

MADISON SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
MAY 19, 2014
6:00 PM – Board Room

**** TABLE OF CONTENTS ****

- 1 REGULAR MEETING AGENDA
- 2 MINUTES FROM THE APRIL 21, 2014 MEETING
- 3 MONTHLY BILLS
- 4 SUPERINTENDENT'S REPORT
- 5 ASSOCIATE SUPERINTENDENT REPORT
- 6 HIGH SCHOOL PRINCIPAL'S REPORT
- 7 MIDDLE SCHOOL PRINCIPAL'S REPORT
- 8 ELEMENTARY PRINCIPALS' REPORT
- 9 CAFETERIA MANAGER'S REPORT
- 10 LEAVE OF ABSENCE – LETTER OF REQUEST
- 11 LISD 2014-15 BUDGET RESOLUTION
- 12 NEOLA POLICIES FOR REVIEW
- 13 2014-15 REVISED TRADITIONAL SCHOOL CALENDAR
- 14 2014-15 TENTATIVE BALANCED SCHOOL YEAR CALENDAR

MADISON SCHOOL DISTRICT
BOARD OF EDUCATION
517-263-0741
REGULAR MEETING
MAY 19, 2014
6:00 PM – Board Room

**** AGENDA ****

- I. CONSENT AGENDA
 - A. APPROVAL OF MINUTES
 - B. ACCEPTANCE OF REPORTS
 - C. APPROVAL OF BILLS/REIMBURSEMENT OF EXPENSES
- II. LEAVE OF ABSENCE – KELLY WHELAN
- III. LISD 2014-15 BUDGET RESOLUTION
- IV. POLICY REVIEW – 1ST READING
- V. SEAL COATING & ASPHALT REPAIR
- VI. CLOSED SESSION - NEGOTIATIONS

Madison School District
Board of Education
Regular Meeting – Board Room
April 21, 2014 – 6:00 p.m.

Members Present: Kyle Ehinger, Natasha Manchester, Dana Pink, Julie Ramos, Nancy Roback, Mark Swinehart, Ruben Villegas

Other Guests: Jim Hartley, Ryan Rowe, Kristin Thomas, Brad Anschuetz, Nate Pechaitis, Linda Kaufman, Jill Hogle, Jill Myers, Jesse Ramirez, Nadia Mota, Shannon Mound, Ashlyn Wing, Lexie McClure, Samantha McMann, Dave Siler (arrived at 6:15 p.m.), and Erik Thompson (arrived at 6:32 p.m.)

High School English teacher Shannon Mound updated the Board on Madison's new Poetry Slam program and two of her students, Nadia Mota and Jesse Ramirez, recited their original poems for the Board.

A motion was made by Julie Ramos, and supported by Dana Pink that the minutes of the March 17, 2014 regular meeting be approved; that the list of monthly statements totaling \$65,881.19 for the General Fund be approved for payment; that the Winter Sports Financial Report with revenues of \$19,700 and expenditures of \$23,786.50 be accepted; and that Emily Gafford be hired as the Varsity Competitive Cheer Coach for the 2014-2015 season.

Ayes 7

Nays 0

Motion Carried

A motion was made by Nancy Roback, and supported by Mark Swinehart, that the Board accept bids totaling \$303,654.50, as recommended by Architect David Siler and Superintendent Hartley, for the renovation of the old elementary gymnasium and stage into two music classrooms and a satellite kitchen/dining room with the project to be paid with funds from the Cafeteria and Building & Site accounts.

Ayes 7

Nays 0

Motion Carried

Year-Round School Pilot Program School Board Resolution

The following preamble and resolution were offered by Member Villegas, and supported by Member Swinehart.

WHEREAS, Section 31b of the State School Aid Act provides that at-risk school districts may be eligible for financial grants of up to \$750,000 for implementing a year-round instructional program in a school.

WHEREAS, the Board of Education of Madison School District desires to apply for the grant.

WHEREAS, the Madison School District is eligible in 2013-2014 for the community eligibility option for free and reduced price lunch under 42 USC 1759a.

WHEREAS, at least 50 percent of the pupils in membership of Madison School District met the income eligibility criteria for free breakfast, lunch or milk in the immediately preceding state fiscal year, as determined under the Richard B. Russell National School Lunch Act, 42 USC 1751-17691.

WHEREAS, eligibility for the year-round school financial grant is contingent upon adopting a resolution that states (a) the district will implement for the first time a year-round instructional calendar that will begin in 2014-2015 for least one school operated by the district and (b) commits to providing the year-round instructional calendar in each of those schools for at least three (3) school years.

Now, therefore, be it resolved as follows:

1. The Board of Education of Madison School District certifies the following:
 - The school district will implement for the first time a year-round instructional calendar that will begin in 2014-2015 for the following school(s):
 1. Madison Elementary
 - The school district commits to providing the year-round instructional calendar in the aforementioned schools for at least three (3) years.
2. The Board of Education of Madison School District authorizes and directs its Secretary to file this resolution with the State Aid and School Finance Office of the Michigan Department of Education not later than May 1, 2014.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Resolved this 21st day of April 21, 2014.

Roll Call Vote: Yes – Ehinger, Ramos, Roback, Swinehart, Manchester, Pink, Villegas

Board Representative Name	Board Representative Signature
Nancy Roback	Nancy Roback, Board Secretary

Following a presentation by Superintendent Hartley a motion was made by Nancy Roback, and supported by Dana Pink, that the 2014-15 General Fund Budget be approved as follows:

**MADISON SCHOOL DISTRICT
GENERAL FUND BUDGET**

(The 2013-14 and 2014-15 Budgets both require the levy of 18 mills on non-principal residence, non-qualified agricultural property, and non-qualified forest property).

	ACTUAL 2012-13	ESTIMATED 2013-14	ESTIMATED 2014-15
REVENUES			
LOCAL SOURCES	2,953,925	2,126,320	2,120,925
INTERMEDIATE REVENUE	869,503	679,063	675,000
STATE REVENUE	11,147,029	11,295,184	11,361,330
FEDERAL REVENUE	367,966	335,566	339,682
INCOMING TRANSFERS	344,728	385,011	454,933
TOTAL REVENUES & TRANS	15,683,151	14,821,144	14,951,870
EXPENSES			
INSTRUCTION:			
BASIC PROGRAMS	8,213,592	8,726,477	8,674,042
ADDED NEEDS	2,393,111	2,357,523	2,387,523
COMMUNITY SERVICES	58,147	108,083	103,272
PUPIL SERVICES	239,780	244,943	249,651
INSTRUCT STAFF	90,746	79,260	82,140
ATHLETICS	305,286	338,775	328,317
GENERAL ADMIN	863,412	686,063	700,355
SCHOOL ADMIN	941,305	992,786	1,011,919

BUSINESS	0	102,500	102,500
OPERATION & MAINT	2,070,748	1,370,994	1,188,045
PUPIL TRANSPORTATION	358,190	452,716	459,277
OUTGOING TRANSFERS:	0	0	0
TOTAL APPROPRIATED	15,534,317	15,460,120	15,287,043
 REV EXCESS (DEFICIT)	 148,834	 (638,975)	 (335,173)
 FUND BAL, JULY 1	 4,022,790	 4,171,624	 3,532,649
 FUND BAL, JUNE 30	 4,171,624	 3,532,649	 3,197,476
TRANSFER FROM ATHLETICS			
COMMITTED FUND BALANCE	180,000		
UNASSIGNED FUND BAL.	3,991,624		

Ayes 7

Nays 0

Motion Carried

Following discussion, a motion was made by Julie Ramos, and supported by Mark Swinehart, that the Board approve the purchase of a 2014, 83 passenger, Thomas transit bus from Hoekstra Transportation for a price of \$92,920.

Ayes 7

Nays 0

Motion Carried

Replacing Paying Agent-Bond Registrar

School Board Resolution

The following preamble and resolution were offered by Member Roback, and supported by Member Swinehart.

WHEREAS:

1. Madison School District, Lenawee County, Michigan (the “Issuer”) currently retains The Bank of New York Mellon Trust Company, N.A. (“BNY Mellon” as paying agent-bond registrar pursuant to one or more paying agent agreements between the Issuer and BNY Mellon (together, the “Agreements”) for the Issuer’s 2011 School Building and Site Bonds (the “Bonds”); and
2. The Issuer desires to remove BNY Mellon as paying agent-bond registrar for the Bonds and appoint a successor paying agent-bond registrar for the Bonds as authorized by the Agreements.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Issuer hereby removes BNY Mellon as paying agent-bond registrar for the Bonds and appoints The Huntington National Bank, Grand Rapids, Michigan, as successor paying agent-bond registrar for the Bonds and authorizes and directs the Superintendent of Schools or designee to execute for and on behalf of the Issuer a Paying Agent-Bond Registrar Agreement for the Bonds.
2. The Superintendent of Schools or designee is further authorized to provide a certified copy of this resolution to BNY Mellon as soon as possible but no later than 45 days prior to the next interest payment date for the Bonds.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

7 Ayes: Members Ehinger, Manchester, Pink, Ramos, Roback, Swinehart, Villegas

0 Nays

Resolution declared adopted.

Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Madison School District, Lenawee County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board at a regular meeting held on April 21, 2014, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Secretary, Board of Education

A motion was made by Mark Swinehart, and supported by Natasha Manchester, that the Board adjourn to closed session at the request of the student's parents to conduct a student discipline hearing at 7:37 p.m.

Ayes 7

Nays 0

Motion Carried

A motion was made by Julie Ramos, and supported by Nancy Roback, that the Board return to open session at 7:51 p.m.

Ayes 7

Nays 0

Motion Carried

A motion was made by Mark Swinehart, and supported by Julie Ramos, that a high school student be suspended for a total of fifteen (15) school days and that the student be placed on probation for the balance of the 2013-14 school year.

Ayes 7

Nays 0

Motion Carried

A motion to adjourn the meeting was made by Mark Swinehart, and supported by Julie Ramos, at 7:53 p.m.

Ayes 7

Nays 0

Motion Carried

Respectfully submitted,

Secretary, Board of Education

SPI
DATE: 05/16/2014
TIME: 11:15:25

MADISON SCHOOL DISTRICT
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA31

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
11-0111-000-0000-00000-0001 0111 CURR TAX ADRIAN CIT	739,333.00	-48,164.29	.00	693,774.12	45,558.88
11-0111-000-0000-00000-0001 0112 CURR TAX MADISON TW	1,068,449.00	-143,899.49	.00	1,078,217.76	-9,768.76
11-0111-000-0000-00000-0001 0113 CURR TAX PALMYRA TW	58,495.00	-7,122.50	.00	58,494.05	.95
11-0111-000-0000-00000-0001 0114 CURR TAX ADRIAN TWP	21,625.00	-1,884.55	.00	21,100.76	524.24
11-0111-000-0000-00000-0001 0116 CURR TAX OTHER TAXE	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - CURRENT TAX REVENUE	1,887,902.00	-201,070.83	.00	1,851,586.69	36,315.31
11-0119-000-0000-00000-0002 0119 INT ON DELINQUENT T	8,000.00	2,353.45	.00	9,490.12	-1,490.12
11-0131-000-0000-00000-0002 0131 TUITION PARENT PAY	16,000.00	11,520.00	.00	13,360.00	2,640.00
11-0151-000-0000-00000-0002 0151 INTEREST ON INVESTM	15,000.00	312.68	.00	9,519.65	5,480.35
11-0171-000-0000-00000-0002 0171 ADMISSIONS ADMISSIO	95,500.00	.00	.00	.00	95,500.00
11-0173-000-0000-00000-0002 0173 EXTRA TRIP SURCHARG	25.00	.00	.00	173.02	-148.02
11-0181-000-0000-00000-0002 0181 LATCH KEY PARENT PA	26,000.00	3,043.75	.00	24,308.35	1,691.65
11-0191-000-0000-00000-0002 0191 RENTAL SCHOOL RENTA	8,400.00	490.00	.00	390.00	8,010.00
11-0199-000-0000-00000-0002 0199 MISC - USF MISC	27,400.00	2,688.08	.00	33,067.27	-5,667.27
TOTAL DEPARTMENT - OTHER LOCAL REVENUE	196,325.00	20,407.96	.00	90,308.41	106,016.59
11-0311-000-0000-00000-0003 0207 STATE AID MEMBERSHI	84,344.00	14,233.07	.00	99,294.81	-14,950.81
11-0311-000-0000-00000-0003 0208 STATE AID MEMBERSHI	113,540.00	48,924.45	.00	342,470.62	-228,930.62
11-0311-000-0000-00000-0003 0010 STATE AID MEMBERSHI	9,918,001.00	866,378.90	.00	6,069,442.48	3,848,558.52
11-0312-000-0000-00000-0003 0020 AR SEC 31A AT-RISK	530,000.00	49,057.03	.00	352,008.10	177,991.90
11-0312-000-0000-00000-0003 0100 AR SEC 31A STATE AI	.00	.00	.00	.00	.00
11-0312-000-0000-00000-0003 0110 AR SEC 31A LUNCH	.00	2,196.58	.00	15,376.09	-15,376.09
11-0312-000-0000-00000-0003 0120 AR SEC 31A SPEC ED	457,000.00	39,254.80	.00	250,155.46	206,844.54
11-0312-000-0000-00000-0003 0210 AR SEC 31A TECHNOLO	.00	1,417.59	.00	18,003.10	-18,003.10
11-0312-000-0000-00000-0003 0211 AR SEC 31A PRINCIPA	.00	.00	.00	.00	.00
11-0312-000-0000-00000-0003 0313 AR SEC 31A STATE AI	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - STATE REVENUE CATEGORICA	11,102,885.00	1,021,462.42	.00	7,146,750.66	3,956,134.34
11-0414-000-0000-00000-0004 0490 SPS REV TITLE II D	.00	.00	.00	.00	.00
11-0414-000-0000-00000-0004 0210 SPS REV TECHNOLOGY	.00	.00	.00	.00	.00
11-0414-000-0000-00000-0004 0764 SPS REV II TEACHER	44,453.00	.00	.00	.00	44,453.00
11-0414-000-0000-00000-0004 0768 SPS REV RURAL	.00	.00	.00	.00	.00
11-0414-000-0000-00000-0004 0140 SPS REV TITLE I	263,203.00	.00	.00	.00	263,203.00
11-0414-000-0000-00000-0004 0141 SPS REV TITLE I CAR	.00	.00	.00	.00	.00
11-0414-000-0000-00000-0004 0150 SPS REV TITLE VA IN	.00	.00	.00	.00	.00
11-0417-000-0000-00000-0004 0199 RESTR REV MISC	.00	.00	.00	.00	.00
11-0417-000-0000-00000-0004 0160 RESTR REV TRANSITIO	.00	.00	.00	.00	.00
11-0417-000-0000-00000-0004 0220 RESTR REV PARENT ED	.00	.00	.00	.00	.00
11-0417-000-0000-00000-0004 0416 RESTR REV MEDICAID	2,500.00	.00	.00	8,807.38	-6,307.38
11-0419-000-0000-00000-0004 0419 MISC - FED SPEC ED	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - FEDERAL REVENUE	310,156.00	.00	.00	8,807.38	301,348.62
11-0511-000-0000-00000-0005 0511 SPEC ED TUITION	43,000.00	.00	.00	.00	43,000.00
11-0519-000-0000-00000-0005 0122 LISD SPEC ED LISD S	750,000.00	.00	.00	626,159.00	123,841.00
11-0519-000-0000-00000-0005 0199 LISD SPEC ED MISC	91,672.00	.00	.00	63,799.47	27,872.53
11-0519-000-0000-00000-0005 0220 LISD SPEC ED PARENT	8,000.00	.00	.00	5,374.98	2,625.02
11-0519-000-0000-00000-0005 0303 LISD SPEC ED CAREER	.00	.00	.00	.00	.00
11-0519-000-0000-00000-0005 0340 LISD SPEC ED MICHIG	125,165.00	.00	.00	19,717.00	105,448.00

SPI
DATE: 05/16/2014
TIME: 11:15:25

MADISON SCHOOL DISTRICT
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 2
REVSTA31

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE REVENUE	BALANCE
11-0519-000-0000-00000-0005 0416 LISD SPEC ED MEDICA	.00	.00	.00	.00	.00
11-0541-000-0000-00000-0005 0541 INSURANCE DIVIDENDS	16,000.00	17,160.00	.00	17,160.00	-1,160.00
11-0593-000-0000-00000-0005 0593 SALE SCHOOL PROPERT	.00	.00	.00	552.81	-552.81
TOTAL DEPARTMENT - INCOMING TRANSFERS	1,033,837.00	17,160.00	.00	732,763.26	301,073.74
TOTAL FUND - GENERAL FUND	14,531,105.00	857,959.55	.00	9,830,216.40	4,700,888.60
TOTAL REPORT	14,531,105.00	857,959.55	.00	9,830,216.40	4,700,888.60

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-2134-000-0000-00000-0000 2130 CAFETERIA EMPLOYEE	.00	.00	.00	63.75	-63.75
11-2134-000-0000-00000-0000 2820 CAFETERIA EMPLOYEE	.00	.00	.00	-963.47	963.47
11-2134-000-0000-00000-0000 2830 CAFETERIA EMPLOYER	.00	.00	.00	-373.19	373.19
TOTAL DEPARTMENT - INTERFUND	.00	.00	.00	-1,272.91	1,272.91
11-1118-000-0340-02315-0010 2830 EL.PRE EMPLOYER SOC	6,288.00	509.26	.00	4,185.53	2,102.47
11-1118-000-0340-02315-0010 2840 EL.PRE WORKMANS COM	116.00	.00	.00	131.25	-15.25
11-1118-000-0340-02315-0010 3110 EL.PRE PURCHASED SE	400.00	.00	.00	.00	400.00
11-1118-000-0340-02315-0010 2820 EL.PRE EMPLOYEE RET	17,209.00	1,384.93	.00	13,968.01	3,240.99
11-1118-000-0340-02315-0010 2130 EL.PRE EMPLOYEE INS	17,188.00	929.89	.00	9,422.43	7,765.57
11-1118-000-0340-02315-0010 1639 EL.PRE TRANS AIDE	.00	.00	.00	.00	.00
11-1118-000-0340-02315-0010 1870 EL.PRE SALARY-SUBST	.00	.00	.00	.00	.00
11-1118-000-0340-02315-0010 1240 EL.PRE SALARY TEACH	50,778.00	3,906.02	.00	36,812.84	13,965.16
11-1118-000-0340-02315-0010 1630 EL.PRE SALARY AIDE	25,955.00	2,845.53	.00	18,981.21	6,973.79
11-1118-000-0340-02315-0010 3220 EL.PRE WKSHOPS/CONF	400.00	60.00	.00	378.00	22.00
11-1118-000-0340-02315-0010 4120 EL.PRE REPAIRS/MAIN	.00	.00	.00	.00	.00
11-1118-000-0340-02315-0010 5110 EL.PRE TEACHING SUP	1,331.00	.00	.00	424.45	906.55
11-1118-000-0340-02315-0010 5140 EL.PRE TRANSPORTATI	5,458.00	.00	.00	.00	5,458.00
11-1118-000-0340-02315-0010 5990 EL.PRE MISC. SUPPLI	.00	.00	.00	241.56	-241.56
11-1118-000-0340-02315-0010 6410 EL.PRE NEW EQUIP/FU	500.00	.00	782.60	.00	-282.60
11-1118-000-0340-02315-0010 7410 EL.PRE DUES/CHAUFFE	.00	.00	.00	56.00	-56.00
11-1216-000-0340-02315-0010 1440 EL.SOCWRK SALARY PS	.00	.00	.00	.00	.00
11-1216-000-0340-02315-0010 2830 EL.SOCWRK EMPLOYER	.00	.00	.00	.00	.00
11-1216-000-0340-02315-0010 2820 EL.SOCWRK EMPLOYEE	.00	.00	.00	.00	.00
11-1271-000-0340-02315-0010 2820 EL.TRANS EMPLOYEE R	.00	.00	.00	.00	.00
11-1271-000-0340-02315-0010 2830 EL.TRANS EMPLOYER S	.00	.00	.00	.00	.00
11-1271-000-0340-02315-0010 1610 EL.TRANS SALARY VEH	5,458.00	.00	.00	.00	5,458.00
TOTAL DEPARTMENT - PRE-SCHOOL INSTRUCTION	131,081.00	9,635.63	782.60	84,601.28	45,697.12
11-1111-000-0000-02315-0011 1240 EL.REG SALARY TEACH	2,591,221.00	212,507.22	.00	1,907,390.82	683,830.18
11-1111-000-0000-02315-0011 1870 EL.REG SALARY-SUBST	1,000.00	.00	.00	.00	1,000.00
11-1111-000-0000-02315-0011 2130 EL.REG EMPLOYEE INS	568,818.00	42,689.84	.00	393,999.73	174,818.27
11-1111-000-0000-02315-0011 2210 EL.REG EARLY RETIRE	.00	.00	.00	.00	.00
11-1111-000-0000-02315-0011 2820 EL.REG EMPLOYEE RET	641,596.00	51,939.35	.00	539,766.67	101,829.33
11-1111-000-0000-02315-0011 3112 EL.REG PURCH NWEA	10,705.00	.00	.00	10,705.00	.00
11-1111-000-0000-02315-0011 2990 EL.REG SICK DAY REI	3,500.00	.00	.00	.00	3,500.00
11-1111-000-0000-02315-0011 3110 EL.REG PURCHASED SE	30,000.00	4,985.60	.00	33,216.36	-3,216.36
11-1111-000-0000-02315-0011 2830 EL.REG EMPLOYER SOC	198,305.00	15,924.19	.00	142,626.96	55,678.04
11-1111-000-0000-02315-0011 2840 EL.REG WORKMANS COM	4,808.00	.00	.00	5,281.81	-473.81
11-1111-000-0000-02315-0011 2850 EL.REG UNEMPLOYMENT	1,000.00	.00	.00	.00	1,000.00
11-1111-000-0000-02315-0011 2920 EL.REG CASH IN LIEU	.00	.00	.00	.00	.00
11-1111-000-0000-02315-0011 7410 EL.REG DUES/CHAUFFE	1,200.00	.00	.00	.00	1,200.00
11-1111-000-0000-02315-0011 6410 EL.REG NEW EQUIP/FU	50,800.00	.00	99.00	59,151.81	-8,450.81
11-1111-000-0000-02315-0011 8220 EL.REG PAYMT TO ANO	9,700.00	.00	.00	4,680.64	5,019.36

