

MADISON SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
JUNE 25, 2018
6:00 PM – Board Room

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- 11) 2017-2018 FINAL BUDGET REVISIONS & 2018-2019 BUDGET
ADOPTION

MADISON SCHOOL DISTRICT
BOARD OF EDUCATION
517-263-0741
REGULAR MEETING
JUNE 25, 2018
6:00 PM – Board Room

**** AGENDA ****

- 1) CONSENT AGENDA
 - A. APPROVAL OF MINUTES
 - B. ACCEPTANCE OF REPORTS
 - C. APPROVAL OF BILLS/REIMBURSEMENT OF EXPENSES
- 2) HIRING OF HIGH SCHOOL TEACHER – KELLY CICHY
- 3) STUDENT ACCIDENT MEDICAL INSURANCE PROGRAM
- 4) MHSAA ANNUAL MEMBERSHIP RESOLUTION
- 5) TEACHER EVALUATIONS
- 6) ADMINISTRATIVE EVALUATIONS
- 7) ADMINISTRATIVE AND NON-UNIONIZED PROFESSIONAL SUPPORT
STAFF CONTRACTS
- 8) 2017-18 FINAL BUDGET REVISIONS AND 2017-2018 BUDGET ADOPTION
- 9) 2017-2018 MILLAGE RATES
- 10) FMLA/DISABILITY/MATERNITY LEAVE – MELISSA BRYANT
- 11) WAGE ADJUSTMENT FOR SECRETARIAL AND PARAPROFESSIONAL
STAFF
- 12) AUTHORIZATION TO ENTER INTO A GUARANTEED ENERGY SAVINGS
PERFORMANCE

- 13) AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR
FINANCING FOR ENERGY CONSERVATION IMPROVEMENTS
- 14) DISTRICT HANDBOOKS
- 15) SUPERINTENDENT EVALUATION

Madison School District
Board of Education
Regular Meeting – Board Room
May 21, 2018 – 6:00 p.m.

Members Present: Tina Claiborne, Natasha Manchester, Eric McDonald, Julie Ramos, Mark Swinehart, Ruben Villegas

Members Absent: Greg Choinski

Other Guests: Ryan Rowe, Kristin Thomas, Brad Anschuetz, Nate Pechaitis, Abby Miller, Jill Hogle, Deb Allen, Laurie Hedy, Kris Isom, Dan Cherry, Lee Skarha, Laura Parra

In board communication, Mr. Rowe shared with the Board that Simonne Mildenstein sent a thank you correspondence to the District. Faculty and staff sent thank you notes for the luncheon provided by the District during teacher appreciation week.

Kris Isom confirmed that a varsity volleyball coach has been selected and hired for the 2018-2019 school year. Kris also requested the Board approve a Co-Op agreement requested by Whitmore Lake Public Schools for the 2018-2019 school year for middle school and sub varsity (JV) sports.

Mr. Rowe shared with the Board the Superintendent District Overview presentation which was recently communicated to the AdvancED External Review Team (ERT) during their visit to Madison School District. He also provided the preliminary feedback offered by the ERT that was presented to the Madison Administrative Team prior to their departure following a four day review. A more comprehensive report will be provided to the District which will be shared with the Board, faculty and staff once received.

Mr. Rowe informed the Board that the Thompson Foundation is visiting Madison School District Thursday, May 24, 2018. The District is being considered for a Robert and Ellen Thompson Technology Grant.

A motion was made by Mark Swinehart, and supported by Eric McDonald, that the minutes of the April 16, 2018 regular meeting be approved, and the list of monthly statements totaling \$85,819.31 for the General Fund be approved for payment.

Ayes 6 Nays 0 Motion Carried

A motion was made by Tina Claiborne, and supported by Mark Swinehart, that the Board approve the Co-Op request from Whitmore Lake Public Schools.

Ayes 6 Nays 0 Motion Carried

After discussion a motion was made by Tina Claiborne, and supported by Julie Ramos, that the Board approve the selection of award of contract to Energy Systems Group, LLC. (ESG) for the Energy Conservation Capitol Improvement Project on a Performance Contracting Basis.

Ayes 6 Nays 0 Motion Carried

**Support for Budget
ISD BUDGET RESOLUTION**

The following preamble and resolution were offered by Member Ramos, and supported by Member Manchester,

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 or disapproval of the proposed intermediate school district budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has 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, 2018.
3. All resolutions and parts of resolutions insofar as they conflict with the procedures of this resolution be and the same are hereby rescinded.

6 Ayes: Members Claiborne, Manchester, McDonald, Ramos, Swinehart, Villegas

0 Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the Madison School District, Michigan, hereby certifies that the foregoing is a true and complete copy of the a resolution adopted by the Board of Education at a regular meeting held on May 21, 2018, 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

The Board conducted a second reading and a motion was made by Mark Swinehart, and supported by Eric McDonald, that the Board adopt the following NEOLA policies: **0140** Public Expression of Board Members (Bylaws), **1421** Criminal History Record Check (Administration), **3121** Criminal History Record Check (Professional Staff), **4121** Criminal History Record Check (Support Staff), **4162** Controlled Substance & Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers **and Other Employees Who Perform Safety Sensitive Functions** – Support Staff, **5111** Eligibility of Resident/Nonresident Students (Students) **7540.02** Web Accessibility, Content Apps & Services (Property), **8321** Criminal Justice Information Security (Operations).

Ayes 6

Nays 0

Motion Carried

Mr. Rowe communicated aspects and outcomes of the 2017-2018 ISSI Grant Fund. ISSI funds have been used to pay for, and implement, the Canvas Learning Management System, purchase technology resources to use the LMS and offer Professional Development “Boot Camps” throughout the summer for successful implementation of this valued resource. Data regarding use of the LMS by Madison faculty was presented in the Board Packet.

A motion was made by Julie Ramos, and supported by Mark Swinehart, that the June meeting date be moved to June 25, 2018 due to fiscal year end budget work.

Ayes 6

Nays 0

Motion Carried

A motion was made by Mark Swinehart, and supported by Ruben Villegas, that the Board pass a Resolution commending teachers for their contribution to Madison School District and the hundreds of students served through their dedication and care. The Resolution included gratitude for each and every faculty and staff member who work diligently each day to make Madison Schools a great place to teach and learn.

Ayes 6

Nays 0

Motion Carried

A motion was made by Eric McDonald, and supported by Mark Swinehart, to adjourn the meeting at 6:58 pm.

Ayes 6

Nays 0

Motion Carried

Respectfully submitted,

Secretary, Board of Education

MADISON DEBT ACCT
ESTIMATED 2018 -2019

	2011 Issue Auditorium Debt Retirement 1.75	SINKING FUND 1.5	TOTAL
REVENUES			
Local:			
Bond Proceeds			
Sinking Fund Contribution	\$0		\$0
General Fund Contribution			
Property Taxes	\$303,323	\$259,991	\$563,314
Investment earnings	\$1,500	\$0	\$0
Seat Donations			
State:			
State and categorical - restricted	\$0	\$0	\$0
TOTAL REVENUES	<u>\$304,823</u>	<u>\$259,991</u>	<u>\$563,314</u>
EXPENDITURES			
Building & Site Improvements		\$250,000	\$250,000
Principle repayments	\$165,000		\$165,000
Interest charges	\$119,300		\$119,300
Other	\$250	\$0	\$250
TOTAL EXPENDITURES	<u>\$284,550</u>	<u>\$250,000</u>	<u>\$534,550</u>
Excess(Deficiency) of Revenues Over(Under) Expenditures	<u>\$20,273</u>	<u>\$9,991</u>	<u>\$30,264</u>
Other Financing Sources:			
Fund Modification	<u>\$0</u>		<u>\$0</u>
Excess(Deficiency) of Revenues Over(Under) Expenditures Other Financing Sources	<u>\$20,273</u>	<u>\$9,991</u>	<u>\$30,264</u>
Fund Balance July 1, 2018	<u>\$123,597</u>	<u>\$122,965</u>	<u>\$246,562</u>
Restricted Fund Balance June 30, 2019	<u>\$143,870</u>	<u>\$132,956</u>	<u>\$276,826</u>

Cafeteria Budget For Fiscal Year Ending June 30, 2018

	Actual 2016-2017	Estimated 2017-2018	
Revenue			
Local	\$ 119,237.00	\$ 120,000.00	
State	\$ 42,891.00	\$ 30,327.00	
Federal	\$ 671,723.00	\$ 684,000.00	
Miscellaneous	\$ -	\$ 7,800.00	
Total Revenue	\$ 833,851.00	\$ 842,127.00	
Incoming Transfers			
 Total Revenues & Incoming Transfers	 \$ 833,851.00	 \$ 842,127.00	
 Expenses			
Salaries	\$ 216,855.00	\$ 213,497.00	
Purchased Services	\$ -	\$ 2,000.00	
Food, Supplies & Commodities	\$ 486,399.00	\$ 495,800.00	
Employee Benefits	\$ 72,136.00	\$ 78,635.00	
Capital Outlay	\$ 23,211.00	\$ 15,000.00	
Other	\$ 7,385.00	\$ 5,000.00	
Indirect costs	\$ 24,030.00	\$ 24,000.00	
Total Expenditures	\$ 830,016.00	\$ 833,932.00	
 Excess (Deficiency)	 \$ 3,835.00	 \$ 8,195.00	
 Fund Balance, July 1	 \$ 225,810.00	 \$ 229,645.00	
 Restricted Fund Balance, June 30	 \$ 229,645.00	 \$ 237,840.00	

**Estimated
2018-2019**

\$ 120,000.00
\$ 31,000.00
\$ 684,000.00
\$ 500.00
\$ 835,500.00

\$ 835,500.00

\$ 215,631.97
\$ 5,000.00
\$ 495,800.00
\$ 80,407.19
\$ 35,000.00

\$ 24,000.00
\$ 855,839.16

\$ (20,339.16)

