

MADISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
OCTOBER 20, 2014  
**6:00 P.M. – Board Room**

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  - C. **1630.01** FAMILY AND MEDICAL LEAVES OF ABSENCE “FMLA” (ADMINISTRATION)
  - D. **1662** ANTI-HARRASSMENT (ADMINISTRATION)
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10      SUMMER TAX RESOLUTION

MADISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
517-263-0741  
REGULAR MEETING  
OCTOBER 20, 2014  
**6:00 P.M. – Board Room**

**\*\* AGENDA \*\***

- I. CONSENT AGENDA
  - A. APPROVAL OF MINUTES (SPECIAL MEETING OCTOBER 4)
  - B. ACCEPTANCE OF REPORTS
  - C. APPROVAL OF BILLS/REIMBURSEMENT OF EXPENSES
- II. SCHOOL OF CHOICE – 2<sup>ND</sup> AND 3<sup>RD</sup> TRIMESTERS
- III. NEOLA BOARD POLICY REVIEW – FIRST READING
- IV. FMLA/DISABILITY/MATERNITY LEAVE FOR BUS DRIVER TARA WIENDL
- V. SUMMER TAX RESOLUTION
- VI. CHANGE OF NOVEMBER BOARD MEETING
- VII. UPCOMING TEACHER CONTRACT – CLOSED SESSION

Madison School District  
Board of Education  
Special Meeting – Board Room  
October 4, 2014 – 7:45 a.m.

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

Members Absent: Dana Pink

Other Guests: Ryan Rowe

Superintendent Ryan Rowe shared a note of appreciation from the family of Eileen Pratt.

A motion was made by Nancy Roback, and supported by Ruben Villegas, that the minutes of the September 15, 2014 regular meeting be approved.

Ayes 6                                      Nays 0                                      Motion Carried

Following discussion, a motion was made by Kyle Ehinger, and supported by Nancy Roback to approve the Madison girls golf team trips scheduled to occur out of the District and overnight Tuesday, October 7th (Regional Meet) and October 17th and 18<sup>th</sup> (State Meet).

[illegible]

A motion to adjourn the meeting was made by Mark Swinehart, and supported by Ruben Villegas, at 7:56 a.m.

Ayes 6                  Nays 0                  Motion Carried

Respectfully submitted,

Secretary, Board of Education

SPI  
DATE: 10/17/2014  
TIME: 10:46:01

MADISON SCHOOL DISTRICT  
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA31

SELECTION CRITERIA: orgn.fund='11'  
ACCOUNTING PERIOD: 3/15

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

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET        | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>REVENUE | BALANCE       |
|--|---------------|--------------------|-------------|-------------------------|---------------|
| 11-0111-000-0000-00000-0001 0111 CURR TAX ADRIAN CIT | 694,494.00    | 140,753.87         | .00         | 255,298.43              | 439,195.57    |
| 11-0111-000-0000-00000-0001 0112 CURR TAX MADISON TW | 1,139,900.00  | 77,913.19          | .00         | 95,150.27               | 1,044,749.73  |
| 11-0111-000-0000-00000-0001 0113 CURR TAX PALMYRA TW | 59,011.00     | 17,788.04          | .00         | 18,959.84               | 40,051.16     |
| 11-0111-000-0000-00000-0001 0114 CURR TAX ADRIAN TWP | 21,321.00     | 129.87             | .00         | 40,125.51               | -18,804.51    |
| 11-0111-000-0000-00000-0001 0116 CURR TAX OTHER TAXE | .00           | .00                | .00         | .00                     | .00           |
| TOTAL DEPARTMENT - CURRENT TAX REVENUE               | 1,914,726.00  | 236,584.97         | .00         | 409,534.05              | 1,505,191.95  |
| 11-0119-000-0000-00000-0002 0119 INT ON DELINQUENT T | 12,000.00     | .00                | .00         | 1,885.35                | 10,114.65     |
| 11-0131-000-0000-00000-0002 0131 TUITION PARENT PAY  | 16,500.00     | 95.00              | .00         | 1,315.00                | 15,185.00     |
| 11-0151-000-0000-00000-0002 0151 INTEREST ON INVESTM | 10,000.00     | 527.56             | .00         | 49,421.04               | -39,421.04    |
| 11-0171-000-0000-00000-0002 0171 ADMISSIONS ADMISSIO | 103,500.00    | .00                | .00         | .00                     | 103,500.00    |
| 11-0173-000-0000-00000-0002 0173 EXTRA TRIP SURCHARG | .00           | .00                | .00         | .00                     | .00           |
| 11-0181-000-0000-00000-0002 0181 LATCH KEY PARENT PA | 33,000.00     | 1,224.00           | .00         | 2,764.00                | 30,236.00     |
| 11-0191-000-0000-00000-0002 0191 RENTAL SCHOOL RENTA | 8,400.00      | .00                | .00         | .00                     | 8,400.00      |
| 11-0199-000-0000-00000-0002 0199 MISC - USF MISC     | 31,000.00     | .00                | .00         | 3,181.22                | 27,818.78     |
| TOTAL DEPARTMENT - OTHER LOCAL REVENUE               | 214,400.00    | 1,846.56           | .00         | 58,566.61               | 155,833.39    |
| 11-0311-000-0000-00000-0003 0010 STATE AID MEMBERSHI | 9,761,845.00  | -1,731,145.17      | .00         | -4,447.74               | 9,766,292.74  |
| 11-0311-000-0000-00000-0003 0207 STATE AID MEMBERSHI | 78,800.00     | -43,183.59         | .00         | 4,457.62                | 74,342.38     |
| 11-0311-000-0000-00000-0003 0208 STATE AID MEMBERSHI | 688,542.00    | -98,550.62         | .00         | .00                     | 688,542.00    |
| 11-0312-000-0000-00000-0003 0020 AR SEC 31A AT-RISK  | 555,000.00    | -99,434.44         | .00         | .00                     | 555,000.00    |
| 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           | -4,524.99          | .00         | .00                     | .00           |
| 11-0312-000-0000-00000-0003 0120 AR SEC 31A SPEC ED  | 415,000.00    | -78,552.80         | .00         | .00                     | 415,000.00    |
| 11-0312-000-0000-00000-0003 0210 AR SEC 31A TECHNOLO | 15,760.00     | -2,836.73          | .00         | 3,118.00                | 12,642.00     |
| 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         | 333,765.00              | -333,765.00   |
| TOTAL DEPARTMENT - STATE REVENUE CATEGORICA          | 11,514,947.00 | -2,058,228.34      | .00         | 336,892.88              | 11,178,054.12 |
| 11-0412-000-0000-00000-0004 0240 STAB ARRA EDU JOBS  | .00           | .00                | .00         | .00                     | .00           |
| 11-0414-000-0000-00000-0004 0140 SPS REV TITLE I     | 270,000.00    | -242,868.00        | .00         | .00                     | 270,000.00    |
| 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           |
| 11-0414-000-0000-00000-0004 0210 SPS REV TECHNOLOGY  | .00           | .00                | .00         | .00                     | .00           |
| 11-0414-000-0000-00000-0004 0490 SPS REV TITLE II D  | .00           | .00                | .00         | .00                     | .00           |
| 11-0414-000-0000-00000-0004 0764 SPS REV II TEACHER  | 43,682.00     | -44,141.00         | .00         | .00                     | 43,682.00     |
| 11-0414-000-0000-00000-0004 0768 SPS REV RURAL       | 26,000.00     | .00                | .00         | .00                     | 26,000.00     |
| 11-0417-000-0000-00000-0004 0060 RESTR REV DRUG FREE | .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 0199 RESTR REV MISC      | .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  | 5,500.00      | .00                | .00         | .00                     | 5,500.00      |
| 11-0419-000-0000-00000-0004 0419 MISC - FED SPEC ED  | .00           | .00                | .00         | .00                     | .00           |
| TOTAL DEPARTMENT - FEDERAL REVENUE                   | 345,182.00    | -287,009.00        | .00         | .00                     | 345,182.00    |
| 11-0511-000-0000-00000-0005 0511 SPEC ED TUITION     | 60,500.00     | -47,780.00         | .00         | -47,780.00              | 108,280.00    |
| 11-0519-000-0000-00000-0005 0122 LISD SPEC ED LISD S | 675,000.00    | .00                | .00         | .00                     | 675,000.00    |
| 11-0519-000-0000-00000-0005 0199 LISD SPEC ED MISC   | 152,951.00    | -112,961.09        | .00         | .00                     | 152,951.00    |
| 11-0519-000-0000-00000-0005 0220 LISD SPEC ED PARENT | 8,000.00      | -4,000.00          | .00         | .00                     | 8,000.00      |