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1111-000-0000-02315-0011 5990 EL.REG MISC. SUPPLI	2,000.00	182.75	.00	405.03	1,594.97
11-1111-000-0000-02315-0011 5210 EL.REG TEXTBOOKS	42,000.00	44.48	187.00	34,895.11	6,917.89
11-1111-000-0000-02315-0011 5119 EL.REG MIBLSI	.00	.00	.00	.00	.00
11-1111-000-0000-02315-0011 5110 EL.REG TEACHING SUP	34,000.00	766.61	.00	38,118.90	-4,118.90
11-1111-000-0000-02315-0011 4120 EL.REG REPAIRS/MAIN	1,000.00	.00	.00	.00	1,000.00
11-1111-000-0000-02315-0011 4220 EL.REG CONTRACT SER	7,500.00	674.47	.00	8,865.14	-1,365.14
11-1111-000-0000-02315-0011 3220 EL.REG WKSHOPS/CONF	2,400.00	.00	.00	1,580.05	819.95
11-1111-000-0000-02315-0011 3130 EL.REG NURSING	.00	.00	.00	.00	.00
11-1111-000-6410-02315-0011 2830 EL REG ARRA EMPLOYE	.00	.00	.00	.00	.00
11-1111-000-6410-02315-0011 2820 EL REG ARRA EMPLOYE	.00	.00	.00	.00	.00
11-1111-000-6410-02315-0011 1240 EL REG ARRA SALARY	.00	.00	.00	.00	.00
11-1111-000-6460-02315-0011 1240 EL REG EDUCATION JO	.00	.00	.00	.00	.00
11-1111-000-6460-02315-0011 2820 EL REG EDUCATION JO	.00	.00	.00	.00	.00
11-1111-000-6460-02315-0011 2830 EL REG EDUCATION JO	.00	.00	.00	.00	.00
11-1213-000-0000-02315-0011 3130 EL.REG.NURSE NURSIN	28,000.00	2,422.50	.00	24,670.81	3,329.19
11-1259-000-0000-02315-0011 3990 EL.BUS STUDENT INS	5,491.00	.00	.00	5,491.00	.00
TOTAL DEPARTMENT - ELEMENTARY INSTRUCTION	4,235,044.00	332,137.01	286.00	3,210,845.84	1,023,912.16
11-1113-000-0000-02316-0012 3710 HS.REG CAP	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0012 3711 HS.REG TUITION COLL	23,000.00	4,300.00	.00	9,502.00	13,498.00
11-1113-000-0000-02316-0012 4220 HS.REG CONTRACT SER	6,800.00	567.92	.00	5,976.57	823.43
11-1113-000-0000-02316-0012 4120 HS.REG REPAIRS/MAIN	1,000.00	.00	.00	.00	1,000.00
11-1113-000-0000-02316-0012 3220 HS.REG WKSHOPS/CONF	1,400.00	.00	.00	2,378.53	-978.53
11-1113-000-0000-02316-0012 5110 HS.REG TEACHING SUP	21,000.00	-134.63	-233.55	18,710.27	2,523.28
11-1113-000-0000-02316-0012 5121 HS.REG PLTW	29,000.00	77.90	258.23	29,139.79	-398.02
11-1113-000-0000-02316-0012 5122 HS.REG CAREER PREP	7,000.00	.00	.00	2,865.60	4,134.40
11-1113-000-0000-02316-0012 5123 HS.REG ISSI	23,000.00	.00	.00	24,775.72	-1,775.72
11-1113-000-0000-02316-0012 5210 HS.REG TEXTBOOKS	34,000.00	.00	.00	21,789.32	12,210.68
11-1113-000-0000-02316-0012 5130 HS.REG GRADUATION E	1,600.00	.00	.00	794.11	805.89
11-1113-000-0000-02316-0012 5211 HS.REG 20/20 VIRTUA	8,250.00	.00	.00	8,250.00	.00
11-1113-000-0000-02316-0012 5990 HS.REG MISC. SUPPLI	1,000.00	2,427.67	.00	4,077.63	-3,077.63
11-1113-000-0000-02316-0012 8210 HS.REG PREP ACADEMY	60,000.00	12,603.99	.00	21,749.43	38,250.57
11-1113-000-0000-02316-0012 8220 HS.REG PAYMT TO ANO	9,600.00	.00	.00	4,680.60	4,919.40
11-1113-000-0000-02316-0012 6410 HS.REG NEW EQUIP/FU	11,880.00	660.00	-482.00	42,529.77	-30,167.77
11-1113-000-0000-02316-0012 7410 HS.REG DUES/CHAUFFE	1,700.00	.00	75.00	797.43	827.57
11-1113-000-0000-02316-0012 6450 HS.REG MUSIC INST N	5,500.00	120.00	23.99	9,804.42	-4,328.41
11-1113-000-0000-02316-0012 3112 HS.REG PURCH NWEA	2,941.00	.00	.00	2,941.00	.00
11-1113-000-0000-02316-0012 3110 HS.REG PURCHASED SE	22,000.00	1,244.04	.00	14,021.55	7,978.45
11-1113-000-0000-02316-0012 2990 HS.REG SICK DAY REI	7,500.00	.00	.00	.00	7,500.00
11-1113-000-0000-02316-0012 2850 HS.REG UNEMPLOYMENT	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0012 2920 HS.REG CASH IN LIEU	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0012 2840 HS.REG WORKMANS COM	2,836.00	.00	.00	3,561.52	-725.52
11-1113-000-0000-02316-0012 2830 HS.REG EMPLOYER SOC	108,535.00	8,155.40	.00	74,030.02	34,504.98
11-1113-000-0000-02316-0012 1240 HS.REG SALARY TEACH	1,418,564.00	108,819.85	.00	989,181.67	429,382.33
11-1113-000-0000-02316-0012 1242 HS.REG ISSI	.00	.00	.00	.00	.00

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1113-000-0000-02316-0012 2210 HS.REG EARLY RETIRE	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0012 2820 HS.REG EMPLOYEE RET	351,156.00	26,383.59	.00	280,621.71	70,534.29
11-1113-000-0000-02316-0012 2130 HS.REG EMPLOYEE INS	298,887.00	26,863.27	.00	229,169.49	69,717.51
11-1113-000-0000-02316-0012 1870 HS.REG SALARY-SUBST	200.00	.00	.00	29.40	170.60
11-1113-000-0696-02316-0012 5990 HS.REG.DRUG MISC. S	.00	.00	.00	.00	.00
11-1213-000-0000-02316-0012 3130 HS.NURSE NURSING	4,648.00	403.75	.00	4,111.79	536.21
11-1259-000-0000-02316-0012 3990 HS.BUS STUDENT INS	2,856.00	.00	.00	3,342.45	-486.45
TOTAL DEPARTMENT - H.S. BASIC INSTRUCT	2,465,853.00	192,492.75	-358.33	1,808,831.79	657,379.54
11-1112-000-0000-07262-0013 4120 MS.REG REPAIRS/MAIN	500.00	.00	.00	.00	500.00
11-1112-000-0000-07262-0013 4220 MS.REG CONTRACT SER	4,600.00	298.12	.00	3,260.41	1,339.59
11-1112-000-0000-07262-0013 3228 MS.REG PLTW TRAVEL	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 3220 MS.REG WKSHOPS/CONF	1,000.00	.00	.00	987.55	12.45
11-1112-000-0000-07262-0013 5990 MS.REG MISC. SUPPLI	3,000.00	24.75	.00	1,989.97	1,010.03
11-1112-000-0000-07262-0013 5210 MS.REG TEXTBOOKS	12,000.00	.00	8,961.64	20,283.59	-17,245.23
11-1112-000-0000-07262-0013 5123 MS.REG ISSI	3,000.00	.00	.00	974.50	2,025.50
11-1112-000-0000-07262-0013 5121 MS.REG PLTW	750.00	.00	.00	2,338.09	-1,588.09
11-1112-000-0000-07262-0013 5122 MS.REG CAREER PREP	.00	633.76	.00	1,893.73	-1,893.73
11-1112-000-0000-07262-0013 5119 MS.REG MIBLSI	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 5110 MS.REG TEACHING SUP	14,000.00	-457.51	.00	16,087.76	-2,087.76
11-1112-000-0000-07262-0013 6450 MS.REG MUSIC INST N	3,500.00	213.00	87.99	1,817.94	1,594.07
11-1112-000-0000-07262-0013 6410 MS.REG NEW EQUIP/FU	41,320.00	.00	86.00	27,681.54	13,552.46
11-1112-000-0000-07262-0013 8220 MS.REG PAYMT TO ANO	9,600.00	.00	.00	4,680.62	4,919.38
11-1112-000-0000-07262-0013 7410 MS.REG DUES/CHAUFFE	1,000.00	.00	.00	342.44	657.56
11-1112-000-0000-07262-0013 3110 MS.REG PURCHASED SE	13,000.00	3,670.04	.00	12,022.28	977.72
11-1112-000-0000-07262-0013 3112 MS.REG PURCH NWEA	4,412.00	.00	.00	4,412.00	.00
11-1112-000-0000-07262-0013 2920 MS.REG CASH IN LIEU	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 2990 MS.REG SICK DAY REI	3,000.00	.00	.00	.00	3,000.00
11-1112-000-0000-07262-0013 2840 MS.REG WORKMANS COM	2,112.00	.00	.00	2,439.66	-327.66
11-1112-000-0000-07262-0013 2850 MS.REG UNEMPLOYMENT	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 2820 MS.REG EMPLOYEE RET	259,357.00	17,762.08	.00	191,596.91	67,760.09
11-1112-000-0000-07262-0013 2830 MS.REG EMPLOYER SOC	80,162.00	5,484.37	.00	49,644.28	30,517.72
11-1112-000-0000-07262-0013 1870 MS.REG SALARY-SUBST	.00	.00	.00	35.70	-35.70
11-1112-000-0000-07262-0013 2130 MS.REG EMPLOYEE INS	227,937.00	11,988.56	.00	155,544.66	72,392.34
11-1112-000-0000-07262-0013 1242 MS.REG ISSI	.00	.00	.00	.00	.00
11-1112-000-0000-07262-0013 1240 MS.REG SALARY TEACH	1,047,873.00	73,307.37	.00	670,180.14	377,692.86
11-1213-000-0000-07262-0013 3130 MS.NURSE NURSING	4,659.00	403.75	.00	4,111.81	547.19
11-1259-000-0000-07262-0013 3990 MS. BUS STUDENT INS	2,636.00	.00	.00	3,122.45	-486.45
TOTAL DEPARTMENT - M.S. BASIC INSTRUCT	1,739,418.00	113,328.29	9,135.63	1,175,448.03	554,834.34
11-1113-000-0000-02316-0014 5110 PERF.ARTS TEACHING	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0014 5990 PERF.ARTS MISC. SUP	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0014 6410 PERF.ARTS NEW EQUIP	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0014 3110 PERF.ARTS PURCHASED	.00	.00	.00	.00	.00

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 4
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1113-000-0000-02316-0014 2920 PERF.ARTS CASH IN L	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0014 2820 PERF.ARTS EMPLOYEE	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0014 2830 PERF.ARTS EMPLOYER	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0014 1160 PERF.ARTS SALARY SC	.00	.00	.00	.00	.00
11-1113-000-0000-02316-0014 2130 PERF.ARTS EMPLOYEE	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - PERF.ARTS	.00	.00	.00	.00	.00
11-1113-000-0375-02316-0015 2820 HS.REG.DRIVER EMPLO	1,584.00	.00	.00	1,170.33	413.67
11-1113-000-0375-02316-0015 1240 HS.REG.DRIVER SALAR	6,400.00	.00	.00	4,102.49	2,297.51
11-1113-000-0375-02316-0015 2830 HS.REG.DRIVER EMPLO	490.00	.00	.00	311.48	178.52
11-1113-000-0375-02316-0015 5110 HS.REG.DRIVER TEACH	200.00	.00	.00	.00	200.00
11-1113-000-0375-02316-0015 4120 HS.REG.DRIVER REPAI	400.00	.00	.00	.00	400.00
TOTAL DEPARTMENT - DRIVERS EDUCATION	9,074.00	.00	.00	5,584.30	3,489.70
11-1122-193-0202-02315-0016 2830 EL.SPEC.AI EMPLOYER	.00	281.65	.00	2,119.86	-2,119.86
11-1122-193-0202-02315-0016 2820 EL.SPEC.AI EMPLOYEE	.00	942.24	.00	7,098.08	-7,098.08
11-1122-193-0202-02315-0016 1632 EL.SPEC.AI AIDE - E	69,870.00	3,681.55	.00	27,711.08	42,158.92
11-1122-110-0202-02315-0016 1634 EL.SPEC.EMI AIDE-MC	50,898.00	4,755.01	.00	45,277.58	5,620.42
11-1122-110-0202-02315-0016 2820 EL.SPEC.EMI EMPLOYE	.00	1,220.91	.00	11,611.61	-11,611.61
11-1122-110-0202-02315-0016 2830 EL.SPEC.EMI EMPLOYE	.00	363.76	.00	3,463.70	-3,463.70
11-1122-110-0202-02315-0016 3224 EL.SPEC.EMI TRAVEL	200.00	349.78	.00	349.78	-149.78
11-1122-110-0202-02315-0016 5114 EL.SPEC.EMI SUPPLIE	750.00	.00	.00	829.59	-79.59
11-1122-110-0202-02315-0016 5994 EL.SPEC.EMI MISC MC	200.00	.00	.00	200.00	.00
11-1122-110-0202-02315-0016 6424 EL.SPEC.EMI FURN/EQ	200.00	.00	.00	.00	200.00
11-1122-194-0202-02315-0016 6422 EL.SPEC.RES FURN/EQ	600.00	.00	.00	.00	600.00
11-1122-194-0202-02315-0016 5992 EL.SPEC.RES MISC EL	400.00	.00	284.85	400.00	-284.85
11-1122-194-0202-02315-0016 5112 EL.SPEC.RES SUPPLIE	3,000.00	.00	.00	2,404.00	596.00
11-1122-194-0202-02315-0016 3222 EL.SPEC.RES TRAVEL	600.00	.00	.00	.00	600.00
11-1122-194-0202-02315-0016 4220 EL.SPEC.RES CONTRAC	200.00	32.63	.00	605.08	-405.08
11-1122-194-0202-02315-0016 2830 EL.SPEC.RES EMPLOYE	71,878.00	3,873.43	.00	34,741.84	37,136.16
11-1122-194-0202-02315-0016 2820 EL.SPEC.RES EMPLOYE	232,554.00	12,777.24	.00	142,716.47	89,837.53
11-1122-194-0202-02315-0016 2990 EL.SPEC.RES SICK DA	.00	.00	.00	.00	.00
11-1122-194-0202-02315-0016 3110 EL.SPEC.RES PURCHAS	7,600.00	266.58	.00	5,348.82	2,251.18
11-1122-194-0202-02315-0016 3113 EL.SPEC.RES HAVILAN	40,200.00	.00	.00	6,860.00	33,340.00
11-1122-194-0202-02315-0016 2920 EL.SPEC.RES CASH IN	.00	.00	.00	.00	.00
11-1122-194-0202-02315-0016 2840 EL.SPEC.RES WORKMAN	1,448.00	.00	.00	1,637.04	-189.04
11-1122-194-0202-02315-0016 1240 EL.SPEC.RES SALARY	715,385.00	51,541.78	.00	465,157.35	250,227.65
11-1122-194-0202-02315-0016 1632 EL.SPEC.RES AIDE -	.00	.00	.00	.00	.00
11-1122-194-0202-02315-0016 2130 EL.SPEC.RES EMPLOYE	155,366.00	13,633.43	.00	130,261.54	25,104.46
11-1122-194-0202-02315-0016 2210 EL.SPEC.RES EARLY R	.00	.00	.00	7,390.70	-7,390.70
11-1122-110-0202-02316-0016 1636 HS.SPEC.EMI AIDE -	31,518.00	3,584.24	.00	24,963.23	6,554.77
11-1122-110-0202-02316-0016 2820 HS.SPEC.EMI EMPLOYE	.00	908.97	.00	6,311.24	-6,311.24
11-1122-110-0202-02316-0016 2830 HS.SPEC.EMI EMPLOYE	.00	274.19	.00	1,909.68	-1,909.68
11-1122-110-0202-02316-0016 3226 HS.SPEC.EMI TRAVEL	200.00	.00	.00	.00	200.00