\$ 237,840.00

\$ 217,500.84

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FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
29095	9101	06/25/18	ADRIAN AREA CHAMBER OF	5990	KEYS FOR BUS 4	5.18
29096	9101	06/25/18	ADRIAN MECHANICAL SERVICE	4120	BOILER TEST	665.00
29097	9101	06/25/18	ADVANCE EDUCATION INC	7410	REVIEW FEE	750.00
29097	9101	06/25/18	ADVANCE EDUCATION INC	7410	REVIEW FEE	750.00
29097	9101	06/25/18	ADVANCE EDUCATION INC	7410	REVIEW FEE	750.00
29097	9101	06/25/18	ADVANCE EDUCATION INC	7410	REVIEW FEE	750.00
TOTAL CHECK						3,000.00
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	COLORATIONS AIR-TIGHT, NO	10.87
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	COLORATIONS CLASSIC COLOR	51.23
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	PO160621 SHIPPING	8.95
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	WOODEN DOWEL RODS 1/4" X	19.37
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	STICK-LETS CAMO SET OF 10	32.97
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	1 CU FT WHITE PACKING LOO	43.96
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	18 ROLL VARIETY PACK OF B	19.64
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	ACRYLIC SIGN HOLDER 8.5 X	43.81
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	AMAZONBASICS ASSORTED SIZ	54.90
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	BATH TOY, ZOOAWA SWIMMING	14.99
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	CANARY CARDBOARD SCISSORS	29.38
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	CRAYOLA BRIGHT CHILDREN C	32.17
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	DAZZLING TOYS WIND-UP SWI	17.98
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	DELI FOOD STORAGE CONTAIN	12.45
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	EPC CPE SOFT FELT 9X12 AS	21.59
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	PACK OF 20 CR2032 LITHIUM	13.00
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	PLASTIC TRANSFER PIPETTES	6.00
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	PRINTWORKS WHITE CARDSTOC	35.98
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	SCOTCH HEAVY DUTY SHIPPIN	12.48
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	WIGGLE EYES BLACK 6MM TO	10.69
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	X-ACTO CRAFT TOOLS #1 KNI	8.76
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	PO180625 PLTW CAMP	46.49
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	FUN EXPRESS FEATHER ASSOR	5.99
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	SAFARI LTD DOGS TOOB WITH	41.97
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	ENERGY BALL: SCIENTIFIC C	39.95
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5110	ESTIMATED SHIPPING/HANDLI	8.94
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	3D PEN FILAMENT REFILLS -	15.95
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	ATO ROBOTICS FULL-METAL P	119.98
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	BEMEMO 200 PIECES PIPE CL	8.49
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	DARICE 9162-01 UNFINISHED	4.13
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	HEAVY DUTY SILVER DUCT TA	21.95
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	K'NEX 70 MODEL BUILDING S	39.99
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	K'NEX EDUCATION MAKER'S K	99.99
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	K'NEX EDUCATION MAKER'S K	99.86
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	K'NEX EDUCATION STEM EXPL	24.99
29098	9101	06/25/18	AMAZON CAPITAL SERVICES I	5121	PLASTIC PROJECT WHEELS WI	18.97
TOTAL CHECK						1,098.81
29099	9101	06/25/18	AMERICAN ATHLETIX LLC	4110	BLEACHER INSPECTION	350.00
29100	9101	06/25/18	AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	69.54
29100	9101	06/25/18	AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	1.42
TOTAL CHECK						70.96
29101	9101	06/25/18	AUTO VALUE ADRIAN	5730	CLAMPS	25.26

VOID, reissue to Adrian
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FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
29102	9101	06/25/18	12965 BLACK SWAMP EQUIP.	4220	PORTABLE TOILETS	161.50
29103	9101	06/25/18	18204 CAROLINA BIOLOGICAL SU	5121	ITEM #203527	133.34
29104	9101	06/25/18	21811 CCI SOUTH, INC	6220	REPLACE EXISTING MULTICOM	13,500.00
29105	9101	06/25/18	16240 CDW GOVERNMENT, INC.	5997	1192712 - PROJECTOR BULB	79.00
29105	9101	06/25/18	16240 CDW GOVERNMENT, INC.	5997	1737920 - PROJECTOR LAMP	97.99
29105	9101	06/25/18	16240 CDW GOVERNMENT, INC.	6427	3343776 - HDMI CABLE	32.88
29105	9101	06/25/18	16240 CDW GOVERNMENT, INC.	6427	3971433 - DVD PLAYER	90.00
29105	9101	06/25/18	16240 CDW GOVERNMENT, INC.	6427	45111614 - EPSON PROJECTO	1,298.00
29105	9101	06/25/18	16240 CDW GOVERNMENT, INC.	6427	706087 - CABLE	16.00
			TOTAL CHECK			1,613.87
29106	9101	06/25/18	21370 CODEMONKEY STUDIOS INC	5121	SUBSCRIPTION FOR 15 STUDE	150.00
29107	9101	06/25/18	25200 CUTTING EDGE ENGRAVING	5990	6X8 CHERRY FINISH PLAQUES	176.00
29107	9101	06/25/18	25200 CUTTING EDGE ENGRAVING	5121	PLTW CAMP SHIRTS	187.00
			TOTAL CHECK			363.00
29108	9101	06/25/18	25912 LENAWEЕ MEDIA GROUP	3610	BUDGET HEARING	75.25
29109	9101	06/25/18	26591 DECKER EQUIPMENT	5980	LOCKER HANDLE	66.11
29110	9101	06/25/18	25581 D'PRINTER INC.	5130	2018 COMMENCEMENT PROGRAM	315.00
29111	9101	06/25/18	35580 FRAME'S PEST CONTROL, INC	4220	MONTHLY PEST CONTROL	51.00
29112	9101	06/25/18	36736 GALLANT & SON	5980	BLOWER PARTS	39.99
29113	9101	06/25/18	41491 H & H REPAIR	5730	BUS 4 HAZMAT	3.00
29113	9101	06/25/18	41491 H & H REPAIR	4130	BUS 4 LABOR	1,012.50
29113	9101	06/25/18	41491 H & H REPAIR	5730	BUS 4 PARTS	56.65
			TOTAL CHECK			1,072.15
29114	9101	06/25/18	26100 DAVID E HARSH	5990	UNIFORM ALLOW 1718	199.95
29115	9101	06/25/18	45140 HOEKSTRA TRUCK EQUIPMENT	6610	2016 THOMAS, 89 PASSENGER	73,500.00
29116	9101	06/25/18	60750 MELVIN D HOFFMAN	5990	UNIFORM ALLOW 17.18	200.00
29117	9101	06/25/18	47396 IMPREST FUND	5122	NCS PEARSON	541.76
29117	9101	06/25/18	47396 IMPREST FUND	5910	SR. LUNCH AUBREES	830.68
			TOTAL CHECK			1,372.44
29118	9101	06/25/18	51540 KIRK J STUBBS MD PLLC	3192	DRIVER EXAM	105.00
29119	9101	06/25/18	75601 LINDA PRATT	6450	HS CHOIR REHEARSAL	31.25
29119	9101	06/25/18	75601 LINDA PRATT	6450	HS CHOIR REHEARSAL	25.00
29119	9101	06/25/18	75601 LINDA PRATT	6450	MS/HS CHOIR PERFORMAN	18.75
29119	9101	06/25/18	75601 LINDA PRATT	6450	MS/HS CHOIR PERFORMAN	18.75
29119	9101	06/25/18	75601 LINDA PRATT	6450	MS/HS PERFORMANCE	18.75
29119	9101	06/25/18	75601 LINDA PRATT	6450	MS/HS PERFORMANCE	18.75
			TOTAL CHECK			131.25
29120	9101	06/25/18	55432 LENAWEЕ INTERMEDIATE SCHO	3610	K ROUND UP ADS	597.06

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FUND - 11 - GENERAL FUND

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29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	5110	EQUATIONS 5 TEAMS	150.00
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	5110	QUIZ BOWL 2 TEAMS	50.00
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	8220	CAP FEE QUARTER	296.45
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	8220	CAP FEE QUARTER	296.46
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	8220	CAP FEE QUARTER	296.46
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	3220	LEG. BREAK RAMOS	5.34
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	3220	LEG. BREAK. ROWE	5.33
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	3113	17.18 HAVILAND	12,501.00
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	8210	PREP ACADEMY	2,773.78
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	8220	TECH SERV QUARTER	1,395.72
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	8220	TECH SERV QUARTER	1,395.72
29120	9101	06/25/18	55432 LENAWE INTERMEDIATE SCHO	8220	TECH SERV QUARTER	1,395.73
TOTAL CHECK						21,159.05
29121	9101	06/25/18	59040 MADISON TOWNSHIP TREASURE	3830	WATER/SEWER	999.59
29121	9101	06/25/18	59040 MADISON TOWNSHIP TREASURE	3830	WATER/SEWER	585.19
29121	9101	06/25/18	59040 MADISON TOWNSHIP TREASURE	3830	WATER/SEWER	626.63
29121	9101	06/25/18	59040 MADISON TOWNSHIP TREASURE	3830	WATER/SEWER	67.19
29121	9101	06/25/18	59040 MADISON TOWNSHIP TREASURE	3830	WATER/SEWER	16.99
TOTAL CHECK						2,295.59
29122	9101	06/25/18	60900 MASSP	3120	KRISTIN THOMAS PD	319.00
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	5990	PO10775 STAPLES H	421.28
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	5990	PO10775 STAPLES T	89.62
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	5990	PO10775 STAPLES K	160.00
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	5997	LAPTOP CART TONER	109.00
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 ELEM OFFICE	6.48
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 ELEM OFFICE	317.32
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS ROOM 122	105.17
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS ROOM 122	2.15
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CENTRAL OFFICE	-338.82
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO BW	.32
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 CO COLOR	42.37
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 EL BW	.19
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 EL COLOR	335.15
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 HS BW	.01
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 HS COLOR	41.58
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 MS BW	.06
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 MS COLOR	22.40
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 SP. ED. COLOR	.88
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8137 SPEC ED	2.13
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8788 ELEM COPIER	5.07
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8788 ELEM COPIER	248.63
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8850 HS OFFICE	4.81
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Y8850 HS OFFICE	235.78
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Z5880 K WING	1.64
29123	9101	06/25/18	65990 MT BUSINESS TECHNOLOGIES,	4220	Z5880 K WING	80.13
TOTAL CHECK						1,893.35
29124	9101	06/25/18	66912 NATIONAL GEOGRAPHIC	5310	S&H ON RENEWAL	3.95
29125	9101	06/25/18	68780 NEOLA, INC.	4220	POLICY UPDATE SERV	1,257.19
29126	9101	06/25/18	72336 PERRY PRO TECH	4220	I1825 I1826 MS COPIER	423.37
29126	9101	06/25/18	72336 PERRY PRO TECH	4220	I1825 I1826 MS COPIER	8.64