SPI  
DATE: 10/17/2014  
TIME: 10:46:01

MADISON SCHOOL DISTRICT  
DETAIL REVENUE STATUS REPORT

PAGE NUMBER: 2  
REVSTA31

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ACCOUNTING PERIOD: 3/15

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

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET        | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>REVENUE | BALANCE       |
|--|---------------|--------------------|-------------|-------------------------|---------------|
| 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 | 213,146.00    | -102,875.00        | .00         | .00                     | 213,146.00    |
| 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 | 15,000.00     | .00                | .00         | .00                     | 15,000.00     |
| 11-0593-000-0000-00000-0005 0593 SALE SCHOOL PROPERT | 200.00        | .00                | .00         | .00                     | 200.00        |
| TOTAL DEPARTMENT - INCOMING TRANSFERS                | 1,124,797.00  | -267,616.09        | .00         | -47,780.00              | 1,172,577.00  |
| TOTAL FUND - GENERAL FUND                            | 15,114,052.00 | -2,374,421.90      | .00         | 757,213.54              | 14,356,838.46 |
| TOTAL REPORT   | 15,114,052.00 | -2,374,421.90      | .00         | 757,213.54              | 14,356,838.46 |

SPI  
DATE: 10/17/2014  
TIME: 10:43:54

MADISON SCHOOL DISTRICT  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTall

SELECTION CRITERIA: orgn.fund='11'  
ACCOUNTING PERIOD: 3/15

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

FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|--------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-2134-000-0000-00000-0000 2130 CAFETERIA EMPLOYEE  | .00          | 22.03                  | .00                         | 65.39               | -65.39               |
| 11-2134-000-0000-00000-0000 2820 CAFETERIA EMPLOYEE  | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-2134-000-0000-00000-0000 2830 CAFETERIA EMPLOYER  | .00          | .00                    | .00                         | .00                 | .00                  |
| TOTAL DEPARTMENT - INTERFUND                         | .00          | 22.03                  | .00                         | 65.39               | -65.39               |
|  |              |                        |                             |                     |                      |
| 11-1118-000-0340-02315-0010 1226 EL.PRE SUPERVISION  | 9,341.00     | 718.50                 | .00                         | 2,514.75            | 6,826.25             |
| 11-1118-000-0340-02315-0010 1240 EL.PRE SALARY TEACH | 82,012.00    | 24.92                  | .00                         | 9,543.33            | 72,468.67            |
| 11-1118-000-0340-02315-0010 1630 EL.PRE SALARY AIDE  | 34,124.00    | 305.93                 | .00                         | 935.37              | 33,188.63            |
| 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 2130 EL.PRE EMPLOYEE INS | 32,251.00    | 486.90                 | .00                         | 2,807.19            | 29,443.81            |
| 11-1118-000-0340-02315-0010 2820 EL.PRE EMPLOYEE RET | 34,065.00    | -873.31                | .00                         | 3,191.92            | 30,873.08            |
| 11-1118-000-0340-02315-0010 2830 EL.PRE EMPLOYER SOC | 10,200.00    | 107.57                 | .00                         | 1,009.40            | 9,190.60             |
| 11-1118-000-0340-02315-0010 2840 EL.PRE WORKMANS COM | 200.00       | .00                    | .00                         | 99.00               | 101.00               |
| 11-1118-000-0340-02315-0010 2920 EL.PRE CASH IN LIEU | 586.00       | 490.92                 | .00                         | 603.57              | -17.57               |
| 11-1118-000-0340-02315-0010 3110 EL.PRE PURCHASED SE | 300.00       | .00                    | .00                         | .00                 | 300.00               |
| 11-1118-000-0340-02315-0010 3220 EL.PRE WKSHOPS/CONF | 400.00       | .00                    | .00                         | .00                 | 400.00               |
| 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 | 2,500.00     | 297.52                 | .00                         | 947.48              | 1,552.52             |
| 11-1118-000-0340-02315-0010 5140 EL.PRE TRANSPORTATI | 4,400.00     | .00                    | .00                         | .00                 | 4,400.00             |
| 11-1118-000-0340-02315-0010 5990 EL.PRE MISC. SUPPLI | 300.00       | .00                    | .00                         | .00                 | 300.00               |
| 11-1118-000-0340-02315-0010 6410 EL.PRE NEW EQUIP/FU | 3,000.00     | 466.41                 | .00                         | 6,347.50            | -3,347.50            |
| 11-1118-000-0340-02315-0010 7410 EL.PRE DUES/CHAUFFE | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1213-000-0340-02315-0010 3130 EL.NURSE NURSING    | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1216-000-0340-02315-0010 1440 EL.SOCWRK SALARY PS | 3,334.00     | 256.46                 | .00                         | 384.69              | 2,949.31             |
| 11-1216-000-0340-02315-0010 2820 EL.SOCWRK EMPLOYEE  | .00          | 63.58                  | .00                         | 95.37               | -95.37               |
| 11-1216-000-0340-02315-0010 2830 EL.SOCWRK EMPLOYER  | .00          | 19.76                  | .00                         | 30.43               | -30.43               |
| 11-1216-000-0340-02315-0010 2920 EL.SOCWRK CASH IN L | 293.00       | 22.54                  | .00                         | 33.81               | 259.19               |
| 11-1271-000-0340-02315-0010 1610 EL.TRANS SALARY VEH | 3,880.00     | .00                    | .00                         | .00                 | 3,880.00             |
| 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                  |
| TOTAL DEPARTMENT - PRE-SCHOOL INSTRUCTION            | 221,186.00   | 2,387.70               | .00                         | 28,543.81           | 192,642.19           |
|  |              |                        |                             |                     |                      |
| 11-1111-000-0000-02315-0011 1240 EL.REG SALARY TEACH | 2,458,901.00 | -115,391.71            | .00                         | 311,443.04          | 2,147,457.96         |
| 11-1111-000-0000-02315-0011 1870 EL.REG SALARY-SUBST | 500.00       | .00                    | .00                         | .00                 | 500.00               |
| 11-1111-000-0000-02315-0011 2130 EL.REG EMPLOYEE INS | 544,884.00   | -1,809.96              | .00                         | 92,311.96           | 452,572.04           |
| 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 | 760,970.00   | -62,638.98             | .00                         | 77,639.46           | 683,330.54           |
| 11-1111-000-0000-02315-0011 2830 EL.REG EMPLOYER SOC | 192,483.00   | -8,909.17              | .00                         | 23,314.47           | 169,168.53           |
| 11-1111-000-0000-02315-0011 2840 EL.REG WORKMANS COM | 5,135.00     | .00                    | .00                         | 4,666.00            | 469.00               |
| 11-1111-000-0000-02315-0011 2850 EL.REG UNEMPLOYMENT | 500.00       | .00                    | .00                         | .00                 | 500.00               |
| 11-1111-000-0000-02315-0011 2920 EL.REG CASH IN LIEU | 52,722.00    | 4,073.60               | .00                         | 5,876.08            | 46,845.92            |
| 11-1111-000-0000-02315-0011 2990 EL.REG SICK DAY REI | 4,000.00     | .00                    | .00                         | .00                 | 4,000.00             |
| 11-1111-000-0000-02315-0011 3110 EL.REG PURCHASED SE | 33,000.00    | 515.42                 | .00                         | 2,516.23            | 30,483.77            |

SPI  
DATE: 10/17/2014  
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MADISON SCHOOL DISTRICT  
DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXPSTall