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 5
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1122-110-0202-02316-0016 5116 HS.SPEC.EMI SUPPLIE	400.00	.00	.00	466.41	-66.41
11-1122-110-0202-02316-0016 5996 HS.SPEC.EMI MISC SE	200.00	.00	.00	.00	200.00
11-1122-110-0202-02316-0016 6426 HS.SPEC.EMI FURN/EQ	200.00	.00	.00	619.32	-419.32
11-1122-196-0202-02316-0016 2830 HS.SPEC.LRE EMPLOYE	.00	278.84	.00	3,550.46	-3,550.46
11-1122-196-0202-02316-0016 2820 HS.SPEC.LRE EMPLOYE	.00	933.97	.00	11,732.70	-11,732.70
11-1122-196-0202-02316-0016 1638 HS.SPEC.LRE LRE AID	71,910.00	3,645.00	.00	46,411.01	25,498.99
11-1122-194-0202-02316-0016 1631 HS.SPEC.RES AIDE -	.00	.00	.00	.00	.00
11-1122-194-0202-02316-0016 2820 HS.SPEC.RES EMPLOYE	.00	.00	.00	.00	.00
11-1122-194-0202-02316-0016 1240 HS.SPEC.RES SALARY	.00	.00	.00	.00	.00
11-1122-194-0202-02316-0016 2830 HS.SPEC.RES EMPLOYE	.00	.00	.00	.00	.00
11-1122-194-0202-02316-0016 6421 HS.SPEC.RES FURN/EQ	600.00	.00	.00	1,524.00	-924.00
11-1122-194-0202-02316-0016 5991 HS.SPEC.RES MISC HS	200.00	.00	.00	79.79	120.21
11-1122-194-0202-02316-0016 5111 HS.SPEC.RES SUPPLIE	4,000.00	.00	.00	1,006.01	2,993.99
11-1122-194-0202-02316-0016 3221 HS.SPEC.RES TRAVEL	1,200.00	349.78	.00	349.78	850.22
11-1122-170-0202-07262-0016 5110 HS.SPEC.VI TEACHING	.00	.00	.00	.00	.00
11-1122-194-0202-07262-0016 2830 MS.SPEC.RES EMPLOYE	.00	.00	.00	.00	.00
11-1122-194-0202-07262-0016 2820 MS.SPEC.RES EMPLOYE	.00	.00	.00	.00	.00
11-1122-194-0202-07262-0016 1240 MS.SPEC.RES SALARY	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - SPECIAL EDUCATION	1,461,777.00	103,694.98	284.85	995,107.75	466,384.40
11-1125-000-0601-02315-0017 1241 EL.COMP.TTL 1 SALAR	60,013.00	.00	.00	.00	60,013.00
11-1125-000-0601-02315-0017 1637 EL.COMP.TTL 1 AIDE	40,911.00	3,125.18	.00	28,126.62	12,784.38
11-1125-000-0601-02315-0017 1630 EL.COMP.TTL 1 SALAR	66,277.00	4,008.35	.00	38,310.55	27,966.45
11-1125-000-0601-02315-0017 1240 EL.COMP.TTL 1 SALAR	.00	4,616.34	.00	50,779.76	-50,779.76
11-1125-000-0601-02315-0017 2820 EL.COMP.TTL 1 EMPLO	49,051.00	2,863.35	.00	35,274.38	13,776.62
11-1125-000-0601-02315-0017 2130 EL.COMP.TTL 1 EMPLO	3,711.00	.00	.00	1,671.48	2,039.52
11-1125-000-0601-02315-0017 2830 EL.COMP.TTL 1 EMPLO	15,429.00	898.85	.00	8,967.11	6,461.89
11-1125-000-0601-02315-0017 2840 EL.COMP.TTL 1 WORKM	.00	.00	.00	.00	.00
11-1125-000-0601-02315-0017 2920 EL.COMP.TTL 1 CASH	.00	.00	.00	.00	.00
11-1125-000-0601-02315-0017 5110 EL.COMP.TTL 1 TEACH	600.00	-180.00	.00	.00	600.00
11-1125-000-0601-02315-0017 4220 EL.COMP.TTL 1 CONTR	.00	.00	.00	.00	.00
11-1125-000-0601-02315-0017 3220 EL.COMP.TTL 1 WKSHO	.00	.00	.00	.00	.00
11-1125-000-0601-02315-0017 6410 EL.COMP.TTL 1 NEW E	900.00	.00	.00	.00	900.00
11-1125-000-0601-02315-0017 8220 EL.COMP.TTL 1 PAYMT	22,000.00	.00	.00	.00	22,000.00
11-1125-000-0601-02316-0017 5110 HS.COMP.TTL 1 TEACH	.00	210.00	.00	210.00	-210.00
11-1125-000-0601-02316-0017 1240 HS.COMP.TTL 1 SALAR	2,700.00	.00	.00	.00	2,700.00
11-1125-000-6370-07262-0017 1240 MS ARRA TITLE SALAR	.00	.00	.00	.00	.00
11-1125-000-6370-07262-0017 2820 MS ARRA TITLE EMPLO	.00	.00	.00	.00	.00
11-1125-000-6370-07262-0017 2830 MS ARRA TITLE EMPLO	.00	.00	.00	.00	.00
11-1212-000-0601-02315-0017 2830 EL.COUN.TTL 1 EMPLO	.00	93.56	.00	835.35	-835.35
11-1212-000-0601-02315-0017 2920 EL.COUN.TTL 1 CASH	.00	.00	.00	.00	.00
11-1212-000-0601-02315-0017 2820 EL.COUN.TTL 1 EMPLO	.00	301.10	.00	2,725.03	-2,725.03
11-1212-000-0601-02315-0017 2130 EL.COUN.TTL 1 EMPLO	.00	.00	.00	453.85	-453.85
11-1212-000-0601-02315-0017 1220 EL.COUN.TTL 1 SALAR	17,840.00	1,324.10	.00	12,021.77	5,818.23
11-1213-000-0601-02315-0017 3130 EL.NURSE.TTL 1 NURS	.00	.00	.00	.00	.00

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 6
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1226-000-0601-02315-0017 1160 EL.DIR.TTL 1 SALARY	13,951.00	1,073.20	.00	11,805.20	2,145.80
11-1226-000-0601-02315-0017 2820 EL.DIR.TTL 1 EMPLOY	.00	257.92	.00	2,819.90	-2,819.90
11-1226-000-0601-02315-0017 2130 EL.DIR.TTL 1 EMPLOY	.00	.00	.00	307.68	-307.68
11-1226-000-0601-02315-0017 2920 EL.DIR.TTL 1 CASH I	.00	.00	.00	.00	.00
11-1226-000-0601-02315-0017 2830 EL.DIR.TTL 1 EMPLOY	.00	81.24	.00	898.00	-898.00
11-1231-000-0601-02315-0017 3180 EL.BOE.TTL 1 AUDIT	950.00	.00	.00	900.00	50.00
TOTAL DEPARTMENT - TITLE I	294,333.00	18,673.19	.00	196,106.68	98,226.32
11-1125-000-0306-02315-0018 3227 EL.COMP.AR TRAVE &	.00	.00	.00	.00	.00
11-1125-000-0306-02315-0018 3220 EL.COMP.AR WKSHOPS/	1,200.00	.00	.00	.00	1,200.00
11-1125-000-0306-02315-0018 5117 EL.COMP.AR TEACHING	1,000.00	.00	.00	96.93	903.07
11-1125-000-0306-02315-0018 5118 EL.COMP.AR STUDENT	.00	.00	.00	.00	.00
11-1125-000-0306-02315-0018 5110 EL.COMP.AR TEACHING	2,800.00	.00	.00	148.00	2,652.00
11-1125-000-0306-02315-0018 5990 EL.COMP.AR MISC. SU	200.00	.00	.00	.00	200.00
11-1125-000-0306-02315-0018 6410 EL.COMP.AR NEW EQUI	.00	.00	.00	.00	.00
11-1125-000-0306-02315-0018 6417 EL.COMP.AR EQUIP/FU	.00	.00	.00	.00	.00
11-1125-000-0306-02315-0018 2830 EL.COMP.AR EMPLOYER	26,588.00	2,036.45	.00	18,436.35	8,151.65
11-1125-000-0306-02315-0018 2920 EL.COMP.AR CASH IN	.00	.00	.00	.00	.00
11-1125-000-0306-02315-0018 2840 EL.COMP.AR WORKMANS	350.00	.00	.00	350.00	.00
11-1125-000-0306-02315-0018 2820 EL.COMP.AR EMPLOYEE	86,022.00	6,611.72	.00	70,525.88	15,496.12
11-1125-000-0306-02315-0018 2130 EL.COMP.AR EMPLOYEE	38,953.00	443.28	.00	42,721.03	-3,768.03
11-1125-000-0306-02315-0018 1870 EL.COMP.AR SALARY-S	.00	.00	.00	.00	.00
11-1125-000-0306-02315-0018 1240 EL.COMP.AR SALARY T	239,178.00	12,309.76	.00	116,883.48	122,294.52
11-1125-000-0306-02315-0018 1637 EL.COMP.AR AIDE - S	.00	.00	.00	.00	.00
11-1125-000-0306-02315-0018 1630 EL.COMP.AR SALARY A	108,375.00	10,748.63	.00	84,925.58	23,449.42
11-1125-000-0306-02315-0018 1290 EL.COMP.AR OTHER PR	.00	3,713.12	.00	40,844.32	-40,844.32
11-1125-000-0306-02316-0018 1290 HS.COMP.AR OTHER PR	.00	3,846.16	.00	42,307.76	-42,307.76
11-1125-000-0306-02316-0018 1240 HS.COMP.AR SALARY T	.00	.00	.00	92.57	-92.57
11-1125-000-0306-02316-0018 2820 HS.COMP.AR EMPLOYEE	.00	953.46	.00	10,447.73	-10,447.73
11-1125-000-0306-02316-0018 2830 HS.COMP.AR EMPLOYER	.00	278.50	.00	3,114.50	-3,114.50
11-1125-000-0306-07262-0018 2820 MS.COMP.AR EMPLOYEE	.00	540.83	.00	4,812.55	-4,812.55
11-1125-000-0306-07262-0018 2830 MS.COMP.AR EMPLOYER	.00	187.82	.00	1,647.65	-1,647.65
11-1125-000-0306-07262-0018 1637 MS.COMP.AR AIDE - S	.00	2,477.74	.00	21,668.00	-21,668.00
11-1125-000-0306-07262-0018 3220 MS.COMP.AR WKSHOPS/	.00	.00	.00	.00	.00
11-1213-000-0306-02315-0018 3130 EL.NURSE.AR NURSING	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - AT RISK	504,666.00	44,147.47	.00	459,022.33	45,643.67
11-1221-000-0764-02315-0019 5110 EL.TITLE II A TEACH	.00	.00	.00	.00	.00
11-1221-000-0764-02315-0019 6410 EL.TITLE II A NEW E	.00	.00	.00	.00	.00
11-1221-000-0764-02315-0019 7410 EL.TITLE II A DUES/	.00	.00	.00	.00	.00
11-1221-000-0764-02315-0019 1240 EL.TITLE II A SALAR	.00	.00	.00	.00	.00
11-1221-000-0764-02315-0019 2820 EL.TITLE II A EMPLO	.00	.00	.00	.00	.00
11-1221-000-0764-02315-0019 2830 EL.TITLE II A EMPLO	.00	.00	.00	.00	.00
11-1221-000-0764-02315-0019 3120 EL.TITLE II A EMPLO	44,453.00	15,900.00	.00	36,109.39	8,343.61

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 7
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1221-000-0764-02316-0019 3120 HS.TITLE II A EMPLO	.00	.00	.00	1,040.00	-1,040.00
11-1221-000-0764-02316-0019 2830 HS.TITLE II A EMPLO	.00	.00	.00	53.77	-53.77
11-1221-000-0764-02316-0019 1240 HS.TITLE II A SALAR	.00	.00	.00	714.12	-714.12
11-1221-000-0764-02316-0019 2820 HS.TITLE II A EMPLO	.00	.00	.00	173.67	-173.67
11-1221-000-0764-02316-0019 5990 HS.TITLE II A MISC.	.00	.00	.00	.00	.00
11-1221-000-0764-07262-0019 1240 MS.TITLE II A SALAR	.00	.00	.00	.00	.00
11-1221-000-0764-07262-0019 2820 MS.TITLE II A EMPLO	.00	.00	.00	.00	.00
11-1221-000-0764-07262-0019 2830 MS.TITLE II A EMPLO	.00	.00	.00	.00	.00
11-1221-000-0764-07262-0019 3120 MS.TITLE II A EMPLO	.00	95.00	.00	5,482.45	-5,482.45
TOTAL DEPARTMENT - TITLE II TEACHER TRAININ	44,453.00	15,995.00	.00	43,573.40	879.60
11-1125-000-0341-02315-0020 2840 EL.COMP.SS WORKMANS	.00	.00	.00	.00	.00
11-1125-000-0341-02315-0020 2830 EL.COMP.SS EMPLOYER	344.00	.00	.00	222.47	121.53
11-1125-000-0341-02315-0020 1240 EL.COMP.SS SALARY T	3,000.00	.00	.00	2,953.86	46.14
11-1125-000-0341-02315-0020 1630 EL.COMP.SS SALARY A	.00	.00	.00	.00	.00
11-1125-000-0341-02315-0020 2820 EL.COMP.SS EMPLOYEE	1,114.00	.00	.00	720.07	393.93
11-1125-000-0341-02315-0020 2130 EL.COMP.SS EMPLOYEE	.00	.00	.00	.00	.00
11-1125-000-0341-02315-0020 3220 EL.COMP.SS WKSHOPS/	.00	.00	.00	.00	.00
11-1125-000-0341-02315-0020 5110 EL.COMP.SS TEACHING	.00	.00	.00	.00	.00
11-1125-000-0341-02315-0020 6410 EL.COMP.SS NEW EQUI	.00	.00	.00	.00	.00
11-1226-000-0341-02315-0020 2820 EL.DIR.SS EMPLOYEE	.00	.00	.00	.00	.00
11-1226-000-0341-02315-0020 1160 EL.DIR.SS SALARY SC	.00	.00	.00	.00	.00
11-1226-000-0341-02315-0020 2830 EL.DIR.SS EMPLOYER	.00	.00	.00	.00	.00
11-1261-000-0341-02315-0020 5790 EL.OPER.SS TRANSPOR	400.00	.00	.00	400.00	.00
11-1271-000-0341-02315-0020 2830 EL.TRANS.SS EMPLOYE	.00	.00	.00	100.69	-100.69
11-1271-000-0341-02315-0020 2820 EL.TRANS.SS EMPLOYE	.00	.00	.00	320.14	-320.14
11-1271-000-0341-02315-0020 1610 EL.TRANS.SS SALARY	1,500.00	.00	.00	1,316.39	183.61
TOTAL DEPARTMENT - SUMMER SCHOOL	6,358.00	.00	.00	6,033.62	324.38
11-1125-000-0307-02315-0021 1630 EL.COMP.BILING SALA	17,136.00	408.50	.00	2,702.10	14,433.90
11-1125-000-0307-02315-0021 2820 EL.COMP.BILING EMPL	4,241.00	105.62	.00	697.22	3,543.78
11-1125-000-0307-02315-0021 2130 EL.COMP.BILING EMPL	.00	.00	.00	.00	.00
11-1125-000-0307-02315-0021 2830 EL.COMP.BILING EMPL	1,311.00	31.24	.00	206.71	1,104.29
11-1125-000-0307-02315-0021 5110 EL.COMP.BILING TEAC	.00	.00	.00	.00	.00
11-1125-000-0307-02315-0021 3220 EL.COMP.BILING WKSH	.00	.00	.00	.00	.00
11-1125-000-0307-07262-0021 2830 MS.COMP.BILING EMPL	.00	.00	.00	.00	.00
11-1125-000-0307-07262-0021 2820 MS.COMP.BILING EMPL	.00	.00	.00	.00	.00
11-1125-000-0307-07262-0021 1630 MS.COMP.BILING SALA	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - BILINGUAL	22,688.00	545.36	.00	3,606.03	19,081.97
11-1125-000-0768-02315-0022 1290 EL.TITLE.VI OTHER P	20,113.00	1,547.14	.00	17,018.54	3,094.46
11-1125-000-0768-02315-0022 2130 EL.TITLE.VI EMPLOYE	.00	.00	.00	4,736.09	-4,736.09
11-1125-000-0768-02315-0022 2820 EL.TITLE.VI EMPLOYE	11,424.00	383.54	.00	4,193.46	7,230.54

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 8
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1125-000-0768-02315-0022 2830 EL.TITLE.VI EMPLOYE	.00	118.36	.00	1,301.96	-1,301.96
TOTAL DEPARTMENT - TITLE VI RURAL	31,537.00	2,049.04	.00	27,250.05	4,286.95
11-1212-000-0000-02315-0025 2830 EL.COUN EMPLOYER SO	2,457.00	168.42	.00	1,503.68	953.32
11-1212-000-0000-02315-0025 2920 EL.COUN CASH IN LIE	.00	.00	.00	.00	.00
11-1212-000-0000-02315-0025 2130 EL.COUN EMPLOYEE IN	946.00	121.03	.00	327.65	618.35
11-1212-000-0000-02315-0025 2820 EL.COUN EMPLOYEE RE	7,948.00	542.00	.00	9,921.97	-1,973.97
11-1212-000-0000-02315-0025 1220 EL.COUN SALARY COUN	32,112.00	2,383.40	.00	21,639.23	10,472.77
11-1212-000-0000-02315-0025 3220 EL.COUN WKSHOPS/CON	200.00	.00	.00	.00	200.00
11-1212-000-0000-02315-0025 5120 EL.COUN TESTING SUP	400.00	.00	.00	500.00	-100.00
11-1212-000-0000-02316-0025 5120 HS.COUN TESTING SUP	250.00	.00	.00	.00	250.00
11-1212-000-0000-02316-0025 5910 HS.COUN OFFICE SUPP	400.00	30.18	.00	647.89	-247.89
11-1212-000-0000-02316-0025 3220 HS.COUN WKSHOPS/CON	200.00	59.56	.00	167.56	32.44
11-1212-000-0000-02316-0025 6410 HS.COUN NEW EQUIP/F	.00	.00	.00	.00	.00
11-1212-000-0000-02316-0025 1220 HS.COUN SALARY COUN	79,360.00	5,487.72	.00	60,364.92	18,995.08
11-1212-000-0000-02316-0025 1620 HS.COUN SALARY-SECR	35,598.00	2,446.38	.00	25,274.39	10,323.61
11-1212-000-0000-02316-0025 2130 HS.COUN EMPLOYEE IN	12,044.00	-625.00	.00	7,545.75	4,498.25
11-1212-000-0000-02316-0025 2920 HS.COUN CASH IN LIE	.00	.00	.00	.00	.00
11-1212-000-0000-02316-0025 2990 HS.COUN SICK DAY RE	.00	.00	.00	.00	.00
11-1212-000-0000-02316-0025 2830 HS.COUN EMPLOYER SO	8,794.00	564.89	.00	6,144.71	2,649.29
11-1212-000-0000-02316-0025 2820 HS.COUN EMPLOYEE RE	28,453.00	1,762.66	.00	18,483.77	9,969.23
11-1212-000-0000-07262-0025 2820 MS.COUN EMPLOYEE RE	.00	133.86	.00	1,200.95	-1,200.95
11-1212-000-0000-07262-0025 2830 MS.COUN EMPLOYER SO	.00	41.18	.00	370.15	-370.15
11-1212-000-0000-07262-0025 2130 MS.COUN EMPLOYEE IN	.00	.00	.00	.00	.00
11-1212-000-0000-07262-0025 1220 MS.COUN SALARY COUN	.00	539.94	.00	4,859.47	-4,859.47
11-1219-000-0000-02315-0025 1660 EL.NOON SAL SUPVR-I	26,530.00	4,048.67	.00	12,836.60	13,693.40
11-1219-000-0000-02315-0025 2820 EL.NOON EMPLOYEE RE	6,566.00	1,031.00	.00	3,439.73	3,126.27
11-1219-000-0000-02315-0025 2830 EL.NOON EMPLOYER SO	2,030.00	309.70	.00	981.55	1,048.45
11-1219-000-0000-02316-0025 2830 HS.NOON EMPLOYER SO	250.00	40.51	.00	-104.28	354.28
11-1219-000-0000-02316-0025 2820 HS.NOON EMPLOYEE RE	808.00	134.25	.00	-298.47	1,106.47
11-1219-000-0000-02316-0025 1660 HS.NOON SAL SUPVR-I	3,264.00	541.50	.00	-1,209.87	4,473.87
11-1221-000-0000-02315-0025 5110 EL.INSER TEACHING S	.00	.00	.00	.00	.00
11-1221-000-0000-02316-0025 5110 HS.INSER TEACHING S	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - SUPPORT SERVICES PUPIL	248,610.00	19,761.85	.00	174,597.35	74,012.65
11-1222-000-0000-02315-0026 5310 EL.LIB LIBRARY BOOK	750.00	452.56	152.97	686.22	-89.19
11-1222-000-0000-02315-0026 5990 EL.LIB MISC. SUPPLI	900.00	408.83	.00	1,223.08	-323.08
11-1222-000-0000-02315-0026 4120 EL.LIB REPAIRS/MAIN	200.00	.00	.00	.00	200.00
11-1222-000-0000-02315-0026 3220 EL.LIB WKSHOPS/CONF	.00	.00	.00	.00	.00
11-1222-000-0000-02315-0026 6410 EL.LIB NEW EQUIP/FU	1,900.00	.00	.00	309.66	1,590.34
11-1222-000-0000-02315-0026 2130 EL.LIB EMPLOYEE INS	.00	.00	.00	.00	.00
11-1222-000-0000-02315-0026 2820 EL.LIB EMPLOYEE RET	7,337.00	556.71	.00	4,059.83	3,277.17
11-1222-000-0000-02315-0026 1630 EL.LIB SALARY AIDE	29,642.00	2,177.35	.00	16,216.80	13,425.20
11-1222-000-0000-02315-0026 2830 EL.LIB EMPLOYER SOC	2,268.00	166.58	.00	1,240.63	1,027.37

