annual - 8th Grade Washington D.C. trip from June 6-11th, 2019.
- Teachers, Tracy Dahms and Susann Young have requested an Out-of-State trip to the National FFA Convention on Thursday, October 25, 2018.

Suggested Resolution

I move that the Saranac Board of Education approve the Out-of-State Field Trips as listed above as presented.

Motion by _____ Supported by _____

Discussion: Yes _____ No _____

Approved/Denied: Yes _____ No _____

Saranac Community Schools

150 Pleasant Street
Saranac, Michigan 48881

Out-Of-State Field Trip Request


Today's Date 9/24
Trip Organizer Glenn Fountain
Date(s) of Trip June 6 - June 11
Destination Wash D.C. / Philadelphia
Mode of Transportation Motor Coach
Purpose/Who is Going?
History Education

Number of Student Participants 40 Cost to Student \$ 979

Cost covered by other sources \$ 400 from fundraising throughout the year

Chaperon(s) and other supervision to be provided (Reminder...overnight trips require both male and female chaperones) We usually have a ratio of 3 to 1
3 students to 1 adult

Additional Budget and Itinerary Information See itinerary

Signature of person making the request 
Principals Approval _____
Superintendent's Approval _____
Date Approved by Board of Education _____

Saranac Jr/Sr High School
Washington, D.C., Philadelphia and Gettysburg
Preliminary Itinerary (subject to change)
June 6-11, 2019

Thursday, June 6, 2019

6:00 a.m. Depart Saranac Jr/Sr High School (upper lot near the football field)
11:00 a.m. Lunch
6:00 p.m. Reagan International Trade Center
7:00 p.m. Memorials MLK, Jefferson & FDR
8:30 p.m. White House picture stop
9:00 p.m. Hotel
Hampton Inn Alexandria Old Town Area South
5821 Richmond Hwy Alexandria, VA 22303
(703 - 329 - 1400) phone (703 - 329 - 0516) fax

Friday, June 7, 2019

7:00 a.m. Breakfast
8:30 a.m. Depart for Arlington National Cemetery
11:00 a.m. Depart Iwo Jima Marine Memorial
1:00 p.m. Lunch Pentagon City Mall
2:30 p.m. Depart for Smithsonian Museums
5:00 p.m. Depart for Medieval Times
7:00 p.m. Medieval Times Dinner Tournament & Theatre
9:30 p.m. Depart Medieval Times for Hotel
10:15 p.m. Arrive at hotel

Saturday, June 8, 2019

7:30 a.m. Breakfast
8:30 a.m. Depart for Mount Vernon
11:30 a.m. Depart for Union Station
12:00 p.m. Lunch at Union Station
2:30 p.m. Tour of the Library of Congress
4:00 p.m. Capitol Building Tour
5:00 p.m. Group Picture
5:15 p.m. Dinner at the Nationals Place
6:30 p.m. Depart for Hotel
9:30 p.m. Arrive at Hotel

Sunday, June 9, 2019

7:30 a.m. Breakfast
8:30 a.m. Depart for Philadelphia
11:00 a.m. Independence Hall and the Liberty Bell
1:00 p.m. Lunch at the Bourse
2:00 p.m. Constitution Center
4:00 p.m. Double Decker Bus Tour
5:30 p.m. Dinner at Hard Rock Cafe - Philadelphia
7:00 p.m. Depart for Hotel (Harrisburg)
9:00 p.m. Story time with Ole Bess
10:30 p.m. Curfew

Monday, June 10, 2019

7:00 a.m. Breakfast
8:00 a.m. Depart for Gettysburg
9:00 a.m. Museum and Cyclorama
10:30 a.m. Battlefield Tour
12:30 p.m. Lunch at General Pickets
1:30 p.m. Depart for Hershey Park, Hershey, PA
10:00 p.m. Meet at Chocolate World
10:15 p.m. Depart for hotel