SELECTION CRITERIA: orgn.fund='11'  
ACCOUNTING PERIOD: 3/15

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

FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|--------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-1111-000-0000-02315-0011 3112 EL.REG PURCH NWEA   | 10,850.00    | .00                    | .00                         | 9,762.70            | 1,087.30             |
| 11-1111-000-0000-02315-0011 3130 EL.REG NURSING      | 29,078.00    | .00                    | .00                         | .00                 | 29,078.00            |
| 11-1111-000-0000-02315-0011 3220 EL.REG WKSHOPS/CONF | 1,000.00     | -356.60                | .00                         | 355.67              | 644.33               |
| 11-1111-000-0000-02315-0011 4120 EL.REG REPAIRS/MAIN | 300.00       | .00                    | .00                         | .00                 | 300.00               |
| 11-1111-000-0000-02315-0011 4220 EL.REG CONTRACT SER | 8,600.00     | 906.91                 | .00                         | 1,814.06            | 6,785.94             |
| 11-1111-000-0000-02315-0011 5110 EL.REG TEACHING SUP | 34,000.00    | 447.61                 | 2,970.75                    | 32,162.81           | -1,133.56            |
| 11-1111-000-0000-02315-0011 5119 EL.REG MIBLSI       | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1111-000-0000-02315-0011 5210 EL.REG TEXTBOOKS    | 40,000.00    | 1,954.50               | -8.95                       | 32,905.22           | 7,103.73             |
| 11-1111-000-0000-02315-0011 5990 EL.REG MISC. SUPPLI | 2,000.00     | 49.81                  | .00                         | 3,482.74            | -1,482.74            |
| 11-1111-000-0000-02315-0011 6410 EL.REG NEW EQUIP/FU | 20,250.00    | 1,658.04               | 1,195.39                    | 20,015.01           | -960.40              |
| 11-1111-000-0000-02315-0011 7410 EL.REG DUES/CHAUFFE | 600.00       | .00                    | .00                         | 650.00              | -50.00               |
| 11-1111-000-0000-02315-0011 8220 EL.REG PAYMT TO ANO | 8,000.00     | .00                    | .00                         | 1,559.31            | 6,440.69             |
| 11-1213-000-0000-02315-0011 3130 EL.REG.NURSE NURSIN | .00          | 5,749.55               | .00                         | 8,612.05            | -8,612.05            |
| 11-1259-000-0000-02315-0011 3990 EL.BUS STUDENT INS  | 5,875.00     | .00                    | .00                         | 5,766.00            | 109.00               |
| TOTAL DEPARTMENT - ELEMENTARY INSTRUCTION            | 4,213,648.00 | -173,750.98            | 4,157.19                    | 634,852.81          | 3,574,638.00         |
|  |              |                        |                             |                     |                      |
| 11-1113-000-0000-02316-0012 1240 HS.REG SALARY TEACH | 1,432,616.00 | -88,536.37             | .00                         | 173,472.45          | 1,259,143.55         |
| 11-1113-000-0000-02316-0012 1242 HS.REG ISSI         | .00          | 260.88                 | .00                         | 1,576.15            | -1,576.15            |
| 11-1113-000-0000-02316-0012 1243 HS.REG PLTW         | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1113-000-0000-02316-0012 1870 HS.REG SALARY-SUBST | 240.00       | 75.00                  | .00                         | 75.00               | 165.00               |
| 11-1113-000-0000-02316-0012 2130 HS.REG EMPLOYEE INS | 345,753.00   | 446.69                 | .00                         | 59,132.73           | 286,620.27           |
| 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 | 498,547.00   | -39,671.89             | .00                         | 43,608.24           | 454,938.76           |
| 11-1113-000-0000-02316-0012 2830 HS.REG EMPLOYER SOC | 110,431.00   | -6,818.98              | .00                         | 12,972.88           | 97,458.12            |
| 11-1113-000-0000-02316-0012 2840 HS.REG WORKMANS COM | 3,625.00     | .00                    | .00                         | .00                 | 3,625.00             |
| 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 | 4,727.00     | 1,008.52               | .00                         | 1,512.78            | 3,214.22             |
| 11-1113-000-0000-02316-0012 2990 HS.REG SICK DAY REI | 6,400.00     | .00                    | .00                         | .00                 | 6,400.00             |
| 11-1113-000-0000-02316-0012 3110 HS.REG PURCHASED SE | 23,000.00    | 311.01                 | .00                         | 1,227.67            | 21,772.33            |
| 11-1113-000-0000-02316-0012 3112 HS.REG PURCH NWEA   | 3,000.00     | .00                    | .00                         | 3,292.80            | -292.80              |
| 11-1113-000-0000-02316-0012 3220 HS.REG WKSHOPS/CONF | 1,600.00     | .00                    | .00                         | .00                 | 1,600.00             |
| 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    | 5,565.00               | .00                         | 5,565.00            | 17,435.00            |
| 11-1113-000-0000-02316-0012 4120 HS.REG REPAIRS/MAIN | 400.00       | .00                    | .00                         | .00                 | 400.00               |
| 11-1113-000-0000-02316-0012 4220 HS.REG CONTRACT SER | 6,700.00     | 366.08                 | .00                         | 396.97              | 6,303.03             |
| 11-1113-000-0000-02316-0012 5110 HS.REG TEACHING SUP | 21,000.00    | 2,661.81               | -386.35                     | 15,660.67           | 5,725.68             |
| 11-1113-000-0000-02316-0012 5121 HS.REG PLTW         | 5,000.00     | 68.91                  | 436.63                      | 3,225.39            | 1,337.98             |
| 11-1113-000-0000-02316-0012 5122 HS.REG CAREER PREP  | 7,000.00     | .00                    | .00                         | .00                 | 7,000.00             |
| 11-1113-000-0000-02316-0012 5123 HS.REG ISSI         | 12,388.00    | 4,125.00               | .00                         | 4,125.00            | 8,263.00             |
| 11-1113-000-0000-02316-0012 5130 HS.REG GRADUATION E | 1,650.00     | .00                    | .00                         | 142.36              | 1,507.64             |
| 11-1113-000-0000-02316-0012 5210 HS.REG TEXTBOOKS    | 21,000.00    | .00                    | .00                         | 3,061.69            | 17,938.31            |
| 11-1113-000-0000-02316-0012 5211 HS.REG 20/20 VIRTUA | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1113-000-0000-02316-0012 5990 HS.REG MISC. SUPPLI | 3,000.00     | 380.81                 | .00                         | 1,732.97            | 1,267.03             |
| 11-1113-000-0696-02316-0012 5990 HS.REG.DRUG MISC. S | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1113-000-0000-02316-0012 6410 HS.REG NEW EQUIP/FU | 4,375.00     | 1,042.69               | 1,219.10                    | 10,411.94           | -7,256.04            |