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MADISON SCHOOL DISTRICT
 CHECK REGISTER

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FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	VENDOR	ACCT	DESCRIPTION	AMOUNT
TOTAL CHECK						432.01
29127	9101	06/25/18	72652 PETTY CASH	5910	POSTAGE	33.55
29127	9101	06/25/18	72652 PETTY CASH	5910	POSTAGE	17.66
29127	9101	06/25/18	72652 PETTY CASH	5910	POSTAGE	6.70
TOTAL CHECK						57.91
29128	9101	06/25/18	62322 PROMEDICA 360HEALTH MONRO	3192	DRIVER PHYSICAL	82.00
29129	9101	06/25/18	76025 REDLINE EQUIPMENT	5980	MOWER PARTS	16.26
29130	9101	06/25/18	77905 S.R. WIERCKZ	3190	UNEMPLOYMENT MONTHLY	240.00
29131	9101	06/25/18	78064 SAFETY SYSTEMS INC	4220	QUARTERLY SERVICE	531.00
29132	9101	06/25/18	80189 SCHOOL OUTFITTERS	5110	ESTIMATED SHIPPING/HANDLI	31.60
29132	9101	06/25/18	80189 SCHOOL OUTFITTERS	5110	STRAWBEES - SO BUILDING S	3.98
29132	9101	06/25/18	80189 SCHOOL OUTFITTERS	5110	STRAWBEES - SO BUILDING S	3.98
29132	9101	06/25/18	80189 SCHOOL OUTFITTERS	5110	STRAWBEES - SO BUILDING S	3.98
29132	9101	06/25/18	80189 SCHOOL OUTFITTERS	5110	STRAWBEES - SO BUILDING S	3.98
29132	9101	06/25/18	80189 SCHOOL OUTFITTERS	5110	STRAWBEES - SO BUILDING S	3.98
29132	9101	06/25/18	80189 SCHOOL OUTFITTERS	5110	STRAWBEES - SO BUILDING S	3.98
29132	9101	06/25/18	80189 SCHOOL OUTFITTERS	5110	STRAWBEES - SO BUILDING S	3.98
29132	9101	06/25/18	80189 SCHOOL OUTFITTERS	5110	STRAWBEES - SO BUILDING S	3.98
TOTAL CHECK						63.44
29133	9101	06/25/18	81702 SECREST WARDLE	3170	ADAIR LEGAL SERVICES	41.78
29134	9101	06/25/18	81850 SET-SEG	2130	AT RISK	696.43
29134	9101	06/25/18	81850 SET-SEG	2130	ATH TRAINER	200.05
29134	9101	06/25/18	81850 SET-SEG	2130	CAFETERIA	24.35
29134	9101	06/25/18	81850 SET-SEG	2130	CENTRAL OFFICE	4,839.36
29134	9101	06/25/18	81850 SET-SEG	2130	ELEM OFFICE	2,305.74
29134	9101	06/25/18	81850 SET-SEG	2130	ELEM STAFF	817.17
29134	9101	06/25/18	81850 SET-SEG	2130	HS COUNSELING	561.08
29134	9101	06/25/18	81850 SET-SEG	2130	HS OFFICE	1,069.13
29134	9101	06/25/18	81850 SET-SEG	2130	HS STAFF	161.03
29134	9101	06/25/18	81850 SET-SEG	2130	MS OFFICE	2,253.14
29134	9101	06/25/18	81850 SET-SEG	2130	MS STAFF	167.52
29134	9101	06/25/18	81850 SET-SEG	2130	OPERATIONS	6,781.16
29134	9101	06/25/18	81850 SET-SEG	5990	PROCESSING FEES	181.69
29134	9101	06/25/18	81850 SET-SEG	2130	SPEC ED	1,191.50
29134	9101	06/25/18	81850 SET-SEG	2130	TITLE 1	780.67
29134	9101	06/25/18	81850 SET-SEG	2130	TITLE VI	262.43
29134	9101	06/25/18	81850 SET-SEG	2130	TRANS	19.15
TOTAL CHECK						22,311.60
29135	9101	06/25/18	13804 SHERRI GAMBLE	5710	TRACK MEET	111.00
29136	9101	06/25/18	82982 SILVERBACK SUPPLY	5990	TOILET TISSUE	662.50
29137	9101	06/25/18	86104 STRATOS MICROSYSTEMS	4190	LAPTOP REPAIR EL16112	108.45
29137	9101	06/25/18	86104 STRATOS MICROSYSTEMS	4190	LAPTOP REPAIR HL15171	189.99
TOTAL CHECK						298.44
29138	9101	06/25/18	90890 TRACTOR SUPPLY CREDIT PLA	5980	TUBES/TIRES	47.98

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MADISON SCHOOL DISTRICT
 CHECK REGISTER

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FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
29139	9101	06/25/18	85275 VECTOR TECH GROUP	3450	WIRELESS CLOUDPATH 3 YEAR	29.10
29139	9101	06/25/18	85275 VECTOR TECH GROUP	3450	WIRELESS CLOUDPATH 3 YEAR	407.40
29139	9101	06/25/18	85275 VECTOR TECH GROUP	3450	WIRELESS CLOUDPATH 3 YEAR	436.50
29139	9101	06/25/18	85275 VECTOR TECH GROUP	3450	WIRELESS CLOUDPATH 3 YEAR	582.00
TOTAL CHECK						1,455.00
29140	9101	06/25/18	92835 WAL-MART COMMUNITY	5990	RETIREMENT LUNCHEON	42.98
29140	9101	06/25/18	92835 WAL-MART COMMUNITY	5130	SR NIGHT	147.03
TOTAL CHECK						190.01
TOTAL FUND						151,734.12
TOTAL REPORT						151,734.12

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DATE: 06/21/2018
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MADISON SCHOOL DISTRICT
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
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FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
29141	9101	06/21/18	3150 ADRIAN LOCKSMITH & CYCLER	5990	KEYS FOR BUS 4	5.18
29142	9101	06/21/18	8133 AT&T MOBILITY	3410	CELL PHONE	356.51
29143	9101	06/21/18	47396 IMPREST FUND	3120	KT PD LODGING	441.75
TOTAL FUND						803.44
TOTAL REPORT						803.44

**Superintendent's Report
June 25, 2018**

1. Hiring of High School Teacher Kelly Cichy (Action Item)

Kristin will have information to share regarding our recommendation to hire Kelly Cichy to the faculty here at Madison. Kristin and I recommend the Board approve the hire of Kelly as a Madison High School teacher.

2. Student Accident Medical Insurance Program (Action Item)

Each year, the District purchases a supplemental insurance policy for students to cover payment for medical care once the parent/guardian's insurance is utilized. This insurance is available to students if they are injured while participating in activities sponsored by Madison School District. I recommend the Board to approve purchase of 1st Agency Student Accident Medical Insurance for this upcoming school year, effective August 1, 2018.

3. MHSAA Annual Membership Resolution (Action Item)

I recommend the Board approve the MHSAA Annual Membership Resolution.

4. Teacher Evaluations (Action Item)

A majority of the faculty were rated highly effective for the 2017-18 school year. On behalf of the entire Madison family I thank the faculty for their effort throughout the school year and recommend the Board approve the teacher evaluations as presented for 2017-18.

5. Administrative Evaluations (Action Item)

Administrators were rated highly effective for the 2017-18 school year. I recommend the Board approve the administrative evaluations as presented for 2017-18.

6. Administrative and Non-Unionized Professional Support Staff Contracts (Action Item)

After reviewing administrative evaluations, it is past practice to extend the contracts of administrators and other non-unionized professional support staff deemed to be effective or highly effective for an additional year. That list includes the building principals and assistant principals, the Director of Guidance, Technology Director, Director of Maintenance & Transportation, District Health Care Professional, Literacy Coach, Student Success Coach, Stars Director, Special Education Coordinator, Business Manager, Administrative Services Coordinator, and Food Services Director. I recommend the Board approve a one-year contract extension to individuals rated effective or highly effective serving in the above-mentioned positions.

7. 2017-18 Final Budget Revisions and 2017-18 Budget Adoption (Action Items)

As always, Jennifer Morin has put significant work into the final adjustments of the 2017-18 budget and preparation of the initial 2018-19 budget. Jennifer and I will make a detailed budget presentation at the meeting and take as much time as necessary to communicate details and answer any questions you may have about the proposed budget. I recommend the Board approve the 2017-18 revised budget and approve the proposed 2018-19 budget.