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 9
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1222-000-0000-02316-0026 2920 HS.LIB CASH IN LIEU	.00	218.94	.00	2,079.93	-2,079.93
11-1222-000-0000-02316-0026 2830 HS.LIB EMPLOYER SOC	2,769.00	161.55	.00	1,564.28	1,204.72
11-1222-000-0000-02316-0026 2820 HS.LIB EMPLOYEE RET	8,958.00	511.93	.00	6,501.09	2,456.91
11-1222-000-0000-02316-0026 1630 HS.LIB SALARY AIDE	.00	527.10	.00	5,396.50	-5,396.50
11-1222-000-0000-02316-0026 1230 HS.LIB SALARY LIBRA	36,193.00	1,365.38	.00	12,971.11	23,221.89
11-1222-000-0000-02316-0026 2210 HS.LIB EARLY RETIRE	.00	.00	.00	.00	.00
11-1222-000-0000-02316-0026 2130 HS.LIB EMPLOYEE INS	.00	.00	.00	.00	.00
11-1222-000-0000-02316-0026 6410 HS.LIB NEW EQUIP/FU	1,900.00	.00	.00	1,238.64	661.36
11-1222-000-0000-02316-0026 8220 HS.LIB PAYMT TO ANO	2,200.00	.00	.00	1,968.36	231.64
11-1222-000-0000-02316-0026 3220 HS.LIB WKSHOPS/CONF	150.00	.00	.00	.00	150.00
11-1222-000-0000-02316-0026 4120 HS.LIB REPAIRS/MAIN	450.00	.00	.00	335.04	114.96
11-1222-000-0000-02316-0026 5990 HS.LIB MISC. SUPPLI	600.00	20.00	59.85	-242.07	782.22
11-1222-000-0000-02316-0026 5310 HS.LIB LIBRARY BOOK	2,000.00	425.65	.00	844.33	1,155.67
TOTAL DEPARTMENT - LIBRARY	98,217.00	6,992.58	212.82	56,393.43	41,610.75
11-1293-000-0000-02316-0027 5110 ATHLETIC TEACHING S	.00	.00	.00	.00	.00
11-1293-000-0000-02316-0027 5990 ATHLETIC MISC. SUPP	70,000.00	.00	.00	.00	70,000.00
11-1293-000-0000-02316-0027 6410 ATHLETIC NEW EQUIP/	8,000.00	.00	.00	.00	8,000.00
11-1293-000-0000-02316-0027 2820 ATHLETIC EMPLOYEE R	34,021.00	1,989.62	.00	22,395.72	11,625.28
11-1293-000-0000-02316-0027 1560 ATHLETIC COACH SALA	105,000.00	8,002.92	.00	78,558.77	26,441.23
11-1293-000-0000-02316-0027 2830 ATHLETIC EMPLOYER S	.00	600.36	.00	5,863.48	-5,863.48
11-1293-000-0000-02316-0027 3110 ATHLETIC PURCHASED	107,500.00	.00	.00	84,653.16	22,846.84
TOTAL DEPARTMENT - ATHLETIC	324,521.00	10,592.90	.00	191,471.13	133,049.87
11-1231-000-0000-00000-0028 3180 BUSINESS OFFICE AUD	15,950.00	.00	.00	15,050.00	900.00
11-1232-000-0000-00000-0028 3220 SUPER WKSHOPS/CONF	4,500.00	320.00	.00	5,144.58	-644.58
11-1232-000-0000-00000-0028 3170 SUPER LEGAL SERVICE	14,000.00	.00	.00	4,541.86	9,458.14
11-1232-000-0000-00000-0028 3190 SUPER UNEMPLOYMENT	2,900.00	480.00	.00	3,130.83	-230.83
11-1232-000-0000-00000-0028 3191 SUPER BOARD EXPENSE	1,450.00	.00	.00	2,900.00	-1,450.00
11-1232-000-0000-00000-0028 4220 SUPER CONTRACT SERV	12,500.00	58.76	.00	3,969.93	8,530.07
11-1232-000-0000-00000-0028 4910 SUPER SALARY ELECTI	.00	.00	.00	.00	.00
11-1232-000-0000-00000-0028 5990 SUPER MISC. SUPPLIE	3,000.00	70.99	40.00	2,104.71	855.29
11-1232-000-0000-00000-0028 5910 SUPER OFFICE SUPPLI	2,000.00	-49.00	.00	1,521.37	478.63
11-1232-000-0000-00000-0028 6410 SUPER NEW EQUIP/FUR	7,085.00	.00	.00	2,670.20	4,414.80
11-1232-000-0000-00000-0028 8220 SUPER PAYMT TO ANOT	2,300.00	.00	.00	2,195.00	105.00
11-1232-000-0000-00000-0028 7410 SUPER DUES/CHAUFFEU	9,000.00	.00	.00	3,259.71	5,740.29
11-1232-000-0000-00000-0028 2920 SUPER CASH IN LIEU	.00	.00	.00	.00	.00
11-1232-000-0000-00000-0028 2990 SUPER SICK DAY REIM	.00	.00	.00	.00	.00
11-1232-000-0000-00000-0028 2830 SUPER EMPLOYER SOCI	30,855.00	1,369.88	.00	16,136.70	14,718.30
11-1232-000-0000-00000-0028 2820 SUPER EMPLOYEE RETI	84,716.00	3,614.64	.00	51,423.30	33,292.70
11-1232-000-0000-00000-0028 1620 SUPER SALARY-SECR	32,551.00	2,673.74	.00	27,717.78	4,833.22
11-1232-000-0000-00000-0028 1390 SUPER SALARY-ADMIN.	38,794.00	3,290.68	.00	34,205.10	4,588.90
11-1232-000-0000-00000-0028 1110 SUPER SALARY SUPERI	158,343.00	12,180.24	.00	130,725.48	27,617.52
11-1232-000-0000-00000-0028 2130 SUPER EMPLOYEE INSU	100,244.00	.00	.00	83,319.27	16,924.73

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 10
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1252-000-0000-00000-0028 2820 ACCT EMPLOYEE RETIR	.00	1,821.80	.00	20,796.64	-20,796.64
11-1252-000-0000-00000-0028 1310 ACCT SALARY-ACCOUNT	113,083.00	8,876.20	.00	95,388.44	17,694.56
11-1252-000-0000-00000-0028 2830 ACCT EMPLOYER SOCIA	.00	665.94	.00	7,193.43	-7,193.43
11-1257-000-0000-00000-0028 3610 PRINT PRINTING/BIND	4,000.00	2,508.55	.00	4,097.17	-97.17
11-1259-000-0000-00000-0028 7610 BUSINESS TAXES ABAT	100,000.00	.00	.00	75,229.70	24,770.30
11-1259-000-0000-00000-0028 7210 BUSINESS INTEREST S	.00	.00	.00	.00	.00
11-1289-000-0000-00000-0028 2830 TECH EMPLOYER SOCIA	.00	329.18	.00	3,750.08	-3,750.08
11-1289-000-0000-00000-0028 2820 TECH EMPLOYEE RETIR	.00	1,107.16	.00	12,105.33	-12,105.33
11-1289-000-0000-00000-0028 1590 TECH SALARY OTHER T	60,560.00	4,466.16	.00	49,971.36	10,588.64
TOTAL DEPARTMENT - GENERAL ADMIN/BUSINESS	797,831.00	43,784.92	40.00	658,547.97	139,243.03
11-1241-000-0000-02315-0029 1620 EL.PRIN SALARY-SECR	58,133.00	4,857.30	.00	43,424.14	14,708.86
11-1241-000-0000-02315-0029 1150 EL.PRIN SALARY SCH.	174,103.00	13,427.00	.00	147,697.00	26,406.00
11-1241-000-0000-02315-0029 2210 EL.PRIN EARLY RETIR	.00	.00	.00	.00	.00
11-1241-000-0000-02315-0029 2820 EL.PRIN EMPLOYEE RE	57,299.00	4,354.56	.00	52,380.12	4,918.88
11-1241-000-0000-02315-0029 2130 EL.PRIN EMPLOYEE IN	67,067.00	.00	.00	33,577.55	33,489.45
11-1241-000-0000-02315-0029 2990 EL.PRIN SICK DAY RE	2,300.00	.00	.00	.00	2,300.00
11-1241-000-0000-02315-0029 2920 EL.PRIN CASH IN LIE	.00	.00	.00	.00	.00
11-1241-000-0000-02315-0029 2850 EL.PRIN UNEMPLOYMEN	.00	.00	.00	.00	.00
11-1241-000-0000-02315-0029 2830 EL.PRIN EMPLOYER SO	9,578.00	1,372.24	.00	14,414.47	-4,836.47
11-1241-000-0000-02315-0029 2840 EL.PRIN WORKMANS CO	386.00	.00	.00	385.52	.48
11-1241-000-0000-02315-0029 7410 EL.PRIN DUES/CHAUFF	800.00	.00	.00	.00	800.00
11-1241-000-0000-02315-0029 6410 EL.PRIN NEW EQUIP/F	500.00	.00	.00	.00	500.00
11-1241-000-0000-02315-0029 4120 EL.PRIN REPAIRS/MAI	400.00	.00	.00	.00	400.00
11-1241-000-0000-02315-0029 3220 EL.PRIN WKSHOPS/CON	500.00	.00	.00	539.00	-39.00
11-1241-000-0000-02315-0029 5910 EL.PRIN OFFICE SUPP	2,500.00	-30.23	60.64	2,428.77	10.59
11-1241-000-0000-02315-0029 5990 EL.PRIN MISC. SUPPL	400.00	.00	.00	710.63	-310.63
11-1241-000-0000-02316-0029 5990 HS.PRIN MISC. SUPPL	400.00	.00	.00	224.12	175.88
11-1241-000-0000-02316-0029 5910 HS.PRIN OFFICE SUPP	1,800.00	490.00	.00	1,733.94	66.06
11-1241-000-0000-02316-0029 3220 HS.PRIN WKSHOPS/CON	.00	.00	.00	.00	.00
11-1241-000-0000-02316-0029 4120 HS.PRIN REPAIRS/MAI	400.00	.00	.00	.00	400.00
11-1241-000-0000-02316-0029 6410 HS.PRIN NEW EQUIP/F	500.00	.00	.00	242.69	257.31
11-1241-000-0000-02316-0029 7410 HS.PRIN DUES/CHAUFF	800.00	.00	.00	.00	800.00
11-1241-000-0000-02316-0029 2840 HS.PRIN WORKMANS CO	193.00	.00	.00	192.76	.24
11-1241-000-0000-02316-0029 2920 HS.PRIN CASH IN LIE	.00	875.76	.00	9,635.89	-9,635.89
11-1241-000-0000-02316-0029 2990 HS.PRIN SICK DAY RE	.00	.00	.00	.00	.00
11-1241-000-0000-02316-0029 2830 HS.PRIN EMPLOYER SO	7,659.00	1,228.62	.00	13,041.00	-5,382.00
11-1241-000-0000-02316-0029 2130 HS.PRIN EMPLOYEE IN	53,928.00	.00	.00	18,454.96	35,473.04
11-1241-000-0000-02316-0029 2210 HS.PRIN EARLY RETIR	.00	.00	.00	.00	.00
11-1241-000-0000-02316-0029 2820 HS.PRIN EMPLOYEE RE	55,334.00	3,870.88	.00	46,198.97	9,135.03
11-1241-000-0000-02316-0029 1150 HS.PRIN SALARY SCH.	178,086.00	12,523.08	.00	137,753.88	40,332.12
11-1241-000-0000-02316-0029 1620 HS.PRIN SALARY-SECR	46,187.00	3,091.54	.00	26,977.65	19,209.35
11-1241-000-0000-07262-0029 1620 MS.PRIN SALARY-SECR	36,489.00	2,613.28	.00	23,123.08	13,365.92
11-1241-000-0000-07262-0029 1150 MS.PRIN SALARY SCH.	158,065.00	13,141.08	.00	132,715.88	25,349.12
11-1241-000-0000-07262-0029 2130 MS.PRIN EMPLOYEE IN	53,928.00	177.11	.00	19,431.49	34,496.51

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 11
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1241-000-0000-07262-0029 2820 MS.PRIN EMPLOYEE RE	48,002.00	3,796.96	.00	43,266.62	4,735.38
11-1241-000-0000-07262-0029 2830 MS.PRIN EMPLOYER SO	6,917.00	1,183.12	.00	11,869.24	-4,952.24
11-1241-000-0000-07262-0029 2990 MS.PRIN SICK DAY RE	.00	.00	.00	.00	.00
11-1241-000-0000-07262-0029 2920 MS.PRIN CASH IN LIE	.00	.00	.00	878.29	-878.29
11-1241-000-0000-07262-0029 2850 MS.PRIN UNEMPLOYMEN	.00	.00	.00	.00	.00
11-1241-000-0000-07262-0029 2840 MS.PRIN WORKMANS CO	193.00	.00	.00	192.72	.28
11-1241-000-0000-07262-0029 6410 MS.PRIN NEW EQUIP/F	500.00	.00	.00	121.68	378.32
11-1241-000-0000-07262-0029 7410 MS.PRIN DUES/CHAUFF	.00	.00	.00	240.00	-240.00
11-1241-000-0000-07262-0029 4120 MS.PRIN REPAIRS/MAI	400.00	.00	.00	.00	400.00
11-1241-000-0000-07262-0029 3220 MS.PRIN WKSHOPS/CON	500.00	.00	.00	.00	500.00
11-1241-000-0000-07262-0029 5910 MS.PRIN OFFICE SUPP	1,500.00	200.44	.00	2,085.07	-585.07
11-1241-000-0000-07262-0029 5990 MS.PRIN MISC. SUPPL	400.00	.00	.00	563.58	-163.58
TOTAL DEPARTMENT - SCHOOL ADMIN - PRINCIPAL	1,026,147.00	67,172.74	60.64	784,500.71	241,585.65
11-1351-000-0822-02315-0030 5110 EL.LATCH TEACHING S	300.00	.00	.00	433.17	-133.17
11-1351-000-0822-02315-0030 2830 EL.LATCH EMPLOYER S	3,382.00	142.52	.00	1,215.79	2,166.21
11-1351-000-0822-02315-0030 2820 EL.LATCH EMPLOYEE R	10,943.00	482.00	.00	4,286.09	6,656.91
11-1351-000-0822-02315-0030 1630 EL.LATCH SALARY AID	17,488.00	1,862.83	.00	15,892.31	1,595.69
11-1391-000-0822-02315-0030 1160 EL.PARED SALARY SCH	26,724.00	2,488.00	.00	23,398.08	3,325.92
11-1391-000-0822-02315-0030 2820 EL.PARED EMPLOYEE R	.00	616.78	.00	6,568.75	-6,568.75
11-1391-000-0822-02315-0030 2830 EL.PARED EMPLOYER S	.00	190.34	.00	1,789.99	-1,789.99
11-1391-000-0822-02315-0030 5110 EL.PARED TEACHING S	400.00	.00	.00	218.06	181.94
11-1391-000-0822-02315-0030 3220 EL.PARED WKSHOPS/CO	150.00	.00	.00	.00	150.00
11-1391-000-0822-02315-0030 6410 EL.PARED NEW EQUIP/	400.00	.00	.00	309.66	90.34
TOTAL DEPARTMENT - COMMUNITY SERVICES	59,787.00	5,782.47	.00	54,111.90	5,675.10
11-1261-000-0000-00000-0031 3410 OPER TELEPHONE	7,500.00	268.92	.00	5,807.57	1,692.43
11-1261-000-0000-00000-0031 3220 OPER WKSHOPS/CONF I	500.00	.00	.00	.00	500.00
11-1261-000-0000-00000-0031 4110 OPER FURN EQPT REPA	47,500.00	2,402.15	.00	31,345.98	16,154.02
11-1261-000-0000-00000-0031 4120 OPER REPAIRS/MAINT	7,000.00	.00	.00	7,361.46	-361.46
11-1261-000-0000-00000-0031 3830 OPER WATER AND SEWA	12,500.00	933.66	.00	9,022.08	3,477.92
11-1261-000-0000-00000-0031 3840 OPER WASTE AND TRAS	9,000.00	789.69	.00	3,922.24	5,077.76
11-1261-000-0000-00000-0031 3910 OPER INSURANCE LIAB	55,443.00	.00	.00	52,864.00	2,579.00
11-1261-000-0000-00000-0031 3911 OPER BOILER INSURAN	4,153.00	.00	.00	4,156.00	-3.00
11-1261-000-0000-00000-0031 4220 OPER CONTRACT SERV	12,000.00	132.50	.00	11,731.38	268.62
11-1261-000-0000-00000-0031 5980 OPER MAINTENANCE SU	25,000.00	5,039.11	.00	28,342.30	-3,342.30
11-1261-000-0000-00000-0031 5981 OPER BOILER TREATME	200.00	.00	.00	.00	200.00
11-1261-000-0000-00000-0031 5990 OPER MISC. SUPPLIES	23,500.00	1,562.91	.00	21,917.05	1,582.95
11-1261-000-0000-00000-0031 5910 OPER OFFICE SUPPLIE	300.00	.00	.00	.00	300.00
11-1261-000-0000-00000-0031 5510 OPER HEATING GAS	89,458.00	8,368.81	.00	99,106.93	-9,648.93
11-1261-000-0000-00000-0031 5520 OPER ELECTRICITY	119,900.00	10,171.22	.00	121,626.38	-1,726.38
11-1261-000-0000-00000-0031 2820 OPER EMPLOYEE RETIR	86,149.00	6,524.27	.00	78,315.77	7,833.23
11-1261-000-0000-00000-0031 2830 OPER EMPLOYER SOCIA	26,712.00	1,958.46	.00	21,068.46	5,643.54
11-1261-000-0000-00000-0031 2840 OPER WORKMANS COMPE	10,384.00	.00	.00	11,236.72	-852.72

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 12
EXPSTall

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1261-000-0000-00000-0031 2850 OPER UNEMPLOYMENT C	.00	.00	.00	.00	.00
11-1261-000-0000-00000-0031 2920 OPER CASH IN LIEU O	.00	.00	.00	.00	.00
11-1261-000-0000-00000-0031 2990 OPER SICK DAY REIMB	2,700.00	.00	.00	.00	2,700.00
11-1261-000-0000-00000-0031 1170 OPER SALARY SUPVR-I	37,613.00	2,680.48	.00	29,485.28	8,127.72
11-1261-000-0000-00000-0031 1550 OPER SALARY - MAINT	69,562.00	6,195.60	.00	53,593.60	15,968.40
11-1261-000-0000-00000-0031 1960 OPER OVERTIME OPERA	2,100.00	86.68	.00	2,734.58	-634.58
11-1261-000-0000-00000-0031 2130 OPER EMPLOYEE INSUR	97,306.00	666.40	.00	78,745.00	18,561.00
11-1261-000-0000-00000-0031 1640 OPER SALARY CUSTODI	239,896.00	17,492.20	.00	195,632.27	44,263.73
11-1455-000-0000-00000-0031 6220 AQUIS FURN/EQUIP BL	200,000.00	2,745.00	.00	221,888.58	-21,888.58
11-1455-000-0000-00000-0031 6221 AQUIS FURN/EQUIP GR	20,000.00	.00	.00	89,980.20	-69,980.20
TOTAL DEPARTMENT - OPERATION-MAINTENANCE	1,206,376.00	68,018.06	.00	1,179,883.83	26,492.17
11-1391-000-0000-02316-0032 5990 PAC MISC. SUPPLIES/	9,500.00	.00	.00	.00	9,500.00
11-1391-000-0000-02316-0032 5110 PAC TEACHING SUPPLY	.00	.00	.00	.00	.00
11-1391-000-0000-02316-0032 6410 PAC NEW EQUIP/FURN	9,500.00	.00	.00	9,034.00	466.00
11-1391-000-0000-02316-0032 2130 PAC EMPLOYEE INSURA	.00	.00	.00	.00	.00
11-1391-000-0000-02316-0032 1160 PAC SALARY SCH. DIR	17,067.00	1,365.38	.00	11,605.73	5,461.27
11-1391-000-0000-02316-0032 2920 PAC CASH IN LIEU OF	2,737.00	218.94	.00	1,860.99	876.01
11-1391-000-0000-02316-0032 3110 PAC PURCHASED SERVI	3,025.00	.00	.00	2,030.00	995.00
11-1391-000-0000-02316-0032 2830 PAC EMPLOYER SOCIAL	1,515.00	121.18	.00	1,030.16	484.84
11-1391-000-0000-02316-0032 2820 PAC EMPLOYEE RETIRE	4,601.00	381.22	.00	3,105.87	1,495.13
TOTAL DEPARTMENT - PAC	47,945.00	2,086.72	.00	28,666.75	19,278.25
11-1271-000-0000-00000-0033 2820 TRANS EMPLOYEE RETI	45,833.00	3,619.64	.00	42,823.43	3,009.57
11-1271-000-0000-00000-0033 2830 TRANS EMPLOYER SOCI	14,211.00	1,087.88	.00	11,553.14	2,657.86
11-1271-000-0000-00000-0033 2990 TRANS SICK DAY REIM	525.00	.00	.00	.00	525.00
11-1271-000-0000-00000-0033 2840 TRANS WORKMANS COMP	2,879.00	.00	.00	2,879.00	.00
11-1271-000-0000-00000-0033 1170 TRANS SALARY SUPVR-	37,693.00	2,680.48	.00	29,485.28	8,207.72
11-1271-000-0000-00000-0033 1630 TRANS SALARY AIDE	6,300.00	430.45	.00	4,845.55	1,454.45
11-1271-000-0000-00000-0033 1610 TRANS SALARY VEHICL	108,601.00	9,462.36	.00	92,164.63	16,436.37
11-1271-000-0000-00000-0033 1611 TRANS SALARY-EXTRA	22,000.00	1,694.98	.00	13,683.53	8,316.47
11-1271-000-0000-00000-0033 1620 TRANS SALARY-SECR	1,650.00	.00	.00	1,650.00	.00
11-1271-000-0000-00000-0033 1550 TRANS SALARY - MAIN	9,521.00	.00	.00	9,662.00	-141.00
11-1271-000-0000-00000-0033 2130 TRANS EMPLOYEE INSU	1,050.00	.00	.00	395.31	654.69
11-1271-000-0000-00000-0033 6510 TRANS NEW VEHICLES	.00	.00	.00	.00	.00
11-1271-000-0000-00000-0033 6610 TRANS SCHOOL BUS PU	.00	.00	.00	.00	.00
11-1271-000-0000-00000-0033 7410 TRANS DUES/CHAUFFEU	250.00	70.00	.00	220.00	30.00
11-1271-000-0000-00000-0033 4130 TRANS BUS MECHANIC	9,300.00	798.00	.00	12,690.00	-3,390.00
11-1271-000-0000-00000-0033 4230 TRANS CONTRACTED SE	750.00	.00	.00	630.00	120.00
11-1271-000-0000-00000-0033 3930 TRANS TRANSPORTATIO	10,618.00	.00	.00	9,903.00	715.00
11-1271-000-0000-00000-0033 3192 TRANS PHYSICALS	1,300.00	80.00	.00	1,194.40	105.60
11-1271-000-0000-00000-0033 3220 TRANS WKSHOPS/CONF	200.00	.00	.00	180.00	20.00
11-1271-000-0000-00000-0033 5990 TRANS MISC. SUPPLIE	400.00	62.85	.00	512.17	-112.17
11-1271-000-0000-00000-0033 5710 TRANS GASOLINE, OIL	56,650.00	6,921.22	.00	41,244.18	15,405.82