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FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|--------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-1113-000-0000-02316-0012 6450 HS.REG MUSIC INST N | 8,000.00     | 75.00                  | .00                         | 705.00              | 7,295.00             |
| 11-1113-000-0000-02316-0012 7410 HS.REG DUES/CHAUFFE | 1,200.00     | .00                    | .00                         | 650.00              | 550.00               |
| 11-1113-000-0000-02316-0012 8210 HS.REG PREP ACADEMY | 23,000.00    | .00                    | .00                         | .00                 | 23,000.00            |
| 11-1113-000-0000-02316-0012 8220 HS.REG PAYMT TO ANO | 6,500.00     | .00                    | .00                         | 1,559.31            | 4,940.69             |
| 11-1213-000-0000-02316-0012 3130 HS.NURSE NURSING    | 5,350.00     | 958.26                 | .00                         | 1,352.01            | 3,997.99             |
| 11-1259-000-0000-02316-0012 3990 HS.BUS STUDENT INS  | 3,577.00     | .00                    | .00                         | 3,504.37            | 72.63                |
| TOTAL DEPARTMENT - H.S. BASIC INSTRUCT               | 2,583,079.00 | -117,681.58            | 1,269.38                    | 348,963.38          | 2,232,846.24         |
|  |              |                        |                             |                     |                      |
| 11-1112-000-0000-07262-0013 1240 MS.REG SALARY TEACH | 1,008,999.00 | -64,144.52             | .00                         | 108,176.90          | 900,822.10           |
| 11-1112-000-0000-07262-0013 1242 MS.REG ISSI         | .00          | 1,304.40               | .00                         | 1,304.40            | -1,304.40            |
| 11-1112-000-0000-07262-0013 1243 MS.REG PLTW         | .00          | .00                    | .00                         | 1,000.00            | -1,000.00            |
| 11-1112-000-0000-07262-0013 1870 MS.REG SALARY-SUBST | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1112-000-0000-07262-0013 2130 MS.REG EMPLOYEE INS | 195,334.00   | 5,662.88               | .00                         | 36,203.83           | 159,130.17           |
| 11-1112-000-0000-07262-0013 2820 MS.REG EMPLOYEE RET | 317,683.00   | -28,716.13             | .00                         | 27,742.61           | 289,940.39           |
| 11-1112-000-0000-07262-0013 2830 MS.REG EMPLOYER SOC | 79,659.00    | -4,774.92              | .00                         | 8,427.76            | 71,231.24            |
| 11-1112-000-0000-07262-0013 2840 MS.REG WORKMANS COM | 2,523.00     | .00                    | .00                         | .00                 | 2,523.00             |
| 11-1112-000-0000-07262-0013 2850 MS.REG UNEMPLOYMENT | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1112-000-0000-07262-0013 2920 MS.REG CASH IN LIEU | .00          | 2,918.34               | .00                         | 4,377.51            | -4,377.51            |
| 11-1112-000-0000-07262-0013 2990 MS.REG SICK DAY REI | 32,290.00    | .00                    | .00                         | .00                 | 32,290.00            |
| 11-1112-000-0000-07262-0013 3110 MS.REG PURCHASED SE | 19,000.00    | 88.86                  | .00                         | 1,005.52            | 17,994.48            |
| 11-1112-000-0000-07262-0013 3112 MS.REG PURCH NWEA   | 4,500.00     | .00                    | .00                         | 5,488.00            | -988.00              |
| 11-1112-000-0000-07262-0013 3220 MS.REG WKSHOPS/CONF | 800.00       | 25.00                  | .00                         | 25.00               | 775.00               |
| 11-1112-000-0000-07262-0013 3228 MS.REG PLTW TRAVEL  | .00          | .00                    | .00                         | .00                 | .00                  |
| 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                         | 1,192.48            | 3,407.52             |
| 11-1112-000-0000-07262-0013 5110 MS.REG TEACHING SUP | 17,700.00    | 2,350.40               | -1,043.27                   | 6,822.42            | 11,920.85            |
| 11-1112-000-0000-07262-0013 5119 MS.REG MIBLSI       | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1112-000-0000-07262-0013 5121 MS.REG PLTW         | 2,000.00     | 446.37                 | 28.82                       | 1,480.02            | 491.16               |
| 11-1112-000-0000-07262-0013 5122 MS.REG CAREER PREP  | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1112-000-0000-07262-0013 5123 MS.REG ISSI         | 12,388.00    | .00                    | .00                         | .00                 | 12,388.00            |
| 11-1112-000-0000-07262-0013 5210 MS.REG TEXTBOOKS    | 21,300.00    | 135.00                 | .00                         | 11,174.70           | 10,125.30            |
| 11-1112-000-0000-07262-0013 5990 MS.REG MISC. SUPPLI | 250.00       | 74.81                  | .00                         | 591.92              | -341.92              |
| 11-1112-000-0000-07262-0013 6410 MS.REG NEW EQUIP/FU | 11,375.00    | 2,912.88               | 1,175.11                    | 7,634.36            | 2,565.53             |
| 11-1112-000-0000-07262-0013 6450 MS.REG MUSIC INST N | 2,400.00     | .00                    | .00                         | 1,561.49            | 838.51               |
| 11-1112-000-0000-07262-0013 7410 MS.REG DUES/CHAUFFE | 1,100.00     | .00                    | .00                         | 650.00              | 450.00               |
| 11-1112-000-0000-07262-0013 8220 MS.REG PAYMT TO ANO | 6,400.00     | .00                    | .00                         | 1,559.32            | 4,840.68             |
| 11-1213-000-0000-07262-0013 3130 MS.NURSE NURSING    | 5,350.00     | 958.26                 | .00                         | 1,352.01            | 3,997.99             |
| 11-1259-000-0000-07262-0013 3990 MS. BUS STUDENT INS | 3,342.00     | .00                    | .00                         | 3,293.18            | 48.82                |
| TOTAL DEPARTMENT - M.S. BASIC INSTRUCT               | 1,749,493.00 | -80,460.25             | 160.66                      | 231,063.43          | 1,518,268.91         |
|  |              |                        |                             |                     |                      |
| 11-1113-000-0375-02316-0015 1240 HS.REG.DRIVER SALAR | 6,500.00     | -1,757.36              | .00                         | 3,844.23            | 2,655.77             |
| 11-1113-000-0375-02316-0015 2820 HS.REG.DRIVER EMPLO | 1,977.00     | -518.77                | .00                         | 953.00              | 1,024.00             |
| 11-1113-000-0375-02316-0015 2830 HS.REG.DRIVER EMPLO | 497.00       | -134.44                | .00                         | 281.97              | 215.03               |
| 11-1113-000-0375-02316-0015 4120 HS.REG.DRIVER REPAI | 400.00       | .00                    | .00                         | .00                 | 400.00               |