8. 2018-2019 Millage Rates (Action Item)

We can establish the 2018-19 millage rates once the budget hearing is complete. In order to meet tax bill publication timelines established by both the county and the City of Adrian we had to provide our proposed millage rates to those entities about two weeks ago. If, for some reason, the Board does not agree with what is being recommended, the rates would be adjusted for the winter billing. My recommendation is that we levy (1) the 18.0 operational mills required to receive our full State funding, (2) the 1.5 mills for the Building & Site Sinking Fund, and (3) 1.75 mills for Debt to pay the interest and principal that is due on the Performing Arts Center during 2017-18. This is a reduction from the 1.94 mills collected last year. The 18 mill operational and 1.50 mill Building & Site levy are straightforward to calculate. The debt levy is somewhat of an uncertainty because of ever-changing taxable values in the District. I recommend the Board approve the proposed millage rates as presented.

9. FMLA/Disability/Maternity Leave – Melissa Bryant (Action Item)

Melissa has requested FMLA/Disability/Maternity leave beginning approximately October 18, 2018. She plans to return Monday, January 7, 2019. This FMLA/Disability/Maternity leave request will require use of accumulated sick days. Additional leave days will be unpaid. I recommend the Board approve this FMLA/Disability/Maternity leave request.

10. Wage Adjustment for Secretarial and Paraprofessional Staff (Action Item)

Currently there are seven (7) secretaries and forty-seven (47) paraprofessionals employed at Madison. I recommend the Board approve a 2% wage adjustment for secretarial employees. In addition I recommend a minimum starting wage of \$10.00 per hour for paraprofessionals with a subsequent wage adjustment applicable to each step. The wage adjustments will be made July 1, 2018.

11. Authorization to Enter into a Guaranteed Energy Savings Performance (Action Item)

At the May 21st Board of Education meeting, the Board selected Energy Systems Group, LLC (ESG) to perform energy conservation improvements throughout the Madison School District campus. Recently, ESG provided the District administration with an updated scope of work, which was arrived at through further conversation between District staff and ESG. The updated scope includes project costs estimated at \$1,838,540 with guaranteed energy and operational savings totaling \$1,296,364 during the first 15-years following project completion.

Because ESG is still finalizing the scope of work, they were not able to deliver a final contract in advance of the Board meeting. It is anticipated that this will be forthcoming during the week of June 25th. Legal review of ESG's contract template is underway. In an effort to keep the project moving forward, it is requested that the Board authorize the Superintendent to execute the guaranteed energy savings performance contract with ESG. I recommend the Board accept the modified energy conservation improvement project scope of work as prepared by Energy Systems Group, LLC (ESG), and authorizes the Superintendent to execute a contract with ESG for energy conservation improvements throughout the Madison School District at an estimated total cost of \$1,838,540.

12. Authorization to Issue a Request for Proposals for Financing for Energy Conservation Improvements (Action Item)

A request for proposals (RFP) has been developed seeking proposals from qualified financial institutions for financing necessary to complete the proposed energy conservation improvements throughout the Madison campus.

The RFP seeks proposals from licensed and insured financial institutions for bank qualified tax-exempt equipment lease/purchase financing. Through a lease-purchase agreement with a qualified financial institution, the Madison School District Board of Education will be the vested owner of the energy conservation improvements, but a security interest in the energy conservation improvements will be granted to the provider of the lease-purchase agreement.

The RFP proposes a maximum repayment period of 15-years, and seeks flexibility for the District with respect to principal prepayment options.

Proposals would be due back to the District on July 10th, with a recommendation being brought to the Board for consideration at the July Board meeting.

A draft copy of the RFP is included with the Board packet for your review.

I recommend the Board authorizes the Superintendent to issue a request for proposals from qualified financial institutions for financing necessary complete the proposed energy conservation improvements throughout the Madison School District campus.

13. District Handbooks (Action Item)

Administrators have offered additions/modifications for the Elementary Student Handbook, Middle School Student Handbook, High School Student Handbook, and Madison Athletic Code of Conduct. I have provided a copy of each document for your review and, if there are no other additions or edits, recommend that the Board adopt the documents as presented.

14. Superintendent Evaluation (Action Item)

I recommend the Board meet in Closed Session under Section 8(a) to conduct the superintendent's evaluation. The Madison School District Board of Education has the opportunity to rate Madison Superintendent Ryan Rowe as; ineffective, minimally effective, effective, or highly effective.

Kristin Thomas
HS Principal's Report
June 30, 2017

- I. Graduation – 71 seniors walked across the stage on Sunday, June 3rd and received diplomas. It is a privilege to watch the tremendous growth of our graduates between 9th grade to 12th grade and I am excited to watch them continue that growth as they begin the next phase of their life and hopefully pursue the plan/direction that was formulated here at Madison.
- II. Summer School – Summer School will begin July 9th and run through August 19th. Ms. Lora Stricklen will be supervising Summer School this year and we are expecting a large number of students to take advantage of this opportunity.
- III. Preliminary Assessment Data – While not yet official, I am able to share with confidence that our SAT scores did improve! PSAT 9 & PSAT 10 scores have not yet been posted. Hopefully, I will be able to provide you with a detailed summary of student performance at the high school by the August board meeting.
- IV. New Hire – With the retirement of Connie Hayes, Kristine Cox expressed in interest in working with middle school students and will be transferring to the middle school Language Arts Team. To fill the vacancy created by this transfer, I am recommending the hiring of Dr. Kelly Cichy. Dr. Cichy comes to us with numerous and varied experiences and we are excited to welcome her to the Madison Family! Dr. Cichy most recently served as a professor in the Teacher Education Department at Siena Heights University. Prior to working at Siena, Dr. Cichy worked as the Director of Curriculum and Consultation at our local ISD. Dr. Cichy also taught both English and Biology at Onsted High School from 2006 – 2010. As you recall, we piloted a cross-curricular integrated English 9 and Biology experience for a cohort of 9th grade students last year. Dr. Cichy's science background will allow her to deliver a similar curriculum.
- V. This past week I had the privilege of attending the National Writing Project's workshop on developing College and Career Ready Writers (C3WP) in Minneapolis. Our English teachers in grades 6-10 will be participating in this initiative and will begin intensive professional development this week. This initiative will compliment and build on the work our English teachers have accomplished in teaching argumentative writing to our students. I am excited that our district was selected to participate in this research study and look forward to the impact it can have on our students.

- I. Our annual Honors Assembly was held at 1:15 p.m. on June 1st in the HS gymnasium. We utilized the stage set up for graduation as a formal setting for the program. The Honors Assembly is a good balance of elegance with efficiency. Each student is properly recognized, yet, the event is organized so well it moves along at a fair pace. Mrs. Jodi Swinehart is the reason things run so smoothly. She organizes the program, which, in turn, matches with the awards presented to each student. Each student has a folder with all of his or her awards tucked inside. To organize this and pull the event off with no errors is a tribute to Jodi. The Faculty Award winner was David Verlinde. David is deemed to have improved the most, from an academic and maturity standpoint, since the first day he entered Madison Middle School.

- II. Summer School for secondary students will start on July 9th and run through August 17th. Middle level students needing to earn one-half or a whole credit for promotion will be notified before the end of June. Furthermore, we encourage students unable to earn a full promotion to work towards a partial promotion to the next grade level. These students will be placed on academic contracts for the next school year which outline a path to “catch up” with their original graduation class. Overall, 38 middle level students were extended the invitation to attend summer school (30 students need summer school to earn a full or partial promotion, 6 students need summer school to recover their athletic eligibility, 2 students are being required to attend by their parents). The cost for summer school will be \$70. At this price we believe the program will be cost neutral. It is also important to keep the cost down to an affordable price range.

Middle School 2017-18 Summary				
Grade	Need Summer School to Earn Full Promotion	Retained all Six Classes	Placed in Next Grade	Contract for Partial Promotion
6th	7	2	1	3 6/7 split
7th	4	2	3	5 7/8 split
8th	3	1	3	5 8/9 split

- III. A focal point of the academic year was the delivery of social and emotional learning (SEL) lessons. The lessons coincided with our Positive Behavioral Intervention Support System (PBIS). Madison Middle School worked with Jamie Salenbien from October 2016 to the present in an effort to relaunch our PBIS program for the 2017-2018 academic year. The relaunch was very successful. Mr. Salenbien orchestrated several culture surveys from November of 2016 through March of 2018 to measure the impact of the relaunch. The culture

surveys showed significant gains were made in a lot of areas, however, there are opportunities for further growth.

Teachers devised a plan to deliver the SEL lessons in a manner that posed minimal disruption to their course lesson plans and pacing guides. The average lesson required 12 – 15 minutes to deliver and discuss. Departmental teams (Science, Math, ELA, Social Studies, Specials) took turns delivering the lesson every Monday (or first day of the week) to all of their classes. On Friday, an exit slip was used to reflect on student progress for the week specific to the lesson at the beginning of the week.

As an example, the Science 6 teacher, Science 7 teacher, and Science 8 teacher presented the SEL lesson for the week on Monday to each of their classes. This assured that all students present in the building received the lesson for the week (with attention to special education students not included in the general education courses). For planning purposes, teachers knew this would impact their course lessons by 15 minutes in every class. They then allowed for this time difference and planned their course lessons for 45 minutes that day. The key was all of their classes were still lock-step with each other. There wasn't one class 15 minutes behind. The Science teachers didn't have to present a lesson now for another four weeks. The other 21 teachers, besides the three Science teachers, were given a copy of the lesson for the week in order to support the week's social and emotional focal point authentically in their classrooms.

A portion of this year's Career Prep grant went to purchase materials to help with our Social Emotional Learning activities next year. We invested in the Lion's Quest Curriculum which is divided into 6th, 7th, and 8th grade kits. We also acquired the Student Success Skills curriculum. This is one notebook but contains lesson plans for all three grades. There is also a parent manual and a small group notebook with this curriculum. The Lion's Quest also includes a parent component. Mrs. Sylvia Sotelo, Madison Middle School Counselor, will be working with both our staff and students next school year on the use of Mindfulness.

IV. The tables below indicate trend data regarding students meeting their annual target growth rates as measured by NWEA.