SPI
DATE: 05/16/2014
TIME: 11:16:46

MADISON SCHOOL DISTRICT
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 13
EXPSTA11

SELECTION CRITERIA: orgn.fund='11'
ACCOUNTING PERIOD: 10/14

SORTED BY: FUND,DEPARTMENT,FUNCTION
TOTALLED ON: FUND,DEPARTMENT
PAGE BREAKS ON: FUND

FUND - 11 - GENERAL FUND

ORGANIZATION / ACCOUNT / TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE
11-1271-000-0000-00000-0033 5720 TRANS TIRES,TUBES A	2,500.00	.00	.00	2,502.83	-2.83
11-1271-000-0000-00000-0033 5730 TRANS VEHICLE REPAI	13,000.00	1,644.91	.00	18,993.54	-5,993.54
11-1271-000-0000-00000-0033 5910 TRANS OFFICE SUPPLI	200.00	.00	.00	19.99	180.01
TOTAL DEPARTMENT - TRANSPORTATION	345,431.00	28,552.77	.00	297,231.98	48,199.02
11-1621-000-0000-00000-0040 8110 MODFUND ATHLETIC	.00	.00	.00	.00	.00
11-1633-000-0000-00000-0040 8110 MODFUND DEBT ATHLET	.00	.00	.00	.00	.00
11-1641-000-0000-00000-0040 8110 MODFUND B&S ATHLETI	.00	.00	.00	.00	.00
TOTAL DEPARTMENT - MODICATIONS	.00	.00	.00	.00	.00
TOTAL FUND - GENERAL FUND	15,101,147.00	1,085,443.73	10,444.21	11,440,143.24	3,650,559.55
TOTAL REPORT	15,101,147.00	1,085,443.73	10,444.21	11,440,143.24	3,650,559.55

Madison School District
2013 - 2014
MAY

Vendor	Check #	Amount
DAVID SILER	1349	\$3,557.50
Total Sinking Fund		\$3,557.50

SPI
DATE: 05/15/2014
TIME: 10:08:19

MADISON SCHOOL DISTRICT
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 11/14

FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
18546	9101	05/19/14	6870 AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	.95
18546	9101	05/19/14	6870 AMERICAN OFFICE SOLUTIONS	4220	C1851 HS COPIER	46.77
			TOTAL CHECK			47.72
18547	9101	05/19/14	13620 AVERY OIL & PROPANE, INC.	5710	FUEL FOR BUS YARD	974.06
18548	9101	05/19/14	12965 BLACK SWAMP EQUIP.	4220	PORTABLE TOILET	81.50
18549	9101	05/19/14	18204 CAROLINA BIOLOGICAL SU	5110	172020 DROSOPHILIA, LIVIN	44.50
18549	9101	05/19/14	18204 CAROLINA BIOLOGICAL SU	5110	ESTIMATED SHIPPING/HANDLI	21.85
			TOTAL CHECK			66.35
18550	9101	05/19/14	16240 CDW GOVERNMENT, INC.	6220	775696 APC REPLACEMENT BA	1,010.00
18550	9101	05/19/14	16240 CDW GOVERNMENT, INC.	6410	1737920 EPSON REPL LAMP F	99.00
18550	9101	05/19/14	16240 CDW GOVERNMENT, INC.	6220	2847194 HP 1YR PW NBD DL3	890.00
18550	9101	05/19/14	16240 CDW GOVERNMENT, INC.	6220	2996969 HPE 1Y PW 4H 13X5	845.00
18550	9101	05/19/14	16240 CDW GOVERNMENT, INC.	6410	1442395 EPSON UNIV PROJEC	72.00
18550	9101	05/19/14	16240 CDW GOVERNMENT, INC.	6410	3139238 EPSON POWERLITE 9	489.00
			TOTAL CHECK			3,405.00
18551	9101	05/19/14	23212 CORRELATED PRODUCTS, INC.	5980	WEED CONTROL	944.84
18552	9101	05/19/14	23225 COUSINS CONCERT ATTIRE	6450	PERF. VEST	120.00
18553	9101	05/19/14	25420 CUTLER DICKERSON CO	4110	SEED/FERTILIZER	97.15
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	C MCNEIL	1,500.00
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	J WITT	1,500.00
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	M REETZ	1,500.00
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	ON SITE COACHING	1,200.00
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	D CRUNKILTON	1,500.00
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	H MCVAY	1,500.00
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	G NOWAK	1,500.00
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	K DUDAS	1,500.00
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	ON SITE COACHING	1,200.00
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	R STEWART	1,500.00
18554	9101	05/19/14	40148 EVIDENCE BASED LITERACY I	3120	S GAMBLE	1,500.00
			TOTAL CHECK			15,900.00
18555	9101	05/19/14	31342 E-LOCALLINK, INC.	3610	VIDEO RENEWAL	2,500.00
18556	9101	05/19/14	35580 FRAME'S PEST CONTROL, INC	4220	MONTHLY PEST CONTROL	51.00
18557	9101	05/19/14	35916 FREDERICK PAUL & ASSOC.,	3190	JUNE UNEMPLOY CONSULT	240.00
18557	9101	05/19/14	35916 FREDERICK PAUL & ASSOC.,	3190	MAY UNEMPLOY CONSULT	240.00
			TOTAL CHECK			480.00
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	A BOY AT WAR A NOVEL OF P	13.00
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	ALLEGIAN'T	11.25
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	AMERICAN HISTORY THE GRAP	39.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	AMERICAN SIGN LANGUAGE DI	24.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	BREAKFAST OF CHAMPIONS	19.47
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	BRIDGES AMAZING STRUCTURE	17.22
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	DIVERGENT	10.15
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	FOOD: THE NEW GOLD	21.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	FORGE	6.75

SPI
DATE: 05/15/2014
TIME: 10:08:19

MADISON SCHOOL DISTRICT
CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 11/14

FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	GENETIC MODIFICATION SHOU	29.75
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	IF I EVER GET OUT OF HERE	13.40
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	INSURGENT	10.15
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	MARK OF ATHENA	11.30
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	MATH IN MINUTES	17.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	MAXIMUM RIDE #7	18.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	MED HEAD	16.82
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	NO PRETTY PICTURES	16.20
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	ROLLER COASTERS	20.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	STITCHES	14.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	THE BOY'S LIFE	16.95
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	THE FAULT IN OUR STARS	17.98
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	THE HISTORY OF FLIGHT	19.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	THE WAR IN AFGHANISTAN	23.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	TIME SCIENCE ALMANAC	14.87
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	WARRIORS DON'T CRY	12.40
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	WHAT ON EARTH 100 OF OUR	24.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	WICKED LOVELY	8.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	WORLD HISTORY THE GRAPHIC	39.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0064438780 THE LEPREC	5.59
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0064471060 THE HORSE	5.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0140372564 HORRIBLE H	3.40
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0141303031 SONG LEE A	3.40
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0142402825 MISS SMITH	6.10
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0142410363 JAMES AND	4.00
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0142421222 MISS SMITH	6.10
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0375842207 THE BOOK T	7.31
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0375856631 CALENDAR M	3.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0375861253 FLUSH CARL	11.96
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0375868276 CHOMP CARL	7.75
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0399255373 THE DAY TH	9.90
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0439408332 BAILEY SCH	4.15
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0439556002 HOMEWORK H	4.79
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0440419396 HOOT CARL	3.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0486258379 THE COMPLE	10.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0486272986 EASY ORIGA	3.16
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0486470092 EASY DOLLA	4.10
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0545039437 THE LUCKIE	5.15
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0545060394 THE MAZE O	9.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0547076737 THAT'S WHA	5.75
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0606264044 BABYMOUSE	15.15
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0618096510 SHAMROCKS,	4.15
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0763644321 BECAUSE OF	4.10
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0763660192 EMILY WIND	4.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0763669393 EMILY WIND	4.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0793813803 KITTENS FO	3.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0805092684 THE CREATU	8.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0805094510 THE CREATU	11.15
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0805096897 THE CREATU	9.15
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-0823411733 ST. PATRIC	6.35
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-1429600996 FERRARI LI	18.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-1429600996 PADDLE TO	18.30
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-1490911496 DISCOVERY	5.15
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-1495309465 THE JUNGLE	8.99
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-1561895861 THE COMPLE	10.00
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-1592537655 ART LAB FO	12.90

SPI
DATE: 05/15/2014
TIME: 10:08:19

MADISON SCHOOL DISTRICT
CHECK REGISTER

PAGE NUMBER: 3
VENCHK11
ACCOUNTING PERIOD: 11/14

FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-1603425780 SEWING SCH	12.70
18558	9101	05/19/14	110776 GREAT LAKES BOOK COMPANY	5310	978-1893699489 IRON INSEC	11.99
			TOTAL CHECK			815.13
18559	9101	05/19/14	46743 HUBBARD AUTO CENTER-ADRIA	5710	LUBE, DEXRON MERCON	58.27
18560	9101	05/19/14	47396 IMPREST FUND	5990	HOMELESS	30.00
18560	9101	05/19/14	47396 IMPREST FUND	6450	MSVMA FESTIVAL	160.00
18560	9101	05/19/14	47396 IMPREST FUND	6450	MSVMA MEDALS	128.00
18560	9101	05/19/14	47396 IMPREST FUND	3610	USPS NEWSLETTERS	8.55
			TOTAL CHECK			326.55
18561	9101	05/19/14	42250 INSIGNIA GRAPHICS & SCREE	4110	WR STATE CHAMP SIGNS	1,585.00
18562	9101	05/19/14	48909 JANET GRAHAM	5990	MISC. SUPPLIES	215.62
18563	9101	05/19/14	90103 JERRY ISOM	5990	ADRIAN LOCK	28.32
18563	9101	05/19/14	90103 JERRY ISOM	5990	FRAME	14.99
18563	9101	05/19/14	90103 JERRY ISOM	5990	SHIRTS	19.54
			TOTAL CHECK			62.85
18564	9101	05/19/14	55432 LENAWEE INTERMEDIATE SCHO	5110	EQUATIONS TEAM	30.00
18564	9101	05/19/14	55432 LENAWEE INTERMEDIATE SCHO	5110	EQUATIONS TEAM X 2	60.00
18564	9101	05/19/14	55432 LENAWEE INTERMEDIATE SCHO	8210	SPRING13-14 PREP ACAD	12,603.99
18564	9101	05/19/14	55432 LENAWEE INTERMEDIATE SCHO	5730	BUS #5 WRECKER	150.00
18564	9101	05/19/14	55432 LENAWEE INTERMEDIATE SCHO	4130	BUS #2,5,7 LABOR	798.00
18564	9101	05/19/14	55432 LENAWEE INTERMEDIATE SCHO	5730	BUS #2,5,7 PARTS	1,167.62
18564	9101	05/19/14	55432 LENAWEE INTERMEDIATE SCHO	5730	BUS #2,5,7 SHOP	58.38
			TOTAL CHECK			14,867.99
18565	9101	05/19/14	62321 MERCY MEMORIAL HOSPITAL	3192	DRIVER PHYSICAL	80.00
18566	9101	05/19/14	46431 MITCHELL WELDING COMPANY	5980	BLEACHER RAILINGS	2,736.70
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U3537 HS COPIER	43.54
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U3537 HS COPIER	.89
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U3867 K WING COPIER	146.60
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U3867 K WING COPIER	2.99
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U3952 HS COPIER	277.06
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U3952 HS COPIER	5.65
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U4532 CO COPIER	58.76
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U4532 CO COPIER	1.20
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 EL COPIER	315.21
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	U2350 EL COPIER	6.43
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS COPIER	148.84
18567	9101	05/19/14	65990 MT BUSINESS TECHNOLOGIES,	4220	W8440 HS COPIER	3.04
			TOTAL CHECK			1,010.21
18568	9101	05/19/14	94650 NICHOLS	5990	TOWELS, TISSUE	1,562.91
18569	9101	05/19/14	69403 OCCUHEALTH	3130	EL NURSE	2,422.50
18569	9101	05/19/14	69403 OCCUHEALTH	3130	HS NURSE	403.75
18569	9101	05/19/14	69403 OCCUHEALTH	3130	MS NURSE	403.75
			TOTAL CHECK			3,230.00
18570	9101	05/19/14	72336 PERRY PRO TECH	5910	STAPLES FOR COPIER	200.44

SPI
DATE: 05/15/2014
TIME: 10:08:19

MADISON SCHOOL DISTRICT
CHECK REGISTER

PAGE NUMBER: 4
VENCHK11
ACCOUNTING PERIOD: 11/14

FUND - 11 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
18570	9101	05/19/14	72336 PERRY PRO TECH	4220	QK593 HS LIB COPIER	1.06
18570	9101	05/19/14	72336 PERRY PRO TECH	4220	QK593 HS LIB COPIER	51.71
18570	9101	05/19/14	72336 PERRY PRO TECH	4220	B2150/B2151 MS COPIER	298.12
18570	9101	05/19/14	72336 PERRY PRO TECH	4220	B2150/B2151 MS COPIER	6.08
18570	9101	05/19/14	72336 PERRY PRO TECH	4220	A5986 EL COPIER	212.66
18570	9101	05/19/14	72336 PERRY PRO TECH	4220	A5986 EL COPIER	4.34
			TOTAL CHECK			774.41
18571	9101	05/19/14	74270 SARA JACKLER	5110	SCIENCE LABS	183.34
18572	9101	05/19/14	79680 SCHOLASTIC, INC	3220	S SOTELO BOOKS	59.56
18573	9101	05/19/14	80181 SCHOOL SPECIALTY	5990	027276 PAPER RNBW DUO K	36.55
18573	9101	05/19/14	80181 SCHOOL SPECIALTY	5990	027288 KRAFT PAPER WHIT	37.15
18573	9101	05/19/14	80181 SCHOOL SPECIALTY	5990	027300 PAPER RNBW DUO K	51.25
18573	9101	05/19/14	80181 SCHOOL SPECIALTY	5990	082289 RL PPR 36X1000 R	68.26
			TOTAL CHECK			193.21
18574	9101	05/19/14	82985 SIENA HEIGHTS UNIVERSITY	3711	C FRESHCORN TUITION	430.00
18574	9101	05/19/14	82985 SIENA HEIGHTS UNIVERSITY	3711	C SLATES	430.00
18574	9101	05/19/14	82985 SIENA HEIGHTS UNIVERSITY	3711	S ROSALES TUITION	430.00
18574	9101	05/19/14	82985 SIENA HEIGHTS UNIVERSITY	3711	N OLDEN TUITION	430.00
18574	9101	05/19/14	82985 SIENA HEIGHTS UNIVERSITY	3711	H MELLON TUITION	430.00
18574	9101	05/19/14	82985 SIENA HEIGHTS UNIVERSITY	3711	J MATHIS	430.00
18574	9101	05/19/14	82985 SIENA HEIGHTS UNIVERSITY	3711	J HAMILTON TUITION	430.00
18574	9101	05/19/14	82985 SIENA HEIGHTS UNIVERSITY	3711	T DOPP TUITION	430.00
18574	9101	05/19/14	82985 SIENA HEIGHTS UNIVERSITY	3711	J CABRERA TUITION	430.00
18574	9101	05/19/14	82985 SIENA HEIGHTS UNIVERSITY	3711	N ANSCHUETZ TUITION	430.00
			TOTAL CHECK			4,300.00
18575	9101	05/19/14	83550 SLUSARSKI	4110	24 YDS TOP SOIL	720.00
18575	9101	05/19/14	83550 SLUSARSKI	5980	ROCKSALT	1,144.00
			TOTAL CHECK			1,864.00
18576	9101	05/19/14	85611 STAPLES BUSINESS ADVANTAG	5110	STAPLES ITEM # 116657 STA	19.55
18576	9101	05/19/14	85611 STAPLES BUSINESS ADVANTAG	5110	STAPLES ITEM # 163501 STA	44.70
18576	9101	05/19/14	85611 STAPLES BUSINESS ADVANTAG	5110	STAPLES ITEM # 163519 STA	44.70
18576	9101	05/19/14	85611 STAPLES BUSINESS ADVANTAG	5110	STAPLES ITEM # 253856 STA	79.90
18576	9101	05/19/14	85611 STAPLES BUSINESS ADVANTAG	5110	STAPLES ITEM # 435032 STA	44.70
			TOTAL CHECK			233.55
18577	9101	05/19/14	87489 TABITHA ERPELDING	7410	CDL LICENSE	70.00
18578	9101	05/19/14	90470 TRANSPORTATION ACCESSORIE	5730	WIPER MODULE	87.91
18578	9101	05/19/14	90470 TRANSPORTATION ACCESSORIE	5730	WINDSHIELD WIPERS	96.74
18578	9101	05/19/14	90470 TRANSPORTATION ACCESSORIE	5730	FLASHER, HEADLIGHT	84.26
			TOTAL CHECK			268.91
18579	9101	05/19/14	93316 WARDS NATURAL SCIENCE	5110	876652 WINGLESS FRUIT FL	14.98
18579	9101	05/19/14	93316 WARDS NATURAL SCIENCE	5110	ESTIMATED SHIPPING/HANDLI	17.51
18579	9101	05/19/14	93316 WARDS NATURAL SCIENCE	5121	85V3800 PIGMENTED BACTERI	77.90
			TOTAL CHECK			110.39
			TOTAL FUND			59,276.22
			TOTAL REPORT			59,276.22

Superintendent's Report
May 19, 2014

- I. I am requesting a closed session at the conclusion of this meeting to discuss negotiations that are pending with our cooks and bus drivers. I would also like to have a brief discussion concerning teacher salaries.
- II. High School math teacher Kelly Whelan is expecting her fourth child in early December and has requested a one year unpaid leave of absence. Even though Kelly has not been with us long enough to contractually qualify for a full year leave I am recommending her request be approved. Kathy Ingles will be returning in September from a full year leave and by approving Kelly's request we can prevent a layoff or some less than desirable transfers. I do have a signed LOA with the Madison Education Association acknowledging that approval of this request will not be considered a future precedent.
- III. Julie and I attended the April 24th LISD budget hearing and Ryan joined us for their earlier hearing. By law each of the constituent local school boards need to pass a resolution either supporting or rejecting their ISD's budget. While local board action is required your vote is only advisory. It is my recommendation that you pass the resolution supporting the LISD 2014-15 budget. One significant change in their budget that I am particularly pleased about is their agreement to reimburse us for our actual costs of transporting students to the Tech Center.
- IV. It is the time of year to consider several rather minor revisions to your Board Policies. Ryan met with the NEOLA representative to review the proposed changes and then Ryan and I met for some further discussion. Ryan has more information in his report.

Ryan will also provide some additional updates on the BSY.

- V. The winter was certainly not kind to our roads and was similarly tough on our parking lots. We typically seal coat about 1/3 of our parking area each summer and crack fill the area that is being seal coated. The asphalt cracking from the past winter is significant throughout all of our parking lots and really needs to be taken care of this summer to prevent further deterioration. Jerry has obtained quotes to reseal the elementary lot, fill all cracks of 1/4" or larger, and repair a sunken catch basin just south of the bus lot. The low bid of \$8,853 was submitted by K&B Asphalt Sealcoating. We also had a bid of \$11,820 from Wenn Seal Coating & Striping. Typically these two companies submit very competitive bids. We

have carefully reviewed the bids and are confident all of the work is included in the K& B bid.

- VI. Renovation of the old elementary gymnasium and stage area will commence on June 12th. The first step in the process will be the removal of the asbestos floor tile by a licensed abatement company. Air monitoring is included as part of their work. I have every confidence the entire project will be completed prior to start of school in September.
- VII. The State mandated May Revenue Estimating Conference was held this past Thursday. 2013-14 School Aid Fund (SAF) revenue is now projected to be \$63.7 million less than was estimated this past January and \$78.5 million less than projected in January for 2014-15. The projection for the State General Fund is \$253.2 million less for fiscal 2014 and \$220.5 million less for fiscal 2015 than was projected in January. With the recent practice of using SAF dollars for higher education, community colleges, and other programs, formally part of the General Fund, there is concern that the SAF may once again be used as the General Fund's bank account.