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FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-1113-000-0375-02316-0015 5110 HS.REG.DRIVER TEACH | 200.00     | .00                    | .00                         | .00                 | 200.00               |
| TOTAL DEPARTMENT - DRIVERS EDUCATION                 | 9,574.00   | -2,410.57              | .00                         | 5,079.20            | 4,494.80             |
| 11-1122-194-0202-02315-0016 1240 EL.SPEC.RES SALARY  | 662,501.00 | -48,902.74             | .00                         | 80,856.95           | 581,644.05           |
| 11-1122-194-0202-02316-0016 1240 HS.SPEC.RES SALARY  | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1122-194-0202-07262-0016 1240 MS.SPEC.RES SALARY  | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1122-193-0202-02315-0016 1632 EL.SPEC.AI          | 42,609.00  | 2,472.26               | .00                         | 2,566.64            | 40,042.36            |
| 11-1122-110-0202-02315-0016 1634 EL.SPEC.EMI AIDE-MC | 59,234.00  | 2,596.81               | .00                         | 6,047.71            | 53,186.29            |
| 11-1122-110-0202-02316-0016 1636 HS.SPEC.EMI AIDE -  | 35,636.00  | 1,761.00               | .00                         | 1,761.00            | 33,875.00            |
| 11-1122-196-0202-02316-0016 1638 HS.SPEC.LRE LRE AID | 57,080.00  | 3,822.86               | .00                         | 3,822.86            | 53,257.14            |
| 11-1122-194-0202-02315-0016 2130 EL.SPEC.RES EMPLOYE | 184,489.00 | 1,217.10               | .00                         | 37,111.65           | 147,377.35           |
| 11-1122-194-0202-02315-0016 2210 EL.SPEC.RES EARLY R | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1122-193-0202-02315-0016 2820 EL.SPEC.AI EMPLOYEE | .00        | 637.32                 | .00                         | 661.81              | -661.81              |
| 11-1122-110-0202-02315-0016 2820 EL.SPEC.EMI EMPLOYE | .00        | 656.47                 | .00                         | 1,520.23            | -1,520.23            |
| 11-1122-194-0202-02315-0016 2820 EL.SPEC.RES EMPLOYE | 263,202.00 | -25,516.53             | .00                         | 20,044.53           | 243,157.47           |
| 11-1122-110-0202-02316-0016 2820 HS.SPEC.EMI EMPLOYE | .00        | 436.55                 | .00                         | 436.55              | -436.55              |
| 11-1122-196-0202-02316-0016 2820 HS.SPEC.LRE EMPLOYE | .00        | 758.21                 | .00                         | 758.21              | -758.21              |
| 11-1122-194-0202-02316-0016 2820 HS.SPEC.RES EMPLOYE | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1122-194-0202-07262-0016 2820 MS.SPEC.RES EMPLOYE | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1122-193-0202-02315-0016 2830 EL.SPEC.AI EMPLOYER | .00        | 189.13                 | .00                         | 196.35              | -196.35              |
| 11-1122-110-0202-02315-0016 2830 EL.SPEC.EMI EMPLOYE | .00        | 198.67                 | .00                         | 462.65              | -462.65              |
| 11-1122-194-0202-02315-0016 2830 EL.SPEC.RES EMPLOYE | 65,625.00  | -3,789.75              | .00                         | 5,974.02            | 59,650.98            |
| 11-1122-110-0202-02316-0016 2830 HS.SPEC.EMI EMPLOYE | .00        | 134.71                 | .00                         | 134.71              | -134.71              |
| 11-1122-196-0202-02316-0016 2830 HS.SPEC.LRE EMPLOYE | .00        | 292.44                 | .00                         | 292.44              | -292.44              |
| 11-1122-194-0202-02316-0016 2830 HS.SPEC.RES EMPLOYE | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1122-194-0202-07262-0016 2830 MS.SPEC.RES EMPLOYE | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1122-194-0202-02315-0016 2840 EL.SPEC.RES WORKMAN | 1,637.00   | .00                    | .00                         | 1,287.00            | 350.00               |
| 11-1122-194-0202-02315-0016 2920 EL.SPEC.RES CASH IN | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1122-194-0202-02315-0016 2990 EL.SPEC.RES SICK DA | 780.00     | .00                    | .00                         | .00                 | 780.00               |
| 11-1122-194-0202-02315-0016 3110 EL.SPEC.RES PURCHAS | 8,000.00   | 4,861.89               | .00                         | 10,754.62           | -2,754.62            |
| 11-1122-194-0202-02315-0016 3113 EL.SPEC.RES HAVILAN | 39,000.00  | -4,587.00              | .00                         | .00                 | 39,000.00            |
| 11-1122-194-0202-02316-0016 3221 HS.SPEC.RES TRAVEL  | 1,400.00   | .00                    | .00                         | .00                 | 1,400.00             |
| 11-1122-194-0202-02315-0016 3222 EL.SPEC.RES TRAVEL  | 600.00     | .00                    | .00                         | .00                 | 600.00               |
| 11-1122-110-0202-02315-0016 3224 EL.SPEC.EMI TRAVEL  | 200.00     | .00                    | .00                         | .00                 | 200.00               |
| 11-1122-110-0202-02316-0016 3226 HS.SPEC.EMI TRAVEL  | 200.00     | .00                    | .00                         | .00                 | 200.00               |
| 11-1122-194-0202-02315-0016 4220 EL.SPEC.RES CONTRAC | 700.00     | 21.43                  | .00                         | 66.61               | 633.39               |
| 11-1122-170-0202-07262-0016 5110 HS.SPEC.VI TEACHING | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1122-194-0202-02316-0016 5111 HS.SPEC.RES SUPPLIE | 2,800.00   | 767.18                 | .00                         | 1,083.37            | 1,716.63             |
| 11-1122-194-0202-02315-0016 5112 EL.SPEC.RES SUPPLIE | 1,200.00   | .00                    | .00                         | 1,034.29            | 165.71               |
| 11-1122-110-0202-02315-0016 5114 EL.SPEC.EMI SUPPLIE | 400.00     | .00                    | .00                         | 141.53              | 258.47               |
| 11-1122-110-0202-02316-0016 5116 HS.SPEC.EMI SUPPLIE | 400.00     | .00                    | .00                         | 1,039.09            | -639.09              |
| 11-1122-194-0202-02316-0016 5991 HS.SPEC.RES MISC HS | 1,400.00   | .00                    | .00                         | .00                 | 1,400.00             |
| 11-1122-194-0202-02315-0016 5992 EL.SPEC.RES MISC EL | 600.00     | .00                    | .00                         | 100.00              | 500.00               |
| 11-1122-110-0202-02315-0016 5994 EL.SPEC.EMI MISC MC | 200.00     | .00                    | .00                         | 100.00              | 100.00               |
| 11-1122-110-0202-02316-0016 5996 HS.SPEC.EMI MISC SE | 200.00     | .00                    | .00                         | .00                 | 200.00               |