2018 Overall Data

This data represents students who met their target growth or achieved above the 65% on the NWEA

6th grade Reading	83/126	65.873%
7th grade Reading	96/121	79.338%
8th grade Reading	74/109	67.890%
	253/356	71.067%

6th grade Math	83/129	64.341%
7th grade Math	78/118	66.101%
8th grade Math	74/108	68.518%
	235/355	66.197%

6th grade Science	92/121	76.033%
7th grade Science	109/118	92.372%
8th grade Science	76/106	71.698%
	277/345	80.289%

Overall 2017-18: 765/1056 72.443%

2017 Overall Data

This data represents students who met their target growth or achieved above the 65%

6th grade Reading	94/122	77.0%
7th grade Reading	79/120	65.8%
8th grade Reading	77/119	64.7%
	250/361	69.3%

6th grade Math	94/120	78.3%
7th grade Math	85/117	72.6%
8th grade Math	76/117	65.0%
	255/354	72.00%

6th grade Science	92/118	78.0%
7th grade Science	106/117	90.6%
8th grade Science	74/116	63.8%
	272/351	77.5%

Overall 2016-17: 777/1066 72.90%

2016 Overall Data

This data represents students who met their target growth or achieved above the 65%

6th grade Reading	88/128	69%
7th grade Reading	70/120	58%
8th grade Reading	88/113	78%
	246/361	68%

6th grade Math	92/126	73%
7th grade Math	65/117	56%
8th grade Math	74/115	64%
	231/358	64.50%

6th grade Science	101/127	80%
7th grade Science	108/120	90%
8th grade Science	68/108	63%
	277/355	78%

Overall 2015-16: 754/1074 70.20%

2015 Overall Data

2014-15 NO MEAP DATA just NWEA

This data represents students who met their target growth or achieved above the 65%

6th grade Reading	76/118	64.00%
7th grade Reading	100/130	77%
8th grade Reading	84/110	76%
	260/358	72.60%

6th grade Math	59/116	51.00%
7th grade Math	69/125	55.00%
8th grade Math	47/112	42.00%
	175/353	49.50%

6th grade Science	86/114	75.00%
7th grade Science	102/120	85%
8th grade Science	73/112	65%
	261/346	75.40%

Overall 2014-15: 696/1057 65.80%

1. Michigan Health Endowment Fund/IHSIP Project:

This spring, Madison Elementary School was awarded the IHSIP grant to begin the work of incorporating a health related goal into the School Improvement Plan. Our 2018-19 School Improvement plan will include a health related goal with three measurable objectives. By implementing strategies related to nutrition, physical activity, and social & emotional health, we will improve our Healthy Schools Assessment Tool (HSAT) score.

We have been working to develop partnerships through parent and community organizations to help with this effort. Some of the strategies/activities we will be implementing are Move This World – a Mindfulness program done at the beginning and end of each day; designated movement areas around the school, where children will have short movement breaks throughout the day; healthy birthday celebrations – a menu of activities for students to choose from instead of bringing treats; etc. There are several things we are doing as part of this plan, but these are examples of each component.

2. Program Evaluation Tool/Title I Services:

Each year, we evaluate a program. Based on the data analysis, we determine whether or not we reached our intended objectives by implementing the program. We also determine what steps need to be taken in order to make the program more successful and cost effective. Our intervention programs for students who are eligible for Title I services are STARS in kindergarten and Team Time for students in grades 1-5. Although this is the focus of the evaluation, we look at more than just the program. We also look at our Tier 1 core curriculum and instruction that is taking place in the classroom.

For the second year in a row, we have identified challenges of having everyone on the same page, whether it is having two different calendars (BSY/TSY), teachers changing grade levels, the hiring of new teachers, lack of professional development, etc. Through the evaluation, our School Improvement Team has determined that the first step to build continuity and consistency is to create a well-defined and clearly communicated scope and sequence for curriculum, instruction, assessment, and non-negotiable schoolwide initiatives. By creating the scope and sequence, and then monitoring and coaching its implementation throughout the year, the Title I services will be more effective. There will be greater connectivity from classroom to classroom, grade level to grade level, and Title I services to classroom.

We have begun the scope and sequence and will share it with everyone this summer.

3. Pop-up Lab

The pop-up lab at Madison started this week. There was an excellent turn out during the first session with 26 students in attendance. Students enjoyed completing science labs based on an engaging read aloud book, writing books using the read aloud book as a mentor text, and creating projects in maker-space. Students also received a free book for attending the session. We would like to recognize the

efforts of Janet Graham, Heidi Miller, Sarah Publiski, and Erin Pifer for making this an unforgettable learning experience for the students.

2017-18	July &Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Revenue											
Breakfast	\$0.00	\$585.00	\$1,212.27	\$929.05	\$445.65	\$1,151.15	\$744.15	\$840.70	\$855.15	\$836.70	\$0.00
Lunch & Ala Cart	\$30.55	\$11,887.80	\$13,396.72	\$5,511.96	\$7,965.55	\$12,467.26	\$11,025.24	\$12,266.38	\$11,439.58	\$12,753.62	\$0.00
Juice Machine	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Matching Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,404.90	\$0.00
Interest & Rebates	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lunch & Breakfast Reimb	\$15,248.00	\$62,525.67	\$71,319.74	\$76,329.43	\$43,291.08	\$63,228.09	\$56,507.97	\$66,685.74	\$57,982.11	\$78,445.73	\$24,449.36
Total	\$15,278.55	\$74,998.47	\$85,928.73	\$82,770.44	\$51,702.28	\$76,846.50	\$68,277.36	\$79,792.82	\$70,276.84	\$114,440.95	\$24,449.36
Expenses											
Payroll	\$6,498.41	\$11,979.92	\$17,603.29	\$18,195.49	\$6,272.64	\$14,053.10	\$17,573.98	\$16,499.43	\$14,071.38	\$18,237.99	\$0.00
Retirement	\$1,376.59	\$2,717.37	\$3,545.14	\$4,060.23	\$1,474.60	\$3,318.01	\$4,179.22	\$3,916.38	\$3,322.48	\$4,341.63	\$0.00
F.I.C.A.	\$497.13	\$916.46	\$1,346.65	\$1,307.21	\$479.86	\$1,075.06	\$1,344.41	\$1,262.21	\$1,076.46	\$1,395.21	\$0.00
Aids	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00
Food	\$8,620.23	\$19,654.74	\$48,260.49	\$45,005.54	\$39,247.99	\$24,271.53	\$38,711.13	\$38,938.74	\$35,964.56	\$46,695.23	\$0.00
Uniforms	\$1,355.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment/ Capital outlay	\$14,785.70	\$0.00	\$116.70	\$502.33	\$42.00	\$159.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$1,511.87	\$3,242.52	\$4,527.71	\$5,133.37	\$4,030.37	\$1,895.03	\$3,781.22	\$2,833.15	\$2,382.12	\$2,911.35	\$0.00
Sales Tax	\$21.02	\$0.00	\$0.00	\$0.00	\$15.24	\$0.00	\$5.12	\$6.50	\$30.26	\$24.46	\$0.00
Repairs	\$371.00	\$436.69	\$1,024.00	\$0.00	\$157.65	\$4,319.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc./Dues/Fees/Indirect	\$658.37	\$99.65	\$201.17	\$0.00	\$35.75	\$225.15	\$114.85	\$0.00	\$564.95	\$36,376.46	\$0.00
Juice	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$39,985.32	\$43,337.35	\$80,915.15	\$78,494.17	\$56,046.10	\$53,605.88	\$69,999.93	\$67,746.41	\$61,702.21	\$114,272.33	\$4,290.00
Monthly Loss/ Gain	(\$24,706.77)	\$31,661.12	\$5,013.58	\$4,276.27	(\$4,343.82)	\$23,240.62	(\$1,722.57)	\$12,046.41	\$8,574.63	\$168.62	\$20,159.36
Year To Date	(\$24,706.77)	\$6,954.35	\$11,967.93	\$16,244.20	\$11,900.38	\$35,141.00	\$33,418.43	\$45,464.84	\$54,039.47	\$54,208.09	\$74,367.45

2018-2019

GUARANTEE TRUST LIFE INSURANCE COMPANY
Glenview, Illinois

Application for: CATASTROPHIC STUDENT AND INTERSCHOLASTIC ATHLETIC ACCIDENT INSURANCE

NAME OF POLICYHOLDER: Madison School District POLICY #: 214-156-256-B

ADDRESS: 3498 Treat Hwy TELEPHONE: (517) 245-1856

CITY: Adrian STATE: MI ZIP: 49221

ACCIDENT MEDICAL EXPENSE BENEFITS

Maximum Benefit Amount	\$1,000,000
Disappearing Deductible	\$25,000
Deductible Period	24 Months
Initial Treatment Period	60 Days
Benefit Period	Lifetime
Accidental Death & Dismemberment up to	\$10,000

COVERED ACTIVITIES

- INTERSCHOLASTIC ATHLETIC ACTIVITIES ONLY**
Coverage for student athletics and school authorized, non-playing student team personnel

<u>Number of Athletes</u>	<u>Rate per Athlete</u>			<u>Grades</u>
<u>305</u>	x <u>\$3.35</u>	= Interscholastic Athletic Accident Medical Premium	<u>\$ 1,021.75</u>	<u>6-12</u>
<u>305</u>	x <u>\$0.15</u>	= Heart/Circulatory Coverage Premium	<u>\$ 45.75</u>	<u>6-12</u>

- STUDENT ACCIDENT COVERAGE**
School-sponsored activities coverage for all student accidents other than interscholastic athletic activities

<u>Number of Students</u>	<u>Rate per Student</u>			<u>Grades</u>
_____	x <u>\$1.15</u>	= Student Accident Medical Premium	<u>\$ _____</u>	_____
_____	x <u>\$0.15</u>	= Heart/Circulatory Coverage Premium	<u>\$ _____</u>	_____
TOTAL PREMIUM			<u>\$ 1067.50</u>	

It is hereby understood that the effective dates of coverage under the Policy are 08/01/2018 to 08/01/2019 or the date the application and required premium are received the home office of Guarantee Trust Life Insurance Company or its general agent, whichever date is later. In no event will coverage come effective prior to payment of premium.