Tuesday, June 11, 2019

7:00am Breakfast
8:00am Depart for Ionia
2:00pm Lunch at the Golden Corral

ELYRIA, OH
1519 WEST RIVER ROAD N.
ELYRIA, OH 440350000
(440)324-1880

7:00pm Arrive at Saranac (estimated time)

Saranac 8th Grade Washington, D.C. Trip Budget				
Based on 45 full paying participants				
Based on 4 students per room				
Bus	235	Includes: bus, driver room, tips		
Hotel	230	includes: breakfast and tips		
Tour Guides	40	Includes: 4.5 guides at 8 hours per day + tips		
Guardian Chaperones	20	Includes: 5 six hour nights		
Chaperones	44	Includes all costs for 2 chaperones		
5 lunches	60			
3 Dinners	50			
Hard Rock Cafe	25			
Medieval Times	48			
Mount Vernon	12			
Independence hall	3			
Constitution Center	8			
Double Decker Bus	18			
Ole Bus Story Teller	11			
Gettysburg Battle Field Tour	16			
National Cathedral	8			
Hershey Park	35			
Trip Coordinator	100			
Grand Total	963			
Student Cost	979	Includes cushion in case we have less than 45 full paying participants		

Saranac Community Schools

150 Pleasant Street
Saranac, Michigan 48881

Out-Of-State Field Trip Request

Today's Date 9/19/18
Trip Organizer Tracy Dahms + Susann Young
Date(s) of Trip Thursday, Oct 25
Destination Indianapolis, IN
Mode of Transportation Tour bus
Purpose/Who is Going? National FFA Convention

Number of Student Participants 15 Cost to Student \$ 40 -registratic

Cost covered by other sources \$ about \$800 from transportation

Chaperon(s) and other supervision to be provided (Reminder...overnight trips require both male and female chaperones) NO OVERNIGHT

Tracy Dahms, Susann Young + brother of new member - JASON

Additional Budget and Itinerary Information _____

Signature of person making the request 

Principals Approval _____

Superintendent's Approval _____

Date Approved by Board of Education _____

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: Enrollment Update

Attached is the latest enrollment numbers. Student count is Wednesday, October 3rd. I will provide you with an updated count on Thursday.

	Official	Official	Official	Official	Official	Official	Official	Official	Official	Official	Official	Official	Official	Official	Official	Projected	27-Sep
	9/29/10	10/5/11	2/8/12	10/3/12	2/13/13	10/2/13	2/12/14	10/1/14	2/11/15	10/7/15	2/10/16	10/5/16	2/8/17	10/4/17	2/14/18	18/19	18/19
Grade	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count
ECC	21	16	22	16	16.8	12	14	16	18.2	19	21	15	16	12.53	15.00	16.00	9.00
KDG	96	114	115	97	96.0	96	97	69	69	90.58	90	77	79	81.50	85.00	79.00	87.00
1st	72	85	87	96	95.0	74	74	83	83	53	52	74	73	57.00	56.00	69.00	70.00
2nd	76	78	76	77	70.0	95	96	74	73	91	91	52.6	57	74.00	73.00	60.00	62.00
3rd	80	84	81	74	73.0	69	67	93	89	76	76	87.8	90	61.00	60.00	73.00	70.00
4th	83	80	81	82	81.0	73	74.84	69	68.16	89	89	68.57	70	83.00	83.00	61.00	63.00
5th	80	83	82	77	74.0	84	84	75	75	66	67	90	87	70.00	69.00	83.00	84.00
6th	97	75	77	83	80.0	72	72	78	78	78	78	63	63	86.00	84.00	71.00	72.00
7th	81	94	93	80	76.0	81	79	65	62	75	75	78	77	59.09	59.00	84.00	84.00
8th	86	80	78	87	87.0	75	70	76	75	66	65	74.56	76	75.00	75.00	60.00	56.00
9th	81	85	87	86	84.0	82	86	68	68	72.17	70.17	65.24	64	72.00	73.00	75.00	70.00
10th	107	76	75	90	92.0	81	83	96	89	66	59.34	68.17	65	57.00	57.00	73.00	70.00
11th	83	111	108	77	75.0	83	78	81	76.17	78.5	79.5	60.34	61	56.50	56.00	58.00	57.00
12th	87	98	96	106	103.7	79	74.32	89	83.67	88	86	91.03	89	73.06	71.00	57.00	73.00
Total	1,130	1,159	1,158	1,128	1103.47	1,056	1,049	1,032	1,007	1008.25	999.01	965.31	967	917.68	916	919	927