The Conference also determined enrollment state wide is down 13,388 students from 2012-13. A further reduction of 10,600 students is projected for 2014-15 and 8,600 for 2015-16.

Over the next few weeks the data from this Conference is expected to be used to come to an agreement on the School Aid Budget for 2014-15. Both the House and the Senate have already passed their versions of the School Aid Budget which will end up being reconciled by a joint House and Senate conference committee.

- VIII. The bus you purchased last month arrived a week ago. Just in time to help out with our very busy spring trip schedule.
- IX. Jennifer and I are still working on cash flow projections for 2014-15. I am well aware that the FAN committee is anxious about the possibility of a \$75,000 loan for the HVAC system for the building across the road. It would really be helpful to have a School Aid bill before I make a recommendation to you concerning FAN's request. We are anticipating a very, very tight cash situation for November and December.
- X. Hard to believe another school year is rapidly coming to a close. Graduation is only two weeks away and the amount of work to be accomplished in the next month is somewhat overwhelming.

Jim Hartley
Superintendent

Ryan Rowe

Associate Superintendent

There are several new, revised, and replacement policies from NEOLA for Board Adoption.

There is one by-law revision, 0130, which pertains to updating technical corrections to policies.

There are four policies that are revised pertaining to NON-DISCRIMINATION AND ACCESS TO EQUAL OPPORTUNITY. Each of the four, ADMINISTRATION 1422, PROGRAM 2260, PROFESSIONAL STAFF 3122, and Support Staff 4122 designate areas of compliance including: two (2) District Compliance Officers, published information, reporting, consultation with legal counsel, and the appeal process.

There are three new policies, 1619.01, 3419.01, and 4419.01, pertaining to PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS.

There are four revised policies 1623, 3123, 4123 pertaining to SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT. These policies designate areas of compliance including: two (2) Dist. Compliance Officers and Published information.

There is one revised policy, 2260.01, pertaining to SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY.

There is one revised policy, 2370.01, pertaining to ONLINE/BLENDED LEARNING PROGRAM.

There are three revised policies, 3121, 4121, 8142 pertaining to CRIMINAL HISTORY RECORD CHECKS designating expense to the applicant rather than the District.

There is one revised policy, 5112, pertaining to ENTRANCE AGE for Kindergarten students.

There is one new policy, 5330.01, pertaining to EPINEPHRINE AUTO-INJECTORS.

There is one policy, 5517, pertaining to ANTI-HARASSMENT designating two (2) District Compliance Officers, published information, and the appeal process.

There is one revised policy, 8321, pertaining to CRIMINAL JUSTICE INFORMATIONAL SECURITY designating a Local Agency Security Officer.

There is one revised policy, 8420, pertaining to EMERGENCY SITUATIONS AT SCHOOLS

Board Report – May 2014
Kristin Thomas
HS Principal

- I. Student Assessments –
 - The 9th & 10th graders completed NWEA testing at the beginning of this month. Once elementary and middle school students have completed testing we will be able to run year-end reports.
 - Our 12th graders will take the Compass Placement Tests administered by JCC on May 20th & 21st.
 - AP exams in Calculus, English Literature, Biology, US History, and World History were administered over the past two weeks. Overall, the percentage of students who choose to take these exams is rather large which is something that we are quite proud of!
 - ACT preliminary student scores have been returned and it appears that our overall performance on the ACT did improve. **Last year's overall composite average was a 19.7 and this year's is a 19.8!** I have not had much of an opportunity to really comb through and analyze the data, but will be doing that in the near future. This makes the 5th consecutive year that our ACT Composite has improved.
- II. National Honor Society – The National Honor Society Induction Ceremony was held on April 22nd, in the Madison Performing Arts Center. We have the largest membership count that I can remember, as we now have 57 student members in the NHS. In addition, 23 freshmen were also acknowledged for their strong start to high school. This is always a nice evening and I appreciate the work that Mr. Madziar and the NHS officers put into this event.
- III. Prom/After Prom – This year's Junior/Senior prom was held at Siena Heights University. Senior class advisors, Shannon Blackerby and Mary Lesko did a great job organizing this event. It was an enjoyable evening for those in attendance. Our After Prom committee of parents, under the direction of Jen Morin, deserves a big thanks for all of their efforts in planning/hosting this years' After Prom event. I sincerely appreciate the work of these parents.
- IV. Teacher Appreciation – May 5th – May 9th was Teacher Appreciation Week! I cannot say enough about how blessed I am to work with such a group of committed & hard-working people. Our students, parents, and community are fortunate to have these individuals on the Madison staff! I would also like to take a moment to publicly acknowledge the work of Ms. Fran Reason. Fran has been a para-professional at Madison for approx the past 13 years. In the middle of this school year, Fran had a 3rd reoccurrence with cancer and has not been able to return to work. Fran was able to join us for lunch this past Friday, and it was incredibly touching to watch some of our most at-risk students come and express their love & appreciation to her. Clearly, Fran has been a very positive role model for our students. Please keep Fran in your prayers and she is currently extremely weak and in a significant amount of pain.

- V. Student Appreciation Week – We will be celebrating Student Appreciation Week at the high school May 19th – 23rd. We will be doing something small each day this week to celebrate our students.
- VI. Fine Arts Festival – We sent approximately 40 students to this year's Fine Arts Festival at Siena Heights University. Students have the opportunity to learn from experts in a variety of tracks (Creative Writing, Choir, Band, Dance, Art, Drama, & Video/Audio Production) and then put on a performance for the public in the evening. Mrs. Hooker, Ms. Lesko, Mrs. Zeckner, and Mrs. Pifer accompanied our students and learned a lot this day, as well!
- VII. 9th Grade Trip to MSU- Our 9th graders received a campus tour of Michigan State University this past Wednesday. In addition to their tour, they were given the opportunity to eat lunch in one of the student residence halls, and were able to listen to a presentation from college admissions representatives regarding what students need to do to prepare themselves for college.
- VIII. AP Biology Cadaver Lab – Our AP Biology students visited a cadaver lab this past Friday at the University of Toledo. Thanks to teacher, Mrs. Sara Jackler for providing this extremely valuable opportunity to our students.

Upcoming Events:

May 22nd – HS Honors Night

May 27th – May 29th – Senior exams

May 29th – Senior Breakfast and Graduation Rehearsal

May 29th – Spring Sports Banquet

June 1st – Commencement, 1:00pm HS Activities Center

June 2nd – HS Cedar Point Trip

June 10th – June 12th HS Exams, grades 9-11

Board Report
Brad Anschuetz
Madison Middle School
May 19, 2014

- I. The months of April and May have brought the Madison Family both joy and sorrow. Amanda and Will Harsh welcomed Amelia into their life. Jackie and Barry Cebulski welcomed their son Beau as well. Finally, Meggin and Clint Wells brought home Scarlett as an addition to their family.

Our condolences were extended to Jackie Cebulski and her family last week as they laid her mother, Mrs. Connie Clegg, to rest. Like her daughter Jackie, Mrs. Clegg was a teacher who touched the lives of many students over a span of thirty plus years.

- II. Our 6th and 7th grade Quiz Bowl teams placed third this past week. The 8th grade team will compete in the Finals at the Lenawee County Fair. Congratulations to Coach Amanda Harsh and the 8th grade team.

6th Grade Quiz Bowl Team for Madison: McKenzie Liberi, Lauren Perez, Ethan Gray, Bradyn Hinman, Shayna Glase, Reece Yeager, Dylan Baggett

7th Grade Quiz Bowl Team for Madison: Anthony Contreras, Tyson Fetter, Alex Kelly, Robert Warwick, Teddy Baker-Wallerstein

8th Grade Quiz Bowl Team for Madison Middle School: Noel Hall, Cameron Hinman, Monica Graham, Carter Baker-Wallerstein, Nate Howard

- III. The NWEA testing window for Madison Middle School will be concluding next week. With NWEA we will test reading comprehension, science, and mathematics aptitude. The students have done well to use the tool for goal setting purposes and taking ownership of their learning. As a faculty, we pay a great deal of attention to these scores. It is nice to see the growth in students to validate all the hours of hard work. For the students that show little to no growth we need to intervene and catch the problem before it compounds. Along with the MEAP scores, these assessments determine 34% of the rubric associated with the teacher evaluation tool.

- IV. A panel of middle school students will be addressing fifth grade students in their classrooms on May 19th. The panel will be discussing secrets to success in the middle school. Our sixth grade team will host the fifth grade students on May 29th. These future sixth grade students will run through a mock schedule, meet their teachers for next year, and learn about being a middle school student. The current sixth grade students will go back to visit their teachers from last year during this time. An Open House is scheduled on August 26th for all students and their families.

- V. On Wednesday, May 7th, 23 of our 8th grade students attended the Pay-Back for Education program. Each student was paired with a business in the community that matches their career pathway interests. The students spent a day with their business partner learning about the inner workings of the career.

- VI. Our seventh grade middle school students completed the MiPHY survey. This is an online, anonymous student survey developed by the Michigan Department of Education (MDE) in collaboration with the Michigan Department of Community Health (MDCH). The MiPHY is available to all Michigan schools to assess risk behaviors, risk factors, and protective factors associated with alcohol, tobacco, and other drug use (ATOD), violence, sexual behavior, physical activity, and nutrition in Grade 7, 9, and 11. Data will be used to protect youth and prevent the risky behaviors that jeopardize their future.
- VII. Band members in grades 5th – 12th will perform a concert for the public on May 20th at 7:00 p.m. in the PAC. The 7th and 8th Choir, along with the Orchestra, will be performing for the public at 7:00 p.m. on June 3rd in the PAC. Other significant events upcoming are “May Madness”, Cedar Point reward trip, Honors Assembly, and exams.

May 18	19 Gold Day	20 Blue Day Math Dept. Mtg. S.S. IEP (8 th) Band Concert 7:00 p.m.	21 Gold Day	22 Blue Day	23 Green May Madness Team Building Day	24
25	26 No School Memorial Day	27 Gold Day Cedar Point 6 th Grade Science Dept.	28 Blue Day	29 Gold Day Cedar Point 7 th & 8 th 5th Grade	30 Blue Day Cedar Point Rain Date	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
June 1 Graduation 1 pm	2 Gold Day HS Cedar Point MS Honors Assembly 1:30 – 2:30	3 Blue Day HS Cedar Point (rain) K.V. IEP (7 th Gr.) Orchestra and Choir Concert 7 p.m.	4 Gold Day C.B IEP (6 th Gr)	5 Blue Day LA Dept Meeting SS Dept Meeting	6 Gold Day	7
8	9 Blue Day Exam 1, regular 3,5,7	10 Gold Day Exam 2&4/ 6, 8 regular	11 Exams 3 & 5 Dismissal at 10:40 am	12 Exams 6 & 7 Dismissal at 10:40 am	13 PD	14

Elementary Board Report

May 19, 2014

Nate Pechaitis and Linda Kaufman, Principals

- I. **Projected 2014 Kindergarten Enrollment:** As of May 14th, we have distributed 148 registration packets to interested families. These registrations include students in both kindergarten and the Young Fives program. Last year at this time we had distributed 172 registration packets.

- II. **Nurse Appreciation Week and Teacher Appreciation Week:** Last week we celebrated our teachers and our school nurse!

Each week, when the 'Nurse News' arrives in our email box, we are reminded how fortunate we are to have a colleague who is as supportive, caring, and positive as Nurse Ellen. She reminds us of the importance of the work we do as we support students and families. Our students receive extra TLC with the band aids, breathing treatments, bumps and bruises. Thank you, Nurse Ellen!

Every day, all year through, Madison Elementary teachers make a difference in the lives of our students. Our teachers challenge, motivate, engage and encourage and support students as they grow in their successes. We believe that we have the most dedicated, hardworking, committed, competent and compassionate teachers in the field of education. Thank you, Madison Elementary teachers!

- III. **A Day of Science:**

This Thursday, our elementary

Commons will be the place to see projects based on science learning across all grade levels in our first 'Day of Science' celebration. We began this work with January's

professional development with Kelly Cichy, LISD Director of STEM. Since that time, teachers have collaborated during grade level team meetings to work together on a grade level project that focuses on the overarching question: How do humans affect the earth? Each grade level developed investigations and projects based on focus questions while integrating math, reading, social studies and writing along with the Science & Engineering practices.



IV. May School Events: the days and evenings have been very busy in the elementary with all of our family events!

- **Cinco de Mayo:** Madison Troupe De Niños Pequeños led us in a Cinco de Mayo assembly this month. This was an amazing show of traditional dances and music. Thank you to Mrs. Ybarra for leading the troupe and for all the parents who helped out. Our dancers were: Melena Villegas-Amador, Miguel Villegas-Amador, Gabriel Casanova, Maya Casanova, J'Lenn Garcia, K'Le Garcia, Kayleigh Karr, Adriana Knotek, Daija Newsom, Kirsten Ostrum, Alejandro Perez, India Tindall, Alex Trejo, Diego Trejo, and Eddie Trejo. We are proud to know that you are sharing your talents around the county too!
- **Quiz Bowl:** Our 5th grade Quiz Bowl team took third place in the recent Quiz Bowl competition. It was a heated competition. We are very proud of our six team members (Carly Anschuetz, Noah Andrew, Rayhaven Vidalez, Payton Broadway, Polly Graham, and Christopher "Gopher" Warwick) and our coach, Mrs. Stewart.
- **Recycled Fashion Show:** On Earth Day, April 22nd, we had our 5th annual Recycled Fashion Show. Each year the attendance of families and participants has grown. Mr. Richard San Miguel helped students with ideas and planning their recycled attire and Mrs. Erin Pifer was the master of ceremonies for the night. It was a fun-filled evening!
- **Talent Show:** Every year our Talent Shows just seem to get better and better! Thank you to Mrs. Erin Pifer and to all our wonderfully talented Madison students who participated in the talent show. It is always a delight to watch the talent and confidence of the students who participate. Terrific show!!!
- **Kindergarten Tea:** Kindergarten students shared an afternoon of tea, cookies and music with their mothers and guests this month.
- **Young Fives Kindergarten Spring Sing:** Mrs. Laura Morris will lead our Y5s students in an afternoon Spring Sing for their parents, grandparents and friends.
- **Earth Club:** The Earth Club, together with the Madison Gleaner Arbor, worked together to clean up our outdoor learning lab and prepare the planting area for mulch. There is still much to be done, but progress is being made to create an inviting area that classes can access and use.
- **ACES Day:** Friday, May 16th, Mrs. Mary Anschuetz has arranged to have all elementary students participate in "All Children Exercising Simultaneously Day"(ACES) at the high school track!
- **Girls on the Run:** Girls on the Run is designed to inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. This year we had 32 girls register to be a part of the experience (up from 9 last year, our inaugural season), which required adding two more coaches (four total this year). Mrs. Brackelman, Mrs. Payne, Ms. Metevia and Mrs. Wonders meet twice weekly with the girls, where they teach character building lessons, as well as running activities that build each week to help girls build their running stamina to be able to complete a 5k at the end of the season (May 18th). At GOTR it's all about having fun! The teams running theme this year is Hawaiian Luau. On Saturday, in Ypsilanti, they ran in their hula outfits.



- **5th Grade Instrumental Music:** Our 5th grade band will be performing on May 20 in the Performing Arts Center at 7:00. In addition, our 5th/6th grade orchestra will be performing on June 3 at 7:00. Please come to see the wonderful music our teachers and students have worked so hard on this year. They are doing a magnificent job.

V. **Title I:** The Title I auditor visited the elementary on Friday, May 9th to review the work we have accomplished and documented with our Title I programs this past year. He noted that all required components have been updated and complete.

VI. **Transitions:**

- **Transitions to Kindergarten:** This past month we have been working to assist our upcoming kindergarten students and their families as they transition to their beginning grade school experience. Something that is new to Madison this year was our “Day in the Life of Kindergarten.” This evening event, planned and led by Mrs. Lisa Segur, Mrs. Karin Poling, Mrs. Tanya Thacker, Mrs. Michelle Palpant, Mrs. Tammy Cremeans, and Mrs. Dina Payne provided parents the opportunity to learn about the days ahead for their children. Parents began the evening by reminiscing and sharing some of their own kindergarten memories with one another before their “school day” began. Teachers led small groups of parents to their classroom so that parents could see the environment and learn about a typical school day for their child. They experienced a brief kindergarten level evidence-based literacy instruction (EBLI) lesson. Additionally, parents visited the cafeteria and specials classrooms. In their feedback for the evening, parents shared that this was a very worthwhile event and the information shared will help them to assist their children as they prepare for the school year ahead.

- **Transitions to 5th Grade:** The fifth and sixth grade teachers have been meeting with Brad and me to coordinate a transition plan for 5th graders going to sixth grade. The teachers have taken the leadership on this transition. On Monday, May 19th, Mrs. Brandeberry's 7th graders are making a presentation to our 5th graders. Topics include organization, using passing time, the teachers, homework, getting along, and getting involved. In addition, students will begin practicing opening combination locks. On May 29th, our 5th graders will be spending the afternoon in 6th grade. They will follow a bell schedule taking them from class to class to hear from their teachers about expectations for next year. Finally, in August, the sixth grade will be holding an open house to officially welcome them and answer any questions they might still have. Our hope is that this will advance the collaborative efforts between 5th and 6th grade. More consistency with communication, expectations, and organization will hopefully result in a smoother transition.

Madison Lenawee's Child/Family Resource Room
Board Report
May 2014

***Play Groups:**

Monday – Thursday 8:45-10:30am

The focus for the 0-5 groups this month is class expectations, procedures, “Rainforest Safari”, “Zippity Zoo Week”, “Up, Up, Up & Away”, “Red, White, & Blue”, getting ready for next year, counting, sorting, alphabets, patterns and sequencing is mixed through all of these themes. Gross and fine motor skills are integrated in all the lessons. I have started scheduling home visits for those who need extra support.

Kindergarten Readiness is on Friday for 4 & 5 year olds from 9:00 to 10:30 am

The 4 & 5 year old groups have focused on counting, sorting, sequencing, art/science projects, phonics dance, writing their names –first and last, alphabet knowledge and writing and numeration.

Playgroup Attendance: April – 168 May- 100 with only 9 times so far this month We have added 5 more families to playgroup.

***Family Contacts:**

Play Group families received the following information by email and/or flyers this month:

*Lenawee Great Start Newsletter, April & May Community events.

*Early Childhood Parents make the difference! Newsletters

*Free community events in Lenawee and at the U of M Natural Science Library. The resources of the Great Start calendar online.

*Weekly updates of playgroup information

* Reading, math, science extra activities and resources for parents during summer resources and extra after school activities.

*School Schedule for playgroup

*Lending Library has a few families participating.

*Getting clothes and school supplies to parents that are in need.

*Trying to help families that are in need of transportation to come to playgroup and the need for home visits.

*Grade Level Breakfast

*Early Childhood Series Workshops at Porter

*ASQ questionnaire (Ages and Stages Questionnaire)

* Soup and Story Night

* Home Visits

*Summer Preschool Camps

*Mom to Mom Sale

*Kindergarten Round-up

* Zoo Trip to Toledo Zoo on June 2nd

***Donations:** Lots more clothes and books.

***Meetings:** Monthly Lenawee's Child meeting at LISD
PATT meeting
Professional Development
Parent Involvement meeting
Great Start Work Coalition meeting
Kindergarten Round-up

***Resource Room:**

*Book Swap is still available throughout the year and they all have been leveled with AR and points marked on them.

*Lending Library added to it and has handouts for parents of all the resources we have to lend out.

*Materials to help students become proficient in areas that they are struggling in to give them some extra resources for at home.

*Parents requesting Love and Logic materials

*Reading strategies and help with spelling strategies

*Parents requested extra resources for reading and math.

***WLEN/The Daily Telegram:** Weekly notices are sent to all staff for event information, press releases, photo opportunity requests, and actual photos I can send in for publication. Madison District events are emailed for submission weekly on Wednesday afternoons. Photographers from the Telegram are sent weekly requests to attend the various district events to include photos in the hard copy of the Telegram or at lenconnect.com.