All documents that form our insurance relationship will be provided to you in electronic format, unless otherwise requested.

The following notices are applicable where stated:

ALL OTHER STATES, except NEW HAMPSHIRE: Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim containing any false, incomplete, or misleading information may be guilty of insurance fraud and subject to criminal and civil penalties.

Authorized Signature Ryan L. Law

Date MARCH 20, 2018

Agent Signature _____

Date _____

Fax or Mail to:
First Agency, Inc.
5071 West H Avenue
Kalamazoo, MI 49009-8501
Phone: 269-381-6630 or Fax: 269-492-0084



2018-19

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2018 — through July 31, 2019

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2018-19 must be listed on the back of this form)

Madison School District City of Adrian

County of Lenawee, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2018 and shall remain effective until July 31, 2019, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

Madison School(s), on the _____ day of _____, 2018, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Madison School District

(Governing Body Name)
3498 Treat Hwy.

(Address)
Adrian, MI 49221

(City & Zip Code)

(Contact E-mail)

Board Secretary Signature
or Designee

Check if Designee

Schools Which Are To Be MHSAA Members During 2018-19

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A.** This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th grade students.
- B.** If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

Member High School(s) (if any)

List separately from JH/MS even if all grades are housed in the same building.

1. Madison High School
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

If necessary, list additional schools for either column on a separate sheet.

Member Junior High /Middle School(s) (if any)

List separately from HS even if all grades are housed in the same building.

*If the 6th graders are in a separate building, and participating with the 7th and 8th graders, the 6th grade school building must be listed as an MHSAA member school.

1. Madison Middle School

Name of Junior High/Middle School

Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2018-19 7th- and 8th-Grade Enrollment: _____

Provide anticipated 2018-19 6th-Grade Enrollment: _____

- **Yes** or **No** (circle one) 6th-grade students will be participating in one or more sports for the above school
- **Yes** or **No** (circle one) *6th-graders are housed in the same building as 7th- and 8th-graders
- **Yes** or **No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders

2. _____

Name of Junior High/Middle School

Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9): _____

Provide anticipated 2018-19 7th- and 8th-Grade Enrollment: _____

Provide anticipated 2018-19 6th-Grade Enrollment: _____

- **Yes** or **No** (circle one) 6th-grade students will be participating in one or more sports for the above school
- **Yes** or **No** (circle one) *6th-graders are housed in the same building as 7th- and 8th-graders
- **Yes** or **No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders

3. _____

Name of Junior High/Middle School

Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9): _____

Provide anticipated 2018-19 7th- and 8th-Grade Enrollment: _____

Provide anticipated 2018-19 6th-Grade Enrollment: _____

- **Yes** or **No** (circle one) 6th-grade students will be participating in one or more sports for the above school
- **Yes** or **No** (circle one) *6th-graders are housed in the same building as 7th- and 8th-graders
- **Yes** or **No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders

Proposed Middle/High School Handbook Modifications

I.

Merit System

Students that meet all of the following criteria will be rewarded at the end of the first, second, and third trimesters with the incentives, which may include bowling trips, field trips to the movies, possible sporting events, etc.

- (a) ~~Less than four~~ **No more than three** countable absences in a class for the trimester. (High School language)
- (a) ~~Less than four~~ **No More than four** countable absences in a class for the trimester. (Middle School language)
- (b) A grade of a C- or better for all classes.
- (c) No more than four days of *assigned* CAP (High School language)
- (d) No more than one disciplinary/bus referral for the trimester.
- (e) Earning no in-school or out-of-school suspensions.

Students that qualify for a Merit Trip but do not attend the trip or School will accrue a countable absence.

The ultimate goal is to qualify for the end-of-year trip. To earn the year-end trip a student must have qualified for at least one merit trip during the 1st & 2nd trimester and meet the criteria listed above. Furthermore, he/she must have received a C- or better in all classes on the third trimester progress report.

***Students that have not qualified for the end-of-the-year trip, but choose to attend the event will be considered insubordinate.**

II.

Cell Phones/Communication Devices

****Note: Refusing to turn over a cell phone when asked to by a staff member will be considered insubordinate and result in **up to a** ~~an automatic~~ 3-day suspension.**

III.

Dress Code

Students should dress for success. If students are to have an appropriate environment in which to learn and if parents and visitors are to have a favorable impression of our school, it is important that our students and staff dress in a manner that indicates their respect for one another and their appreciation that school is a place for work. The school Principal or Designee will be the final judge about whether a student's clothing is appropriate for school.

4. **Leggings, jeggings, and spandex-type bottoms (yoga pants, compression leggings, etc.) are not permitted unless worn underneath: shorts (within six inches of the top of the kneecap), skirts or tops (within four inches of the top of the kneecap) that comply with the dress code. — that are fingertip length.**
5. Shorts must not be shorter than the end of one's fingertips (**fingertip length**) when the arms are placed in a relaxed manner at one's side **or within six inches** of the top of the kneecap. Compression shorts, stretch spandex shorts, or thermal underwear are not permitted.
6. Skirts **must be within four inches** of the top of the kneecap.

IV.

Nuisance Items

Under Section 1303 of the Revised School Code, school districts may prohibit students from carrying electronic communication devices or other personal communication devices in school. Items such as lasers, toy guns, noisemakers, electronic games, trading cards, or other objects that disrupt the educational process are not permitted in school. **The use of wireless communication devices to stream music ipods/MP3 players, etc. are not permitted in the classroom, without the permission of the classroom teacher. Students are NOT permitted to use wireless communication devices to listen to music ipods/MP3 players in the hallways or lunchroom and will be asked to turn over headphones/earbuds that are being used.**

- | | |
|-----------------|--|
| First offense: | Object confiscated and student may pick up at the end of the school day. |
| Second Offense: | Object confiscated and parent must pick up at the end of the school day. |
| Third Offense: | Student receives one long detention. Object will be confiscated. |

****Note: Refusing to turn over a nuisance item when asked to by a staff member will be considered insubordination and result in up to a automatic 3-day suspension.**

V.

Technology Use/Internet Access

Computer use is a privilege. Furthermore, students should be aware that no expectation of privacy exists. Students are expected to use technology, which includes computers, software, media retrieval equipment, etc. for educational purposes only in an ethical and responsible manner. Misuse will result in disciplinary action that may include forfeiting the right to use any school technology.

The Madison Acceptable Use Policy places the following responsibilities on the user of school technology: (for a complete listing refer to Board Policy 4510)

- 1.) Each user is responsible for all material sent and received under his/her account.
- 2.) Users will accept the responsibility of keeping copyrighted software of any kind from entering the local area network via the Internet or modem. Consent by the technology administrator or building principal must be obtained before any software is installed.
- 3.) Users may not use File Transfer Protocol to access any inappropriate files, or files dangerous to the integrity of the local network or the Internet.
- 4.) It is the users responsibility to maintain the integrity of the private electronic mail system and for making sure all e-mail sent and received by him/her does not contain inappropriate material.
- 5.) **Students are not permitted to use/visit social networking sites on school computers without permission. *Such sites include, but are not limited to, Facebook, Twitter, Snapchat, & Instagram.***

Any violations of the use of school technology should be immediately reported to the teacher assigned to the user, technology facilitator, or administrator.

While in school, students shall not post comments/messages on any social networking or media site. Students are also prohibited from using wireless communication devices to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images and is not permitted, unless authorized by the building principal.

First Offense: 1 day suspension

Second Offense: 1 days suspension and loss of all technology privileges.

Third Offense: 2 day suspension

VI.

Madison Media Center Procedures

Students may use the Media Center before school, during the day with a pass from their teacher, or when accompanied by their teacher for class time. Students should sign in and out when visiting the Media Center. Students should not be in the Media Center during lunch except when they have a pass from their teacher.

The Madison Media Center is open to students in grades K-12. Some library materials have been reviewed to be appropriate for older readers. These books are marked with a pink star and are available for high school students only. Parents who wish their middle school student to be able to sign out these books should send written permission to the Media Director.

Students are to demonstrate respect, trustworthiness, responsibility, and good citizenship at all times. Food and drinks are not permitted in the library or computer labs. Media Center computers are to be used for class project work only. All other school rules regarding technology use apply in the Media Center.

Students may have two books signed out at one time unless the Media Director has granted special permission. Books are checked out for two weeks at a time, but may be renewed if there is not a waiting list for the book. Library materials should be returned on time and in good condition. A fine of \$10 will be issued for each lost or damaged book. Students will not be allowed to check out books until books have been returned or fines have been resolved.

VII.

Bus Transportation

The Transportation Office will be open during normal school hours on days that school is in session. Messages left on the transportation phone line (265-1845 ext 133) will be returned during those hours. In the case of an emergency, please contact the High School office (263-0743 ext153).

In order to ensure that riding the bus is a safe experience for every student, it is necessary that the following rules and regulations be followed:

- Students are required to sit, not stand, while they are on the bus.
- Students must keep their hands, head, etc., inside the bus windows.
- Students must keep their hands to themselves.
- Yelling, fighting, swearing, and horseplay will not be tolerated.
- At all times, respect the bus drivers and do as you are told.

Please Note: Provisions of the handbook are in effect while a student is at the bus stop or on the bus. A student who fails to abide by these provisions will be held accountable according the guidelines set in the handbook.

First Offense: The bus driver writes up the student. The parent must come in to talk with the transportation supervisor and bus driver. The parent must make an appointment within 24 hours or the student is suspended from the bus.

Second Offense: A parent must come to the school for a meeting with the Bus Driver and Bus Supervisor. Student is written up and will be suspended from the bus for 5 days.

Third Offense: Student is suspended from all Madison busses for 30 school days.

Fourth Offense: Student is suspended from all Madison busses for the remainder of the school year.