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FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|--------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-1122-194-0202-02316-0016 6421 HS.SPEC.RES FURN/EQ | 1,400.00     | .00                    | .00                         | .00                 | 1,400.00             |
| 11-1122-194-0202-02315-0016 6422 EL.SPEC.RES FURN/EQ | 600.00       | .00                    | .00                         | .00                 | 600.00               |
| 11-1122-110-0202-02315-0016 6424 EL.SPEC.EMI FURN/EQ | 200.00       | .00                    | .00                         | .00                 | 200.00               |
| 11-1122-110-0202-02316-0016 6426 HS.SPEC.EMI FURN/EQ | 200.00       | .00                    | .00                         | .00                 | 200.00               |
| TOTAL DEPARTMENT - SPECIAL EDUCATION                 | 1,432,493.00 | -61,971.99             | .00                         | 178,254.82          | 1,254,238.18         |
| 11-1125-000-0601-02315-0017 1240 EL.COMP.TTL 1 SALAR | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0601-02316-0017 1240 HS.COMP.TTL 1 SALAR | 3,071.00     | .00                    | .00                         | .00                 | 3,071.00             |
| 11-1125-000-0601-02315-0017 1241 EL.COMP.TTL 1 SALAR | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0601-02315-0017 1250 EL.COMP.TTL 1 INSTR | 56,258.00    | 4,327.56               | .00                         | 15,146.46           | 41,111.54            |
| 11-1125-000-0601-02315-0017 1630 EL.COMP.TTL 1 SALAR | 48,263.00    | 1,942.10               | .00                         | 3,716.90            | 44,546.10            |
| 11-1125-000-0601-02315-0017 1637 EL.COMP.TTL 1 AIDE  | 41,167.00    | -855.66                | .00                         | 4,340.28            | 36,826.72            |
| 11-1125-000-0601-02315-0017 2130 EL.COMP.TTL 1 EMPLO | 2,992.00     | 116.92                 | .00                         | 369.08              | 2,622.92             |
| 11-1125-000-0601-02315-0017 2820 EL.COMP.TTL 1 EMPLO | 58,672.00    | -2,024.24              | .00                         | 5,829.81            | 52,842.19            |
| 11-1125-000-0601-02316-0017 2820 HS.COMP.TTL 1 EMPLO | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0601-02315-0017 2830 EL.COMP.TTL 1 EMPLO | 14,206.00    | 441.78                 | .00                         | 1,871.66            | 12,334.34            |
| 11-1125-000-0601-02316-0017 2830 HS.COMP.TTL 1 EMPLO | .00          | .00                    | .00                         | .00                 | .00                  |
| 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  | 6,590.00     | 360.50                 | .00                         | 1,261.75            | 5,328.25             |
| 11-1125-000-0601-02315-0017 3220 EL.COMP.TTL 1 WKSHO | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0601-02315-0017 4220 EL.COMP.TTL 1 CONTR | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0601-02315-0017 5110 EL.COMP.TTL 1 TEACH | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0601-02316-0017 5110 HS.COMP.TTL 1 TEACH | 300.00       | .00                    | .00                         | .00                 | 300.00               |
| 11-1125-000-0601-02315-0017 6410 EL.COMP.TTL 1 NEW E | 500.00       | .00                    | .00                         | .00                 | 500.00               |
| 11-1125-000-0601-02315-0017 8220 EL.COMP.TTL 1 PAYMT | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1212-000-0601-02315-0017 1220 EL.COUN.TTL 1 SALAR | 16,670.00    | -1,462.74              | .00                         | 1,826.58            | 14,843.42            |
| 11-1212-000-0601-02315-0017 2130 EL.COUN.TTL 1 EMPLO | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1212-000-0601-02315-0017 2820 EL.COUN.TTL 1 EMPLO | .00          | -308.33                | .00                         | 452.81              | -452.81              |
| 11-1212-000-0601-02315-0017 2830 EL.COUN.TTL 1 EMPLO | .00          | -111.17                | .00                         | 129.31              | -129.31              |
| 11-1212-000-0601-02315-0017 2920 EL.COUN.TTL 1 CASH  | .00          | 112.66                 | .00                         | 168.99              | -168.99              |
| 11-1213-000-0601-02315-0017 3130 EL.NURSE.TTL 1 NURS | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1226-000-0601-02315-0017 1160 EL.DIR.TTL 1 SALARY | 13,843.00    | 1,064.82               | .00                         | 3,794.47            | 10,048.53            |
| 11-1226-000-0601-02315-0017 2130 EL.DIR.TTL 1 EMPLOY | .00          | 7.16                   | .00                         | 115.40              | -115.40              |
| 11-1226-000-0601-02315-0017 2820 EL.DIR.TTL 1 EMPLOY | .00          | 263.96                 | .00                         | 923.86              | -923.86              |
| 11-1226-000-0601-02315-0017 2830 EL.DIR.TTL 1 EMPLOY | .00          | 83.18                  | .00                         | 291.56              | -291.56              |
| 11-1226-000-0601-02315-0017 2920 EL.DIR.TTL 1 CASH I | .00          | 33.80                  | .00                         | 50.70               | -50.70               |
| 11-1231-000-0601-02315-0017 3180 EL.BOE.TTL 1 AUDIT  | 1,000.00     | .00                    | .00                         | .00                 | 1,000.00             |
| TOTAL DEPARTMENT - TITLE I                           | 263,532.00   | 3,992.30               | .00                         | 40,289.62           | 223,242.38           |
| 11-1125-000-0306-02315-0018 1220 EL.COMP.AR SALARY C | 16,670.00    | 1,282.28               | .00                         | 1,923.42            | 14,746.58            |
| 11-1125-000-0306-07262-0018 1220 MS.COMP.AR SALARY C | 64,073.00    | 4,928.66               | .00                         | 7,392.99            | 56,680.01            |
| 11-1125-000-0306-02315-0018 1240 EL.COMP.AR SALARY T | 35,463.00    | -17,725.11             | .00                         | 5,086.36            | 30,376.64            |
| 11-1125-000-0306-02316-0018 1240 HS.COMP.AR SALARY T | 35,463.00    | .00                    | .00                         | .00                 | 35,463.00            |
| 11-1125-000-0306-02315-0018 1250 EL.COMP.AR INSTR SP | 14,065.00    | 1,081.90               | .00                         | 3,786.65            | 10,278.35            |