ECC-6	605	615	621	602	585.80	575	578.84	557	553.36	562.58	564	527.97	535	525.03	525	512	517
7-8	167	174	171	167	163.00	156	149	141	137	141	140	152.56	153	134.09	134	144	140
9-12	358	370	366	359	354.67	325	321.32	334	316.84	304.67	295.01	284.78	279	258.56	257	263	270
Total	1,130	1,159	1,158	1,128	1,103.5	1,056	1,049	1,032	1,007	1,008.25	999.01	965	967	917.68	916	919	927

FY: 2015 GSRP - 36 eligible
FY: 2016 GSRP - 32 students
FY: 2017 GSRP - 32 students
FY: 2018/19 GSRP - 32

2016 - 12th grade includes 7 Exchange Students and 3 seat Time Waiver Students

2017 - 10 Exchange Students & 2 Seat Time Waiver Students

2018 - 14 Exchange Students - 2 are returning from spring which they will leave in December

FY: 2018-19 14 Exchange Students & 1 STW

TO: Board of Education

FROM: Jason Smith, Superintendent

SUBJECT: 2018-19 Superintendent Goals

I will update the board on the process of my goals set for the year.

To: Saranac Board of Education
From: Jason Smith
Subject: Goals for 2018-19

Date: October 1, 2018
Updated

1. Student Achievement/Curriculum

Strategic Plan Goal: The delivered curriculum will be based on current research that leads to student achievement.

The implementation of a quality research based curriculum for science will definitely impact our students' scores and enhance the ability of our teachers to deliver quality instruction. The decision on curriculum needs to take time to ensure we are purchasing a program that will meet the needs of our students.

- Admin has begun looking at the use of grant dollars in securing a curriculum. The purchase options are at-risk and general fund dollars. The discussions have included what grade levels to implement first if we have limited funds.
- Connie and staff will begin to research programs for review. The process will use a similar protocol as before.
- The goal will be to explore curriculum, but not yet implement at the K-12 level this school year. Time is needed for staff to work through the new reading materials.

2. Facilities and Environment

Strategic Plan Goal: The district will promote a positive school environment through the maintenance of school facilities and grounds.

The district has successfully completed a bond campaign and now must work to see the projects through completion. The Superintendent will empower a team of staff, board, and community members to provide input for all projects.

- The district is moving quickly and has completed the initial stages of project development.
- The district has completed a Michigan State Police grant to enhance safe and secure entry.

3. Community Relations

Strategic Plan Goal: The district will enhance the relationship with our community through positive promotions of the district.

The administrative team has been working on this as a group. The promotion of students and school success with local news, radio, and social media has been a focus. The admin team worked at school booth during Bridgefest, we

will promote the holiday dinner through the BT4S group, and has implemented the “Welcome to Saranac” program. The goal is to promote Saranac for two primary reasons. We have fabulous students and staff that do phenomenal work, and it is the desire of the district to grow our student enrollment.

- The district has begun partnerships with the 4H Wellness Center, WION, and some local businesses (Aunt Stephe’s, Ventra, Ionia Sentinel, Revival, Accurate Automotive, MCC, and many others) in the past year. We will continue to find and strengthen more community relationships.
- The admin team has continued to participate in Bridgefest and will also be involved in the dinner group at the Housing Commission.
- I will continue to offer coffee hour at Revival Café, be present at local council meetings, and be present at local organizations.
- Administration continues to search for more ways to build relationships with our community.