Students fighting on the bus will be suspended from the bus for 5 days upon their return to school.

Any profanity on the bus is up to a 5-day suspension from the bus.

Incidents of misbehavior that involve inappropriate conduct deemed to have caused significant danger or harm to oneself or other students may result in a suspension from Madison busses for up to one year.

Due to the number of students on the busses, and for liability reasons, parents must provide written notes, faxed notes (265-5635), or e-mail (jerry.isom@madisonk12.us) if there are any transportation changes with a student. These notes must be sent to the transportation office by 9:00am so appropriate arrangements can be made. Phone calls will not be accepted

VIII. (High School Handbook only)

National Honor Society

The National Honor Society (NHS) recognizes and promotes the fine qualities of scholarship, leadership, service, and character. To be eligible for membership in the Madison chapter, students must have a minimum 3.50 NHS-adjusted GPA (official cumulative high school GPA plus 0.02 for each trimester completed with a grade of C- or higher: Advanced English 10, Trig/Pre-Calculus, Physics) after at least five high school trimesters. In addition, candidates who meet this scholastic requirement must be confirmed by faculty committee. The following process will be used:

- Online application and renewal of NHS membership will be active after second trimester grade cards are available. Students must complete the required forms by the posted deadline for consideration of NHS membership / renewal. No late forms will be accepted. **Failure to submit a renewal application will result in the resignation of membership.**

- The faculty committee will review the status of current members and new applicants. The qualities of scholarship, leadership, service, and character will be assessed.
 - Those who earn at least a four-fifths vote from the faculty committee are eligible for continued membership in the NHS.
 - Those who do not earn the required four-fifths vote from the faculty committee will receive written notification of probation. Failure to receive a four-fifths vote on future evaluations will result in loss of NHS membership.

- The committee will vote on each candidate's worthiness of NHS membership based on the qualities of leadership, service, and character.

- Candidates do not become members until they are inducted at the annual ceremony.
 - Those candidates who meet all of the NHS requirements will receive an invitation for membership in the NHS.
 - Those candidates who do not meet all of the NHS requirements will receive written notice.

- Student membership will be reviewed by the faculty committee at the conclusion of each trimester.

- Students who commit a "flagrant violation of school rules or the law" are subject to removal without warning (Article X.2).

- "Members who fall below the standards... shall be warned in writing... and given a reasonable amount of time to correct the deficiency (Article X.2).

- **Members who resign or are dismissed are never again eligible for membership or its benefits.**

- Members are required to attend monthly meetings and participate in chapter service projects. Any member with more than two absences not pre-approved with chapter advisor(s) will be placed on probation.
- Membership dues will be collected via MySchoolBucks at the beginning of each school year.
- These procedures are based on the national NHS guidelines; more information may be found at www.nhs.us.

At Madison Elementary School, we believe keeping children healthy and safe. The rate of childhood obesity, food allergies, food sensitivities, and foodborne illness is increasing at an alarming rate. To that end, we would like to partner with you to promote our nutritional goals.

Birthday Celebrations

We would like to ask for your support for food-free birthday celebrations. We realize that children want to feel special on their birthday, but we ask that we do not use food in the classroom to celebrate. Instead, we will ask your child to choose a special activity the birthday celebration menu that will make him or her make their day a special and memorable one. If there is something that your child would rather do, please contact the teacher. Or, you may opt out if you would rather not have your child's birthday celebrated in the classroom. Activities should be able to be completed/shared in 15 minutes. Your child's teacher will communicate with you near the time of his or her birthday. The Madison birthday celebration menu includes:

- Dance Party/GoNoodle Party
- Show & Tell
- Extra Recess
- Choice Time
- Classroom Games
- Guided Drawing/Art Project
- Favorite Book/Guest Read Aloud
- Pick Your Seat

There are five (5) proposed changes to the Madison Athletic Code of Conduct handbook. They are as follows:

Page 10.

1. The penalty documented on Page 10 of the Athletic Code of Conduct is in place for all violations outlined on Page 10, Breaking the Law, Use of Illegal Substances, Substance Abuse Violation, and Sexting/Digital Technology. As it appeared previously the penalty appeared to be exclusive to the Sexting/Digital Technology violation.

A statement The penalties specific to each offense for all of these violations will be moved to the top of the page and state, "A student-athlete who engages in sexting, substance abuse, use of illegal substance or breaking the law, will be suspended from the team as follows:

Page 14.

2. Banquet Award = 5 pts. "(MVP +3)" will be added to the handbook.
3. "League Champs = 10 pts." will be added.
4. "Team State Championship= 20 pts." will be added
5. "All State 3rd Team = 6 pts." will be added
6. Add at the end of the second paragraph under Awards, "This includes all awards at the end of the year, i.e. Madison Scholar Athlete, Senior Award, 3 sport athlete, etc. These are awards presented at the spring sports banquet.

MADISON SCHOOL DISTRICT ADRIAN, MICHIGAN

Request for Proposals Bank Qualified Tax-exempt Equipment Lease-Purchase Financing

Issue date: June 26, 2018

Due date: July 10, 2018 @ 4:00 PM, EST

Background Information

The Madison School District (hereinafter, "District") seeks bank qualified tax-exempt equipment lease/purchase financing from qualified licensed and insured financial institutions to complete a \$1,838,540 energy conservation capital improvement project within the District's school buildings and campuses. The District intends to service incurred debt, at least in part, through annual energy and operations savings resulting from the project. The District seeks financing terms that provide the most flexibility to the District, including prepayment options.

About the Madison School District

The Madison School District is a general powers school district organized and operating under the authority of Michigan's Revised School Code, MCL 380.1, et seq. The Madison School District has the legal authority to acquire, construct, maintain, repair, renovate, dispose of, and convey school property, facilities, equipment, technology, or furnishings (MCL 380.11a(3)(c)), and to receive, account for, invest, or expend public school money; borrow money and pledge school funds for repayment. (MCL 380.11a(3)(d)).

The Madison School District (www.madisonk12.us) is located at 3498 Treat Highway, Adrian, Michigan. The District is comprised of a single elementary, middle, and high school all of which are located on a single campus. The District maintains athletic fields and buildings on the campus as well as on property directly across the street from the school campus.

The Madison School District educates approximately 1,650 pre-K through 12th grade students, and employs approximately 271 individuals in various capacities. The District is governed by a Board of Education consisting of seven individuals elected by the constituents of the Districts. The Board appoints a Superintendent who is responsible for the day-to-day administration of the District. For additional information about the District visit: <http://www.madisonk12.us/about-us/>.

The District's estimated 2017-18 fiscal year general fund budgeted expenses is \$16,527,246. The District anticipates a year-end (June 30, 2018) fund balance (savings) of \$3,760,348, of which \$3,447,807 is undesignated. Of the District's anticipated \$16,214,704 in revenue, \$12,475,845 (77%) comes from State of Michigan sources. For additional information about the District's financial status, including copies of audited financial statements and budget information, visit: <http://www.madisonk12.us/transparency-and-budget-reporting/>.

Scope of the Project

On May 21, 2018, the District's Board of Education approved the selection of the [Energy Systems Group, LLC](#) of Newburgh, Indiana (hereinafter, "ESG") to complete an energy conservation capital improvement project pursuant to Section 1274a of Michigan's Revised School Code, MCL 380.1274a.

The energy conservation capital improvement project is expected to consist of HVAC system modifications, lighting upgrades, energy management systems upgrades, building-envelope improvements, water conservation, and other improvements which are more particularly described in Exhibit A. The estimated total cost of the project is \$1,838,540, however, the scope and cost of the project is subject to change.

The contract between the District and ESG provides for guaranteed energy and operational savings totaling \$1,296,364, during the first 15-years following project completion. In the event that actual energy and operational savings realized do not meet the guarantee, ESG will reimburse the District difference between the guaranteed savings and the actual savings. A preliminary project cash flow is attached and identified as Exhibit B. The project is expected to be completed over a period of 22 weeks, and the District anticipates servicing the debt over a 15-year term, with an option for prepayment.

ESG is required by contract to secure for the benefit of the District performance and payment bonds as required by MCL 129.201, et seq.

Project Financing Requirements

The District seeks to enter into a bank qualified tax-exempt lease-purchase agreement with a qualified licensed and insured financial institution pursuant to the following requirements:

Issuer:	Madison School District (general powers public school district) 3498 Treat Highway Adrian, Michigan 49221
Tax Treatment:	Tax-exempt
Security:	Pursuant to Section 1274a(9) of Michigan's Revised School Code, MCL 380.1274a(9), during the term of the lease-purchase agreement, the Madison School District Board of Education is the vested owner of the energy conservation improvements, but will grant a security interest in the energy conservation improvements to the provider of the lease-purchase agreement.
Use of Funds:	Completion of energy conservation and operational improvements at the Madison School District pursuant to the requirements of Section 1274a of Michigan's Revised School Code, MCL 380.1274a and the contract between the District and ESG.
Funds Required:	\$1,838,540 (subject to change, although not expected to be material)

Estimated Amortization:	15-year debt service term, with principal and interest payments being made each year of the term.
Payment Dates:	The District has some degree of flexibility with respect to the frequency and timing of payments, however, for cash flow purposes payments during the month of November are preferred.
Interest Rate:	The District seeks a firm fixed interest rate for the entirety of the amortization period. Interest should be calculated using a 30/360-day count.
Pre-payment:	The District seeks the ability to prepay principal and requests that respondents offer the maximum flexibility with respect to call provisions.

Preliminary Project Timeline

The preliminary project construction schedule provided by ESG provides for a 22-week construction term. The proposal contemplated a project start date of July 1, 2018 and a project completion date of December 7, 2018.

The District's Board of Education expects to finalize the contract with ESG at their June 25, 2018 Board of Education meeting. The Board also expects to approve the issuance of this RFP for financing at the June 25th meeting.