***Trojan Talk and Monthly Newsletter:** Playgroup, Resource room, Lending Library and Book Swap articles.

Tricia Moyer-Fowler, Parent Educator
Madison Elementary

Cafeteria Report
Julie Taylor

2013/14	Sept	Oct	Nov	Dec	Jan	Feb	March	April
<u>Revenue</u>								
Breakfast	\$645.20	\$1,131.00	\$1,345.10	\$714.80	\$575.20	\$790.40	\$1,071.30	\$822.30
Lunch & Ala Cart	\$15,499.15	\$17,214.38	\$16,704.49	\$10,015.42	\$9,192.09	\$13,594.15	\$13,987.66	\$11,968.90
Juice Machine	\$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
Interest & Rebates	\$55.53	\$46.97	\$40.42	\$56.24	\$61.29	\$42.50	\$51.12	\$34.84
Lunch & Breakfast Reimb	\$70,105.81	\$80,674.31	\$64,008.56	\$49,414.05	\$43,873.05	\$60,034.51	\$67,573.67	\$57,381.63
<u>Total</u>	<u>\$86,305.69</u>	<u>\$99,066.66</u>	<u>\$82,098.57</u>	<u>\$60,200.51</u>	<u>\$53,701.63</u>	<u>\$74,461.56</u>	<u>\$82,683.75</u>	<u>\$70,207.67</u>
<u>Expenses</u>								
Payroll	\$14,482.00	\$18,886.15	\$19,211.62	\$18,198.87	\$19,949.90	\$14,992.43	\$18,208.06	\$15,505.24
Retirement	\$3,358.79	\$4,436.05	\$3,878.65	\$4,343.60	\$4,719.09	\$3,560.04	\$4,346.59	\$3,685.48
F.I.C.A.	\$1,107.87	\$1,444.79	\$1,469.69	\$1,391.98	\$1,526.17	\$1,146.92	\$1,392.92	\$1,186.15
Health Ins.	\$800.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Food	\$33,648.38	\$54,858.14	\$30,661.11	\$33,638.95	\$24,843.61	\$30,737.89	\$41,960.86	\$31,597.46
Uniforms	\$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
Equipment	\$594.56	\$7,497.14	\$5,462.31	\$7,109.16	\$304.42	\$949.38	\$381.67	\$1,120.72
Supplies	\$3,178.57	\$5,424.62	\$1,923.58	\$3,497.94	\$1,556.44	\$2,619.79	\$0.00	\$2,574.13
Sales Tax	\$125.00	\$26.25	\$98.83	\$33.16	\$25.25	\$55.63	\$39.77	\$35.46
Repairs	\$0.00	\$0.00	\$99.99	\$59.57	\$179.00	\$568.49	\$0.00	\$92.23
Misc./Dues/Fees/Indirect	\$1,537.27	\$1,465.21	\$2,288.70	\$4,955.48	\$3,485.50	\$1,583.80	\$2,101.59	\$1,239.76
Juice	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Total</u>	<u>\$58,832.44</u>	<u>\$94,438.35</u>	<u>\$65,494.48</u>	<u>\$73,628.71</u>	<u>\$56,989.38</u>	<u>\$56,614.37</u>	<u>\$68,831.46</u>	<u>\$57,436.63</u>
Monthly Loss/ Gain	\$27,473.25	\$4,628.31	\$16,604.09	(\$13,428.20)	(\$3,287.75)	\$17,847.19	\$13,852.29	\$12,771.04
Year To Date	19,723.82	24,352.13	40,956.22	27,528.02	24,240.27	42,087.46	55,939.75	68,710.79

May 6, 2014

Dear Mr. Hartley, Mr. Rowe, and Members of The Madison School District School Board,

After teaching mathematics in Tampa, Florida for 3 years and at Greenhills School in Ann Arbor for 6 years, I was given the opportunity to teach high school mathematics at Madison in September 2012. I quickly understood why Madison is considered to be a "family". I was immediately accepted and welcomed with open arms by the administration, my colleagues, the maintenance staff, parents, and, most importantly, the students. It has been a wonderful experience thus far. I look forward to coming to work each day to not only teach the subject I have a true passion for, but to make a real difference in so many different ways to the students I teach. For these reasons, and so many more, I love being a part of the Madison Family.

I currently have three young children: Grady, 4, Bronson, 3, and Easton, 1. Like many teachers, it is a daily struggle for me to balance my life of wife, mother, and teacher. I consistently feel I am not giving any of my priorities the time that each deserves. My perfectionist characteristics can also play a role in me never having enough time to be the "perfect" wife, mom, and teacher that I would love to be for all the people who depend on me. Again, I know I am not the only teacher, or person, who feels this way, but it is a daily conflict for me.

My husband and I recently found out that we are expecting our 4th son on September 7, 2014. While this was quite the surprise to us at first, we realize how very blessed we are to have the opportunity to welcome another child into our family. Planning for another child has prompted my husband and me to reflect on what really is most important to us in life. Always wanting more time for both our family and our careers can make life more hectic than it should be at times. The fact that our daycare expenses are currently equivalent to a mortgage payment also plays a large role in my request.

At first, my consideration was to put my love and passion for teaching on hold for an unknown amount of time. This consideration was very stressful and upsetting to me because being a teacher is so much of who I am and who I want to be. On the other hand, my family is extremely important to me as well.

After talking with several people, I am asking Madison to please grant me a one-year sabbatical for the 2014-2015 school year. This will give me the time to have my fourth son in September and give 100% of my time to my family. It will also give my family another year to grow and mature putting my oldest son, Grady, in Kindergarten and my second oldest son, Bronson, in Pre-School. This will greatly decrease our daycare expenses, making it much more financially reasonable for me to return to teaching and the Madison Family.

I would like to thank you for taking the time to read my letter. I truly appreciate your time and consideration for my request. If you have any questions, please feel free to contact me at (517) 442-2704.

Sincerely,

A handwritten signature in cursive script that reads "Kelly Whelan". The ink is dark and the signature is fluid, with a large, stylized 'K' and 'W'.

Kelly Whelan

Support for Budget
ISD BUDGET RESOLUTION

Madison School District (the "District").

A regular meeting of the Board of Education of the District was held in the Board Room in the district, on the day of May 19, 2014, at 6:00 o'clock p.m.

The meeting was called to order by Kyle Ehinger, President.

Present: Members Ehinger, Manchester, Pink, Ramos, Roback, Swinehart, Villegas

Absent: None

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

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support 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 Madison 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, 2014.
3. All resolutions and parts of resolutions insofar as they conflict with the procedures of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of 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 19, 2014, 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

**Disapproval of Budget
ISD BUDGET RESOLUTION**

_____ (the "District").

A _____ meeting of the board of education of the District was held in the _____ in the district, on the day of _____, 2014, at _____ o'clock __.m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

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

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed budget not later than May 1 of each year to the board of each constituent district for review; and
2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district budget, shall adopt a board resolution expressing its support 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 board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has reviewed the proposed intermediate school district budget and has determined that it disapproves of certain portions of the proposed intermediate school district budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.
2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objections and proposed changes that this board has to the budget.
3. All resolutions insofar as they conflict with the procedures of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the _____ 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 _____ meeting held on _____, 2014, 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



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

BYLAWS
0130/page 1 of 3

REVISED BYLAW - 0131.1 - VOL. 28, NO. 2

FUNCTIONS

0131 **Legislative**

0131.1 **Bylaws and Policies**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District.

Those bylaws and policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board,

[] provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected.

() except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

BYLAWS
0130/page 2 of 3

IV Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.

[] The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

M.C.L. 380.1201 et seq.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION
1422/page 1 of 13

REVISED POLICY - VOL. 28, NO. 2

NONDISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (+) (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

[NOTE: School Districts are advised to appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The COs may also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinator. Additionally, by appointing two (2) COs, there should always be a CO available to investigate a claim of discrimination that pertains to the other CO.]

RYAN ROWE
(Name)

ASSOCIATE SUPERINTENDENT
(School District Title)

517-263-0741
(Telephone Number)

3498 TREAT HWY. ADRIAN, MI
(Office Address)

ryan.rowe@madison.k12.mi.us
(E-mail Address)

KRISTIN THOMAS
(Name)

MADISON HIGH SCHOOL PRINCIPAL
(School District Title)

517-263-0741
(Telephone Number)

3498 TREAT HWY. ADRIAN, MI
(Office Address)

KRISTIN.THOMAS@MADISON.K12.MI.US
(E-mail Address)



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1422/page 2 of 13

The names, titles, and contact information of these individuals will be published annually:

- ☐ in the staff handbooks.
- ☐ in the School District Annual Report to the public.
- ☒ on the School District's web site.
- ☐ on each individual school's web site.
- ☐ in the School District's calendar.
- ☐ _____.

~~The Superintendent shall appoint and publicize the name of the~~ **The COs**
~~compliance officer(s) who is/are responsible for coordinating the District's efforts to~~
comply with applicable Federal and State laws and regulations, including the
District's duty to address in a prompt and equitable manner any inquiries or
complaints regarding discrimination/**retaliation** or denial of equal access. The
~~Compliance Officer(s)~~ **COs** shall also verify that proper notice of nondiscrimination
for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII
of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972,
Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age
Discrimination in Employment Act **of 1975** is provided to staff members and the
general public. **Any sections of the District's collective bargaining agreements**
dealing with hiring, promotion, and tenure need to contain a statement of
nondiscrimination similar to that in the Board's statement above. In addition,
any gender-specific terms should be eliminated from such contracts. A copy of
each of the Acts and regulations on which this notice is based may be found in
the CO's office.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

1422/page 3 of 13

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level employee or official who receives such a complaint shall file it with the CO () at his/her first convenience (✓) within two (2) school days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

1422/page 4 of 13

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the wrongdoing.

Investigation and Complaint Procedure (See Form 1422 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

1422/page 5 of 13

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop quickly inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Employees who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

1422/page 6 of 13

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 1422 – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy.
(See Policy 8310)



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1422/page 7 of 13

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District-level employee. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a principal, Superintendent, or other District-level employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.



EOLE of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1422/page 8 of 13

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 1422 - Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.



NEOLA of MICHIGAN
INTERMEDIATE SCHOOL DISTRICTS
TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1422/page 9 of 13

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. ☒ The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1422/page 10 of 13

[] The decision of the Superintendent shall be final.

OR

[H] A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1422/page 11 of 13

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

1422/page 12 of 13

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

1422/page 13 of 13

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

M.C.L. 37.2101 et seq., 37.1101 et seq.

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 110 (7/27/93)

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 2000e et seq., Civil Rights Act of 1964

~~42 U.S.C. 12112, Americans with Disabilities Act of 1990, as amended~~

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

~~20 U.S.C. 1681 et seq., Title IX~~

29 C.F.R. Part 1635



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1619.01/page 1 of 2

NEW POLICY - VOL. 28, NO. 2

PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under self-funded group health plans. The Board has established the following self-funded group health plans:

- ☐ Medical Plan
- ☐ Prescription Drug Plan
- ☒ Dental Plan
- ☒ Vision Plan
- ☐ Employee Assistance Plan
- ☐ Long-term Care Plan (not long-term disability)
- ☐ Health Flexible Spending Accounts (FSA)
- ☐ Other; specify _____

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

The Board hereby appoints Joe Marin to serve as the Privacy Official of the group health plans. The Board delegates authority to the Privacy Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the use and disclosure of Protected Health Information. In the event that the HIPAA Privacy Rule is subsequently amended, the Privacy Official is directed to recommend to the Board necessary amendments to the policies and procedures.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1619.01/page 2 of 2

The Board also acknowledges that the HIPAA Security Rule requires the group health plan(s) to implement various security measures with respect to electronic Protected Health Information. The Board hereby appoints _____ to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to develop, propose to the Board, and implement policies and procedures for the group health plan(s) relating to the security of electronic Protected Health Information, if applicable. In the event that the HIPAA Security Rule is subsequently amended, the Security Official is authorized to recommend to the Board necessary amendments to the policies and procedures.

The Board further delegates authority to the Privacy Official and/or the Security Official to undertake such other actions as provided by the administrative guidelines in effect from time to time. The Privacy Official and/or Security Official shall report his/her progress to the Board upon request. The Board reserves the right to revoke any or all delegations set forth in this policy at any time and for any reason.

[] Since the Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties (CMP) for violations of the HIPAA Privacy Rule and the HIPAA Security rule, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official for any CMP imposed upon the Privacy Official or Security Official in connection with the performance of his/her duties for the group health plans. Notwithstanding the foregoing language, the Board shall not indemnify the Privacy Official or Security Official in the event the CMP was imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 1320d-5(a)(1)

45 U.S.C. 160.102(a), 164.308(a)(2), 164.530(a), 164.530(i)



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1623/page 1 of 9

REVISED POLICY - VOL. 28, NO. 2

SECTION 504/ADA

PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

1623/page 2 of 9

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

ADMINISTRATION
1623/page 3 of 9

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

[NOTE: School Districts may want to consider appointing both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]

Ryan Rowe
(Name)

MADISON SCHOOL DISTRICT
(School District Title)

517-263-0741
(Telephone Number)

3498 TREAT Hwy, ADRIAN, MI
(Office Address)

ryan.rowe@madsdn.k12.mi.us
(E-mail)

KRISTIN THOMAS
(Name)

MADISON SCHOOL DISTRICT
(School District Title)

517-263-0741
(Telephone Number)

3498 TREAT Highway, ADRIAN, MI
(Office Address)

KRISTIN.THOMAS@madsdn.k12.mi.us
(E-mail)

The name(s), title(s), and contact information of this/these individual(s) will be published annually:

- () in the staff handbooks.
- () in the School District Annual Report to the public.
- (☒) on the School District's web site.
- () on each individual school's web site.
- () in the School District's calendar
- () _____.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

1623/page 4 of 9

The following person(s) is/are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s) ("District Compliance Officer(s)");

Title: _____

School: _____

Address: _____

Phone: _____

Faeximile number: _____

E-mail: _____

The District Compliance Officer(s) **[is] [are]** responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer(s).



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1623/page 5 of 9

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. **See below.**

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

1623/page 6 of 9

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1623/page 7 of 9

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.**
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.**
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.**



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

ADMINISTRATION
1623/page 8 of 9

- D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) work days of the hearing.

- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue
Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

ADMINISTRATION

1623/page 9 of 9

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 C.F.R. Part 1630

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended,

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

© NEOLA 2014



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROGRAM
2260.01/page 1 of 10

REVISED POLICY - VOL. 28, NO. 2

SECTION 504/ADA

PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

PROGRAM
2260.01/page 2 of 10

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Michigan law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

PROGRAM
2260.01/page 3 of 10

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

[NOTE: School Districts may want to consider appointing both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]

RYAN ROWE

(Name)

ASSOCIATE SUPT

(School District Title)

517-263-0741

(Telephone Number)

3498 TRENT HWY, ADRIAN, MI

(Office Address) 49221

ryan.rowe@madison.k12.mi.us

(E-mail Address)

KRISTIN THOMAS

(Name)

HIGH SCHOOL PRINCIPAL

(School District Title)

517-263-0741

(Telephone Number)

3498 TRENT HWY, ADRIAN, MI 49221

(Office Address)

KRISTIN.THOMAS@madison.k12.mi.us

(E-mail Address)



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROGRAM
2260.01/page 4 of 10

The name(s), title(s), and contact information of this/these individual(s) will be published annually:

- ☐ in the parent/student and staff handbooks.
- ☐ in the School District Annual Report to the public.
- ☒ on the School District's web site.
- ☐ on each individual school's web site.
- ☐ in the School District's calendar.
- ☐ _____.

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

District Compliance Officer

~~The following person(s) is/are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s) ("District Compliance Officer(s)"):~~

_____ (Name(s) and/or Title(s))

_____ (address)

_____ (phone number)

_____ (facsimile number)

_____ (e-mail)

The District Compliance Officer(s) **[is] [are]** responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of the implementing regulations, may be obtained from the District Compliance Officer.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROGRAM
2260.01/page 5 of 10

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. **See below.** The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. **See AG 2260.01B.**

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROGRAM
2260.01/page 6 of 10

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who **have a physical or mental impairment that substantially limits one or more major life activities**, ~~are disabled within the definition of Section 504~~, regardless of the nature or severity of their disabilities.

~~If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education.~~ An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEIA, the **special education and** related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

PROGRAM
2260.01/page 7 of 10

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROGRAM
2260.01/page 8 of 10

Internal Complaint Procedures

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

- Step 1** **Investigation by the Building Compliance Officer:** A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) school days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.
- Step 2** **Appeal to the District Compliance Officer:** If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) school days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROGRAM
2260.01/page 9 of 10

Step 3

If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District COs must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

PROGRAM
2260.01/page 10 of 10

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
34 C.F.R. Part 104
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

© NEOLA 2014



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ SCHOOL DISTRICT

PROGRAM
2370.01/page 1 of 8

[NOTE: ~~This policy is provided to address Best Practice Incentive for Fiscal Year 2012-13.~~]

REVISED POLICY - VOL. 28, NO. 2

ON-LINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students ~~within its boundaries~~ the option of participating in on-line or blended learning courses. **The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.** ~~Such a program takes place in an interactive learning environment created through technology. The student and teacher may be separated from each other by time and/or space, or may interact before, during, and/or after the regular school day.~~

~~The purpose of the program is to make instruction available to District students using online and distance education technology in both traditional and nontraditional classroom settings.~~

A. Definitions

1. **On-Line Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROGRAM
2370.01/page 2 of 8

B. Program Eligibility

The District shall offer a program for students in:

~~()~~ K-12.

() Grades 6-12.

(☒) Grades 5-12.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

C. Student Eligibility

1. Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:
 - a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.
 - b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.
2. Only students enrolled in grades 5 to 12 are eligible to enroll in an On-Line Learning course. Students in grades K-4 are only eligible to participate in Blended Learning Courses.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROGRAM
2370.01/page 3 of 8

D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one of the following:
 - (✓) On-line Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
 - () Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
 - () Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
2. The District shall enroll an eligible student in up to 2 on-line courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of 18.
3. The District will provide two or fewer courses per semester in Grades K-4 and one or more courses per semester in Grades 5-12. If students are taking more than two courses per semester, the guidance found in the Pupil Accounting Manual 5-O-B shall be followed and seat time waivers obtained.
4. An eligible student may enroll in an on-line course published in the District on-line course syllabus, as described in section 8 below, or the statewide catalog of on-line courses maintained by the Michigan virtual university.



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

PROGRAM
2370.01/page 4 of 8

5. The District may deny a student enrollment in an on-line course if any of the following apply, as determined by the District:
- a. The student has previously gained the credits provided from the completion of the on-line course.
 - b. The on-line course is not capable of generating academic credit.
 - c. The on-line course is inconsistent with the remaining graduation requirements or career interests of the student.
 - d. The student does not possess the prerequisite knowledge and skills to be successful in the on-line course or has demonstrated failure in previous on-line coursework in the same subject.
 - e. The on-line course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student to find an alternative course in the same or a similar subject that is of acceptable rigor and quality.
 - f. If a student is denied enrollment in an on-line course by the District, the student may appeal the denial by submitting a letter to the SUPERINTENDENT. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The Supt. shall respond to the appeal within 5 days after it is received. If the Supt. determines that the denial of enrollment does not meet 1 or more of the reasons specified in subsection 4(E)i.-vi., the District shall allow the student to enroll in the on-line course.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROGRAM
2370.01/page 5 of 8

6. An on-line learning student shall have the same rights and access to technology in his or her District's school facilities as all other students enrolled in that District.
7. If a student successfully completes an on-line course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the on-line course title as it appears in the on-line course syllabus.
8. The enrollment of a student in 1 or more on-line courses shall not result in a student being counted as more than 1.0 full-time equivalent students under this act.

E. Nonresident Applicants

1. The District shall determine whether or not it has capacity to accept applications for enrollment from nonresident applicants in on-line courses and may use that limit as the reason for refusal to enroll an applicant.
2. If the number of nonresident applicants eligible for acceptance in an on-line course does not exceed the capacity of the District to provide the on-line course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the on-line course, the District shall use a random draw system.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROGRAM
2370.01/page 6 of 8

F. Requirements Specific to On-Line Learning Courses

To offer an on-line course, the District must:

- 1. Provide the Michigan virtual university with the course syllabus in a form and method prescribed by the Michigan virtual university for inclusion in a statewide on-line course catalog.**
- 2. Provide on its publicly accessible website a link to the course syllabi for all of the on-line courses offered by the District, as described in section 8, and a link to the statewide catalog of on-line courses maintained by the Michigan virtual university.**
- 3. Offer the on-line course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.**

H. On-line Course Syllabus

The District must publish an on-line course syllabus for each on-line course offered. The on-line course syllabus must include:

- 1. State academic standards addressed in an on-line course.**
- 2. On-line course content outline.**
- 3. On-line course required assessments.**
- 4. On-line course prerequisites.**
- 5. Expectations for actual teacher contact time with the on-line learning student and other student-to-teacher communications.**
- 6. Academic support available to the on-line learning student.**



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

_____ **SCHOOL DISTRICT**

PROGRAM

2370.01/page 7 of 8

7. **On-line course learning outcomes and objectives.**
8. **Name of the institution or organization providing the on-line instructor.**
9. **Number of eligible nonresident students that will be accepted by the District in the on-line course.**
10. **Results of the on-line course quality review using the guidelines and model review process published by the Michigan virtual university.**

~~The District may contract other providers of such programming as:~~

- ~~(+) a provider approved by the Department of Education _____;~~
- ~~(+) _____ [another school district];~~
- ~~(+) _____ [a Michigan State University].~~
- ~~(+) _____~~
- ~~(+) _____~~



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROGRAM
2370.01/page 8 of 8

Student Eligibility

~~Students eligible for the District on line/blended learning program must meet at least one of the following conditions:~~

- ~~A. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.~~
- ~~B. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.~~

Access and Availability

~~The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment.~~

~~{ } The District will provide two or fewer courses per semester in Grades K-5 and one or more courses per semester in Grades 6-12. If students are taking more than two courses per semester, the guidance found in the Pupil Accounting Manual 5-0-B shall be followed and seat time waivers obtained.~~

M.C.L. 388.16212f(2)(f), **388.1622f**

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L 388.1622f



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT


PROFESSIONAL STAFF
3121/page 1 of 4

REVISED POLICY - VOL. 28, NO. 2

CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District **or with a third party vendor, management company, or similar contracting entity** to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.


Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

¹ Individuals who act on behalf of the District, work on a regular or continuous basis in the District, are involved in the hiring process of District employees, and have successfully undergone a fingerprint-based criminal history record check by the District, may continue to submit and receive such criminal history record checks on behalf of the District, regardless of their status as employees, contractors, vendors or similar classification.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3121/page 2 of 4

~~Individuals or entities that contract to provide continuous and regular services with the schools shall submit the results of the required criminal history records check to the District for review and approval.~~

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

~~Such an inquiry shall also be made for substitute teachers who may be employed or contracted for by the District.~~

For substitute teachers **or substitute bus drivers** currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm, that the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

PROFESSIONAL STAFF
3121/page 3 of 4

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's personnel record.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

PROFESSIONAL STAFF
3121/page 4 of 4

An applicant must

☒ submit, at no expense to the District,

or

☐ provide, at the District's expense,

a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5112/page 1 of 3

REVISED POLICY - VOL. 28, NO. 2

ENTRANCE AGE

The Board of Education shall establish student entrance age requirements which are consistent with Michigan Law and sound educational practices and which ensure equitable treatment.

A child who turns six (6) years of age before December 1st must be enrolled on the first school day of the school year in which the child's sixth birthday occurs, and a child who turns six (6) years of age on or after December 1st must be enrolled on the first school day of the school year following the school year in which the child's sixth birthday occurs.

(+)A. Prekindergarten

A child is eligible for entrance into the District's prekindergarten program if s/he attains the age of four (4) on or before December 1st of the year in which s/he applies for entrance and has not yet attained the age at which s/he will be admitted to kindergarten. Children attending prekindergarten shall be charged tuition in accordance with Board policy.

() No Kindergarten Offered by the District

A child who is a resident of the District and is at least five (5) years of age on the first day of enrollment of the school year may attend school in the District if no kindergarten program is offered.

B. Kindergarten

A child who is resident of the District and at least five (5) years of age on or before ~~November 1st of 2013, October 1st of 2014, or September 1, 2015~~ or any school year of enrollment thereafter is eligible for entrance to the kindergarten program for that school year. The child may not be placed in an alternative program without permission of the parent.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5112/page 2 of 3

C. Early Entrance

Upon written request by the parent or guardian, a child who is a resident but not yet five (5) years of age on or before the specified eligibility date for the applicable school year will be admitted to kindergarten under the following circumstances:

1. the child will have attained the age of five (5) by December 1st of the school year of enrollment; and **either 2 or 3 below;**
2. the parent or guardian provides written notice to the District by June 1st prior to the school year of enrollment of intent to enroll the child; or
3. the parent or guardian provides written notice to the District by August 1st prior to the school year of enrollment of intent to enroll the child, if the child became resident in the District after June 1st.

The District may make a recommendation to the parent or guardian that the child is not ready to start kindergarten due to age or other factors, but the decision whether to enroll the child will remain with the parent or guardian.

The District must allow early entry by nonresident Schools of Choice students, provided the parent/guardian notifies the District by the applicable notification date above (C. 2. or 3.) of the intent to participate in the early enrollment option and timely applies for and is selected under the District's Schools of Choice program.

The District shall notify the Department of Education by December 31st of each school year of the number of students enrolled under the Early Entrance exception for that school year.

[] The District may allow Early Entrance for students who do not meet the eligibility requirements stated above, however such students will not qualify for state aid and therefore shall be charged tuition in accordance with Board policy.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5112/page 3 of 3

D- () Preschool Disabled **Children with Disabilities**

~~Readiness and compensatory~~ **Compensatory** education programs may be provided for ~~disadvantaged children~~ **with disabilities** of preschool age, if they have been certified in accordance with the rules of the State and are not part of a district's special education program.

All such programs must comply with any applicable State and Federal requirements, such as least restrictive environment.

() ~~Preschool - Disadvantaged Children~~

~~Readiness and compensatory~~ education programs may be provided for ~~disadvantaged children~~ of preschool age, if they have been certified in accordance with the rules and requirements of the State, such as the Great Start Readiness Program.

~~All such programs must comply with any applicable State and Federal requirements.~~

M.C.L. 380.1147, 380.1561, **388.1606**

IDEA, Part B; 34 CFR Part 300

Dear Colleague Letter, Feb. 29, 2012, U.S.D.O.E., Office of Special Education and Rehabilitative Services

A.C. Rule 340.1754



EOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

STUDENTS
5330.01/page 1 of 2

NEW POLICY - VOL. 28, NO. 2

EPINEPHRINE AUTO-INJECTORS

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of ~~SCHOOL NURSE~~ **[insert person or position]** to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The ~~SCHOOL NURSE~~ shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5330.01/page 2 of 2

Students to Whom Injections May Be Administered

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify ☒ the student's parent/guardian ☒ SUPT, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

SCHOOL NURSE AND SUPT All Epi-Pen injections by District employees to students shall be reported in writing to . The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The SUPT shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

M.C.L. 380.1178, 380.1179, 380.1179A
Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 1 of 19

REVISED POLICY - VOL. 28, NO. 2

ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

- [] The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 2 of 19

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 3 of 19

- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 4 of 19

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.



NEOLA of MICHIGAN
LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 5 of 19

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 6 of 19

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 7 of 19

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Students and other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer () at his/her first convenience (4) within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 8 of 19

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

[NOTE: School Districts are advised to appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The Compliance Officers may also serve as the District's Section 504 and Title IX Coordinators.]

Ryan Rowe
(Name)

ASSOCIATE Supt.
(School District Title)

517-263-0741
(Telephone Number)

3498 TRENT HWY, ADRIAN, MI 49221
(Office Address)

ryan.rowe@madison.k12.mi.us
(E-mail Address)

Kristin Thoms
(Name)

HIGH SCHOOL PRINCIPAL
(School District Title)

517-263-0741
(Telephone Number)

3498 TRENT HWY, ADRIAN, MI 49221
(Office Address)

ryan.rowe@madison.k12.mi.us
(E-mail Address)



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____**SCHOOL DISTRICT**

STUDENTS
5517/page 9 of 19

The names, titles, and contact information of these individuals will be published annually:

- ☐ in the parent and staff handbooks.
- ☐ in the School District Annual Report to the public.
- ☒ on the School District's web site.
- ☐ on each individual school's web site.
- ☐ in the School District's calendar.
- ☐ _____.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.



EOLE of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 10 of 19

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 11 of 19

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed or retaliated may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.



EOLE of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

STUDENTS
5517/page 12 of 19

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes she/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 13 of 19

- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student Records policy. (See Policy 8310 and Policy 8330.)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant," may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 14 of 19

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. () A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent," that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 15 of 19

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. () The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

STUDENTS
5517/page 16 of 19

☐ The decision of the Superintendent shall be final.

OR

☒ A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

STUDENTS
5517/page 17 of 19

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

STUDENTS
5517/page 18 of 19

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a **student with a disability who is twenty-six (26) years or younger or a student** ~~child with a disability under the age of twenty-one (21) or that a child~~ under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

STUDENTS
5517/page 19 of 19

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education
Improvement Act of 2004 (IDEIA)
20 U.S.C. 1681 et seq.
29 U.S.C. 794, Rehabilitation Act of 1973, as amended
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794
The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.
The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 1 of 10

REVISED POLICY - VOL. 28, NO. 2

CRIMINAL JUSTICE INFORMATION SECURITY **(NON-CRIMINAL JUSTICE AGENCY)**

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and ~~these~~ **contractors, vendors and their employees** who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The ~~JEN MORIN~~ **insert designated administrator** shall be designated as the District's Security Officer and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

- A.1.** ensuring that personnel security screening procedures are being followed as set forth in this policy;
- B.2.** ensuring that approved and appropriate security measures are in place and working as expected;
- C.3.** supporting policy compliance and ~~institute~~ **instituting** the CSA-incident response reporting procedures;
- D.4.** ~~ensure~~ **ensuring that** the **Michigan State Police** CSA-ISO ~~is~~ **are** promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS
8321/page 2 of 10

~~E.5.~~ to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;

~~F.6.~~ to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police.

C. Agency User Agreements

The District shall enter into any User Agreement required, and future amendments, by the Michigan State Police necessary to access the statutorily-required CHRI on applicants, volunteers, **and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District**—and contractors. The LASO shall be responsible for assuring—the District's compliance with the terms of any such User Agreement.

D. Personnel Security

All individuals that have access to any criminal justice information shall be subject to the following standards:•

A.1. Background Checks - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information.

~~1.a.~~ A felony conviction of any kind will disqualify an individual for access to criminal justice information.



OLEA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS
8321/page 3 of 10

2.b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.

3.c. Support personnel, contractors, **vendors** and custodial workers with access to physically secure locations or controlled areas (during criminal justice information processing) are subject to the same clearance standards as other individuals with access, unless they are escorted by authorized personnel at all times when in these locations or areas.

B.2. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination.

C.3. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.

D.4. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be an employee of the District.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS

8321/page 4 of 10

- E-5.** Termination of Employment/Access - Upon termination of employment, all access to criminal justice information shall be terminated for that individual, and steps taken to assure security of such information and any systems at the District to access such information.
- F-6.** Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO **shall** determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information.
- 7.** Contractors and Vendors¹ - Prior to granting access to criminal justice information to a contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) or national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify a contractor or vendor for access to criminal justice information. A contractor or vendor with misdemeanor offense(s) may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

¹ For purposes of Section D.(7.), contractors and vendors are individuals who act on behalf of the District, work on a regular or continuous basis in the District, and are involved in the hiring process of District employees. For example, this might be a third-party provided manager or support staff person working in the personnel department. It does not authorize third party contractors or vendors to directly perform the criminal background checks in lieu of the District, or to access criminal justice information for the contractor's or vendor's own review.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS
8321/page 5 of 10

E. Media Protection

Access to electronic and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. **Only individuals involved in the hiring process of District employees, including contractors and vendors who act on behalf of, and work on a regular and continuous basis in, the District, shall be authorized to access electronic and physical media containing CHRI.**

A.1. Media Storage and Access – All electronic and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all electronic CHRI background data shall be encrypted.

B.2. Media Transport –Electronic and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. It shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual. To the extent possible, electronic media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS
8321/page 6 of 10

G.3. Media Disposal/Sanitization - When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO for a period of at least five (5) years. **[Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested as it will likely cover most statutes of limitation and can be retained in electronic format.]**

1.a. Electronic Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.

2.b. Physical Media - Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)



OLEA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS
8321/page 7 of 10

F. CHRI Background Check Consent and Documentation

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent—properly signed and dated—at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as an offer letter, job posting indicating successful candidate, Board minutes of approved hiring for particular position, etc.

G. Controlled Area

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a controlled area, which shall be a designated office, room, area or lockable storage container. The following security precautions will apply to the controlled area:

- A.1.** Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
- B.2.** The controlled area shall be locked at all times when not in use or attended by an authorized individual.
- C.3.** Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
- D.4.** Encryption shall be used for electronic storage of criminal justice information. (See AG 8321)



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS
8321/page 8 of 10

H. Passwords (Standard Authentication)²

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

- A.1. at least eight (8) characters long on all systems
- B.2. not be a proper name or a word found in the dictionary
- C.3. not be the same as the user identification
- D.4. not be displayed when entered into the system (must use feature to hide password as typed)
- E.5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
- F.6. must expire and be changed every ninety (90) days
- G.7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

I. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through the Michigan State Police or a program approved by the Michigan State Police. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.)

²Applicable to districts that maintain CHRI within an electronic system of records, such as an electronic database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.



EOLE of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8321/page 9 of 10

J. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

- A.1. the date of release;
- B.2. record disseminated;
- C.3. method of sharing;
- D.4. agency personnel that shared the CHRI;
- E.5. the agency to which the information was released;
- F.6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
_____ **SCHOOL DISTRICT**

OPERATIONS
8321/page 10 of 10

K. Audit Retention

The District shall retain audit records (position description, consent, and CHRI for both applicants that are hired and those that are not) for at least 365 days. Audit records must continue to be maintained until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes. This includes, for example, retention and availability of audit records subject to Freedom of Information Act (FOIA) requests, subpoena, litigation hold and law enforcement actions.

Ref: Criminal Justice Information Services - Security Policy (Version ~~5.0, 2011~~ **5.2, 2013**),
U.S. Dept. of Justice and Federal Bureau of Investigation
Noncriminal Justice Agency Compliance Audit Review, Michigan State
Police, Criminal Justice Information, Center, Audit and Training Section
**Conducting Criminal Background Checks, Michigan State Police, Criminal
Justice Information Center**

© NEOLA 2014



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION
SCHOOL DISTRICT

OPERATIONS
8420/page 1 of 5

REVISED POLICY - VOL. 28, NO. 2

EMERGENCY SITUATIONS AT SCHOOLS

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

A. Emergency Preparedness

The Board ~~District shall develop emergency preparedness~~
~~directs that~~ **procedures** ~~a system of emergency preparedness be~~
~~developed that addresses~~ **address** the following goals and/or
objectives:

- (X) the health and safety of students and staff are safeguarded
- (X) the time necessary for instructional purposes is not unduly diverted
- (X) minimum disruption to the educational program occurs
- (X) students are helped to learn self-reliance and trained to respond sensibly to emergency situations

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

School personnel, including teachers, shall provide for unrestricted emergency egress during school hours and when the school is open to the public.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS

8420/page 2 of 5

B. Drills

1. Each school shall conduct a minimum of five (5) fire drills each school year. Three of the fire drills shall be held by December 1st of the school year, and two (2) shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.
2. Each school shall conduct a minimum of two (2) tornado safety drills each school year. At least 1 of the tornado safety drills shall be conducted during March of the school year. These drills shall be conducted for the purpose of preventing injuries caused by severe weather.
3. Each school shall conduct a minimum of 3 drills in which the occupants are restricted to the interior of the building and the building secured each school year. At least one (1) of these drills shall be conducted by December 1st of the school year, and at least 1 shall be conducted after January 1st of the school year, with a reasonable spacing interval between each drill. Such drills shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The Superintendent shall seek input from local public safety officials on the nature of the drills to be conducted under this subsection.
4. Each school shall conduct at least one (1) of the drills required under Sections 2(A)-(C) during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom.



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS

8420/page 3 of 5

5. Schools shall not conduct a drill required under Sections 2(A)-(C) at a time that would interfere with the conduct of a state-mandated assessment.
6. Not later than September 15th of each school year, the Principal shall provide a list of the scheduled drill days to the county emergency management coordinator.
7. If a drill is not conducted on a scheduled drill day due to conditions not within the control of school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county, or state health authorities, the school shall reschedule the drill to occur within ten (10) school days after the scheduled date of the cancelled drill. The school's Principal shall notify the county emergency management coordinator of the rescheduled date for the drill.

C. Drill Result Publication

1. The Principal shall provide that documentation of a completed school safety drill is posted on the school's [or the District's] website within thirty (30) school days after the drill is completed and is maintained on the website for at least three (3) years.
2. The documentation posted on the website shall include at least all of the following:
 - a. name of the school
 - b. school year of the drill
 - c. date and time of the drill
 - d. type of drill completed



EOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS

8420/page 4 of 5

- e. number of completed drills for that school year for each type of drill required under Sections 2(A)-(C)
- f. signature of the school principal or his/her designee acknowledging the completion of the drill
- g. name of the individual in charge of conducting the drill, if other than the school Principal

D. Cardiac Emergency Response Plan

1. Use and regular maintenance of automated external defibrillators, if available.
2. Activation of a cardiac emergency response team during an identified cardiac emergency.
3. A plan for effective and efficient communication throughout the school campus.
4. If the school includes grades 9 to 12, a training plan for the use of an automated external defibrillator and in cardiopulmonary resuscitation techniques.
5. Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan.
6. An annual review and evaluation of the cardiac emergency response plan.



NEOLA of MICHIGAN

LOCAL TEMPLATES

BOARD OF EDUCATION

SCHOOL DISTRICT

OPERATIONS

8420/page 5 of 5

~~Each school shall conduct at least six (6) evacuation/fire drills, two (2) tornado drills and two (2) lock down drills each school year. At least four (4) of the fire drills shall occur in the fall.~~

~~The Superintendent shall develop administrative guidelines for the handling of emergency situations.~~

M.C.L. 29.19

A.C. 1301:7-7-01, 3301-35-03 (D), 3301-83-15

HB No. 4713 (2013)

© NEOLA 2014

Madison School District

2014-2015 School Calendar

Tues, Wed, & Thurs	Aug 26, 27, 28, 2014	Staff Work Days/Professional Development
Tuesday	September 2, 2014	First Day of School for Students
Friday	September 26, 2014	No School –Staff PD All Day
Tuesday	October 21, 2014	MS Parent-Teacher Conf. - Normal Dismissal
Wednesday	October 22, 2014	HS/MS Parent-Teacher Conf.- Early Dismissal 6-12 1:00
Friday	November 7, 2014	Early Student Dismissal HS/MS 11:30, Elem 12:15 –Staff PD
Monday	November 24, 2014	HS/MS Exams – Dismissal 10:40; Elem Records – Stud. Dismissal 12:00
Tuesday	November 25, 2014	HS/MS Exams – Dismissal 10:40; Elem Records – Stud. Dismissal 12:00
Wednesday	November 26, 2014	HS/MS Exams – Dismissal 10:40; Elem Student Dismissal 12:00; Staff Dismissal 12:10
Thurs & Friday	Nov. 27 & 28, 2014	Thanksgiving Vacation – NO SCHOOL (DK-12)
Monday	December 1, 2014	First Day of Second Trimester
Wednesday	December 3, 2014	Elem Parent-Teacher Conf. – Normal Student Dismissal
Thursday	December 4, 2014	Elem Parent-Teacher Conf. – Early Student Dismissal 11:30
Friday	December 19, 2014	Last Day of School Before Christmas Break
Monday	January 5, 2015	School Resumes from Christmas Break
Monday	January 19, 2015	Martin Luther King Day – NO SCHOOL (DK-12); Staff PD
Wednesday	January 21, 2015	MS Parent-Teacher Conf. -Normal Dismissal
Thursday	January 22, 2015	HS/MS Parent-Teacher Conf. – Early Student Dismissal 1:00
Monday	February 16, 2015	Mid-Winter Break – NO SCHOOL (DK-12)
Wed, Thurs, & Fri	March 11 – 13, 2015	HS/MS Exams – Student Dismissal 10:40
Friday	March 13, 2015	Elem Records Day – Early Student Dismissal 11:30
Monday	March 16, 2015	First Day of Third Trimester
Wednesday	March 18, 2015	Elem Parent-Teacher Conf. – Normal Student Dismissal
Thursday	March 19, 2015	Elem Parent-Teacher Conf. – Early Student Dismissal 11:30
Friday	March 20, 2015	Early Student Dismissal HS/MS 11:30, Elem 12:15 –Staff PD
Thursday	April 2, 2015	Last Day of School Before Spring Break,- Early Student Dismissal HS/MS 12:10, Elem 1:00
Monday	April 13, 2015	School Resumes From Spring Break
Friday	May 15, 2015	Early Student Dismissal HS/MS 11:30, Elem 12:15 –Staff PD
Thursday	May 21, 2015	Honors Night (9-12)
Monday	May 25, 2015	Memorial Day – NO SCHOOL (DK-12)
Sunday	May 31, 2015	Graduation
Mon & Tues,	June 8 & 9, 2015	MS/HS Exams – Student Dismissal 10:40
Tues & Wed	June 9 & 10, 2015	Elem Records – Student Dismissal 11:30
Wednesday	June 10, 2015	Last Day for Students and Staff – Early Dismissal HS/MS 10:40, Elem 11:30, Full Day for Staff
Calendar includes		180 student/185 teacher days

Tentative Balanced School Year (BSY) Calendar for 2014-15

July-14

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August-14

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September-14

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October-14

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November-14

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December-14

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January-15

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February-15

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March-15

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April-15

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May-15

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June-15

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Year-round (Balanced Calendar)

Professional Development

Interession No School

Holiday No School