Proposals in response to this RFP are due to the District on July 10, 2018. The Board expects to accept a proposal from a respondent to this RFP at their July 16, 2018 Board of Education meeting.

The project will commence once financing has been secured.

Proposal Submission Requirements

Respondents to this RFP must submit the following information to the District's Superintendent, Ryan Rowe, at or before 4:00 PM, EST, on July 10, 2018. Proposal documents may be delivered to either of the following:

Madison School District	OR	Ryan.Rowe@madisonk12.us
Attn: Ryan Rowe, Ph.D., Superintendent		
3498 Treat Highway		
Adrian, Michigan 49221		

Proposals should be prepared in a manner that is simple and economical, but sufficiently detailed to allow the District to make an informed decision.

1. Cover letter – Respondent's must provide a cover letter signed by an authorized official who has the ability to legally bind the respondent in contract. The cover letter should confirm respondent's understanding of this RFP and should include a general understanding of the financing required and a brief summary of the financing offered and an overview of the history and qualifications of the firm.

2. Term sheet – Respondent must provide a detailed term sheet describing the interest rates offered, any and all costs associated with providing the financing, any prepayment penalties and all other relevant terms of the financing.
3. Requirements of the District – Respondent must detail all requirements of the District and should also note any exceptions to the District’s general terms and conditions applicable to this RFP, which are provided below.
4. Lease-purchase agreement template – Respondent must provide a copy of the lease-purchase contract template that respondent will propose to contractually bind the District and respondent should the District accept respondent’s proposal.
5. District forms – Respondent must complete and provide the following forms:
 - A. Familial Disclosure
 - B. Affidavit of Compliance Iran Economic Sanctions Act
 - C. Conflict of Interest Certification
 - D. Suspended or Disbarred Vendor Form

All proposals must be received no later than 4:00 PM, EST on July 10, 2018. Proposals received after that time may be rejected at the discretion of the District. Proposals will only be accepted if submitted electronically via email or in hard copy form to the attention of the District’s Superintendent.

Questions and RFP Addenda

Questions regarding this RFP should be sent via electronic mail to Ryan Rowe, Ph.D., Superintendent, Madison School District. Dr. Rowe’s email address is: Ryan.Rowe@madisonk12.us. Questions will be responded to via issued addenda to this RFP to ensure that all parties have access to the same information. In order to ensure that all questions are responded to in sufficient time to inform the proposal development process, questions must be received by Dr. Rowe no later than 5:00 PM, Thursday, July 5, 2018.

Addenda will be posted at <http://www.madisonk12.us/rfp-financing-for-esg-energy-conservation/>. Addenda will not be added after 5:00 PM on Friday, July 6, 2018.

General Terms and Conditions Applicable to Respondents

These general terms and conditions will apply to all purchases and will be incorporated into and be part of any solicitation for goods and/or services and every contract entered into by the Madison School District, a public, general powers school district organized and operating under the provisions of Michigan’s Revised School Code, MCL 380.1, et seq. (hereinafter, “District”), unless otherwise specified in writing by the Madison School District Board of Education or the Superintendent. Within these general terms and conditions, the term, “selected respondent” refers to the entity whose proposal was accepted by the District.

1. Proposed terms, prices, and other commitments represent an offer to contract on the part of the respondent that, if accepted by the District, will become a legally binding contractual relationship between the District and respondent.
2. All proposed terms, prices, and other commitments must remain in effect for at least 90 days from the date on which proposals were due to the District.
3. No respondent may withdraw a proposal after submission of the proposal to the District except in the case where a respondent demonstrates to the District's satisfaction that a material and substantial mistake was made in preparing the proposal, in which event the respondent has 24 hours after receipt of the proposal by the District to deliver to the District, a notice in writing that respondent desires to withdraw its proposal describing the reasons for withdrawal. Once a proposal is withdrawn, it may not be re-submitted. Furthermore, if a bidder makes an error in extension of prices in a bid, the unit price shall govern at the discretion of the District.
4. The District reserves the right to waive any informalities or immaterial omissions or defects in any proposal. In the case of error in the extension of prices in the proposal or other arithmetical error, the unit (line-item) price shall govern.
5. The District will not pay any costs associated with the preparation or submission of any proposals and/or any other expenses associated with any proposal in response to this RFP.
6. **The District reserves the right to reject any and all bids or accept part and reject part of any bid, with or without cause and for any reason.**
7. The District is a public school district exempt from taxation. The District will furnish the successful respondent with tax exempt certificates and other required information upon request.
8. Respondents must not be debarred, suspended, or proposed for debarment by any federal entity. Submission of a proposal in response to this request for proposals represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency.
9. Pursuant to Michigan's Freedom of Information Act, proposals received by the District become public records subject to disclosure to requesting third parties after the time and day at which proposals are due. The District will comply with its obligations under the law and may disclose the contents of a respondent's proposal if such is requested under FOIA.
10. Delivery of the goods and/or services to the District shall be made in the quantities and at the time or times specified in the RFP. Time is always of the essence and failure to deliver the goods or perform the services within the time specified shall constitute a material default by the selected respondent. All goods will be delivered District FOB.
11. The selected respondent will indemnify, hold harmless, and defend the District from any and all claims, causes of action, or liability of any nature, whether arising out of tort, contract, statute, ordinance, or otherwise, which may be asserted against the District due to the acts or omissions

of the selected respondent, its agents, employees, or subcontractors related to the performance of its obligations to the District.

12. Selected respondent agrees that the District will not be liable to the selected respondent, or any third party, for: (1) any liability claims, loss, damages, or expense of any kind, including, but not limited to any loss of profits or eligibility to receive profits, arising directly or indirectly out of the selected respondent's provision of the goods and/or services; (2) any incidental or consequential damages, however caused, and the selected respondent agrees, to the extent allowable by law, to indemnify and hold the District harmless against such liabilities, claims, losses, damages (consequential or otherwise) or expenses, or actions in respect thereof, asserted or brought against the District by or in right of third parties; or (3) any punitive damages. For purposes of these terms and conditions, incidental or consequential damages shall include, but not be limited to, loss of anticipated revenues, income, profits or savings; loss of or damage to reputation or good will; loss of business or financial opportunity; or any other indirect or special damages of any kind categorized as consequential or incidental damages under Michigan law.
13. The selected respondent will serve as an independent contractor of the District. The selected respondent alone is responsible for the hiring, supervising, and payment of any assistants, subcontractors, or other individuals necessary for the selected respondent's performance of its obligations to the District. The selected respondent shall be responsible for the payment of any and all federal, state, and local taxes and any and all fees applicable to the selected respondent's provision of the goods and/or services to the District unless otherwise agreed to in writing by the District Superintendent.
14. Pursuant to Public Act 317 and 318 of 1968, as amended (MCL 15.321, et seq.), Public Act 451 of 1976, as amended (MCLA 380.1 et seq.), and District Board Policy no contracts shall be entered into between the District, including all agencies and departments thereof, and any District agent, unless such is expressly authorized by the law and District Board Policy and the proper steps have been followed. To avoid any real or perceived conflict of interest, respondents must, when requested, provide the District with a signed and notarized familial disclosure affidavit and shall promptly notify the District Superintendent in writing of any familial or business relationship that exists between the selected respondent and any board member or employee of the District.
15. These general terms and conditions shall bind and inure to the benefit of the District and the selected respondent, their successors, and approved assigns, if any.
16. These general terms and conditions are enforceable only by the District and the selected respondent. No other person or entity may enforce any of these terms or conditions and/or any of the terms or conditions contained in a written agreement between the District and the selected respondent, nor are any of the before-mentioned items intended to confer third party beneficiary status on any third party.
17. The selected respondent must perform its obligations to the District in compliance with all federal, state, and local laws applicable, and with all regulations and administrative rules established pursuant to those laws.

18. The District shall have the right at all times to enforce the provisions of these general terms and conditions in strict accordance with the terms hereof, notwithstanding any conduct or custom on the part of the District in refraining from doing so at any time or times. The failure of the District at any such time or times to enforce its right under such provisions shall not be constructed as having created a custom in any way or manner, contrary to specific provisions of these general terms and conditions or as having in any way or manner modified or waived the same. If any provision of these terms and conditions shall be held invalid by any applicable statute or regulation or by a decision of a court of competent jurisdiction, such invalidity shall not affect any other provision of these general terms and conditions that can be given affect without the invalid provision, and, to this end, the provisions hereof are severable.
19. These general terms and conditions shall be deemed to have been executed in the state of Michigan and the substantive laws of the state of Michigan shall govern the enforcement of these general terms and conditions and the rights and remedies of the District and the selected respondent.
20. The District and the selected respondent agree that no person shall be subject to unlawful discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability; or military service in programs, activities, services, benefits, or employment in connection with these terms and conditions.
21. When necessary, the District may disclose to the selected respondent confidential information which is protected under state and/or Federal law such as the Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), the Individuals with Disabilities Education Act (“IDEA”), the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the Patient Protection and Affordable Care Act of 2010, Section 504 of the Rehabilitation Act of 1973. The selected respondent agrees to make reasonable effort to: (i) not use any of the District’s confidential information or for its own use or for any purpose other than the specific purpose of providing the services described herein; (ii) not voluntarily disclose any of the District’s confidential information to any other person or entity; and (iii) to take all reasonable measures to protect the confidentiality of, and avoid disclosure or use of, the District’s confidential information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized to have such information.
22. In addition to any insurance required by applicable law, the selected respondent must obtain and maintain throughout the term during which service will be provided the following minimum amounts of insurance:

Public liability:	\$1,000,000
Professional liability:	\$1,000,000
Excess liability:	\$2,000,000
Worker’s compensation:	as required by Michigan law
23. The selected respondent warrants and further guarantees that the services will be provided to the District with all due diligence and dispatch and will be performed with the highest degree of skill and competence. Services will be performed in a workmanlike manner and in compliance with all applicable laws and regulations