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FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-1125-000-0306-02315-0018 1290 EL.COMP.AR OTHER PR | 48,871.00  | 3,759.28               | .00                         | 13,157.48           | 35,713.52            |
| 11-1125-000-0306-02316-0018 1290 HS.COMP.AR OTHER PR | 51,000.00  | 3,846.16               | .00                         | 13,461.56           | 37,538.44            |
| 11-1125-000-0306-02315-0018 1630 EL.COMP.AR SALARY A | 157,281.00 | 6,318.13               | .00                         | 9,662.98            | 147,618.02           |
| 11-1125-000-0306-02315-0018 1631 EL.COMP.AR TUTOR    | 7,400.00   | .00                    | .00                         | .00                 | 7,400.00             |
| 11-1125-000-0306-02316-0018 1631 HS.COMP.AR TUTOR    | 7,818.00   | 372.07                 | .00                         | 372.07              | 7,445.93             |
| 11-1125-000-0306-07262-0018 1631 MS.COMP.AR TUTOR    | 9,167.00   | 516.77                 | .00                         | 516.77              | 8,650.23             |
| 11-1125-000-0306-02315-0018 1637 EL.COMP.AR AIDE - S | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0306-07262-0018 1637 MS.COMP.AR AIDE - S | .00        | 1,631.25               | .00                         | 1,631.25            | -1,631.25            |
| 11-1125-000-0306-02315-0018 1870 EL.COMP.AR SALARY-S | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0306-02315-0018 2130 EL.COMP.AR EMPLOYEE | 46,971.00  | 988.94                 | .00                         | 2,324.52            | 44,646.48            |
| 11-1125-000-0306-02315-0018 2820 EL.COMP.AR EMPLOYEE | 123,279.00 | -6,490.61              | .00                         | 8,349.52            | 114,929.48           |
| 11-1125-000-0306-02316-0018 2820 HS.COMP.AR EMPLOYEE | .00        | 1,047.51               | .00                         | 3,431.16            | -3,431.16            |
| 11-1125-000-0306-07262-0018 2820 MS.COMP.AR EMPLOYEE | .00        | 1,764.58               | .00                         | 2,375.49            | -2,375.49            |
| 11-1125-000-0306-02315-0018 2830 EL.COMP.AR EMPLOYER | 31,118.00  | -396.51                | .00                         | 2,578.25            | 28,539.75            |
| 11-1125-000-0306-02316-0018 2830 HS.COMP.AR EMPLOYER | .00        | 359.55                 | .00                         | 1,137.21            | -1,137.21            |
| 11-1125-000-0306-07262-0018 2830 MS.COMP.AR EMPLOYER | .00        | 539.40                 | .00                         | 727.92              | -727.92              |
| 11-1125-000-0306-02315-0018 2840 EL.COMP.AR WORKMANS | 350.00     | .00                    | .00                         | 350.00              | .00                  |
| 11-1125-000-0306-02315-0018 2920 EL.COMP.AR CASH IN  | 2,637.00   | 202.78                 | .00                         | 484.41              | 2,152.59             |
| 11-1125-000-0306-02316-0018 2920 HS.COMP.AR CASH IN  | 5,858.00   | 488.16                 | .00                         | 1,220.40            | 4,637.60             |
| 11-1125-000-0306-02315-0018 3220 EL.COMP.AR WKSHOPS/ | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0306-07262-0018 3220 MS.COMP.AR WKSHOPS/ | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0306-02315-0018 3227 EL.COMP.AR TRAVE &  | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0306-02315-0018 5110 EL.COMP.AR TEACHING | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0306-02315-0018 5117 EL.COMP.AR TEACHING | 1,000.00   | .00                    | .00                         | .00                 | 1,000.00             |
| 11-1125-000-0306-02315-0018 5118 EL.COMP.AR STUDENT  | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0306-02315-0018 5990 EL.COMP.AR MISC. SU | .00        | .00                    | .00                         | .00                 | .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                  |
| 11-1213-000-0306-02315-0018 3130 EL.NURSE.AR NURSING | .00        | .00                    | .00                         | .00                 | .00                  |
| TOTAL DEPARTMENT - AT RISK                           | 658,484.00 | 4,515.19               | .00                         | 79,970.41           | 578,513.59           |
| 11-1221-000-0764-02315-0019 1240 EL.TITLE II A SALAR | .00        | .00                    | .00                         | 6,239.38            | -6,239.38            |
| 11-1221-000-0764-02316-0019 1240 HS.TITLE II A SALAR | .00        | .00                    | .00                         | 652.20              | -652.20              |
| 11-1221-000-0764-07262-0019 1240 MS.TITLE II A SALAR | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1221-000-0764-02315-0019 2820 EL.TITLE II A EMPLO | .00        | .00                    | .00                         | 1,541.47            | -1,541.47            |
| 11-1221-000-0764-02316-0019 2820 HS.TITLE II A EMPLO | .00        | .00                    | .00                         | 161.67              | -161.67              |
| 11-1221-000-0764-07262-0019 2820 MS.TITLE II A EMPLO | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1221-000-0764-02315-0019 2830 EL.TITLE II A EMPLO | .00        | .00                    | .00                         | 466.09              | -466.09              |
| 11-1221-000-0764-02316-0019 2830 HS.TITLE II A EMPLO | .00        | .00                    | .00                         | 47.77               | -47.77               |
| 11-1221-000-0764-07262-0019 2830 MS.TITLE II A EMPLO | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1221-000-0764-02315-0019 3120 EL.TITLE II A EMPLO | 43,682.00  | 6,855.51               | .00                         | 7,997.00            | 35,685.00            |
| 11-1221-000-0764-02316-0019 3120 HS.TITLE II A EMPLO | .00        | .00                    | .00                         | 174.60              | -174.60              |
| 11-1221-000-0764-07262-0019 3120 MS.TITLE II A EMPLO | .00        | 1,789.14               | .00                         | 1,789.14            | -1,789.14            |
| 11-1221-000-0764-02315-0019 5110 EL.TITLE II A TEACH | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1221-000-0764-02316-0019 5990 HS.TITLE II A MISC. | .00        | .00                    | .00                         | .00                 | .00                  |

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FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET    | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|-----------|------------------------|-----------------------------|---------------------|----------------------|
| 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                  |
| TOTAL DEPARTMENT - TITLE II TEACHER TRAININ          | 43,682.00 | 8,644.65               | .00                         | 19,069.32           | 24,612.68            |
| 11-1125-000-0341-02315-0020 1240 EL.COMP.SS SALARY T | 3,200.00  | .00                    | .00                         | 2,608.80            | 591.20               |
| 11-1125-000-0341-02315-0020 1630 EL.COMP.SS SALARY A | .00       | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0341-02315-0020 2130 EL.COMP.SS EMPLOYEE | .00       | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0341-02315-0020 2820 EL.COMP.SS EMPLOYEE | 1,139.00  | .00                    | .00                         | 646.73              | 492.27               |
| 11-1125-000-0341-02315-0020 2830 EL.COMP.SS EMPLOYER | 352.00    | .00                    | .00                         | 196.82              | 155.18               |
| 11-1125-000-0341-02315-0020 2840 EL.COMP.SS WORKMANS | .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 1160 EL.DIR.SS SALARY SC | .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 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                         | .00                 | 400.00               |
| 11-1271-000-0341-02315-0020 1610 EL.TRANS.SS SALARY  | 1,400.00  | .00                    | .00                         | 1,308.51            | 91.49                |
| 11-1271-000-0341-02315-0020 2820 EL.TRANS.SS EMPLOYE | .00       | .00                    | .00                         | 324.38              | -324.38              |
| 11-1271-000-0341-02315-0020 2830 EL.TRANS.SS EMPLOYE | .00       | .00                    | .00                         | 100.10              | -100.10              |
| TOTAL DEPARTMENT - SUMMER SCHOOL                     | 6,491.00  | .00                    | .00                         | 5,185.34            | 1,305.66             |
| 11-1125-000-0307-02315-0021 1630 EL.COMP.BILING SALA | 3,892.00  | 279.50                 | .00                         | 639.63              | 3,252.37             |
| 11-1125-000-0307-07262-0021 1630 MS.COMP.BILING SALA | .00       | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0307-02315-0021 2130 EL.COMP.BILING EMPL | .00       | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0307-02315-0021 2820 EL.COMP.BILING EMPL | 1,085.00  | 72.28                  | .00                         | 165.40              | 919.60               |
| 11-1125-000-0307-07262-0021 2820 MS.COMP.BILING EMPL | .00       | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0307-02315-0021 2830 EL.COMP.BILING EMPL | 298.00    | 21.39                  | .00                         | 48.94               | 249.06               |
| 11-1125-000-0307-07262-0021 2830 MS.COMP.BILING EMPL | .00       | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0307-02315-0021 3220 EL.COMP.BILING WKSH | .00       | .00                    | .00                         | .00                 | .00                  |
| 11-1125-000-0307-02315-0021 5110 EL.COMP.BILING TEAC | .00       | .00                    | .00                         | .00                 | .00                  |
| TOTAL DEPARTMENT - BILINGUAL                         | 5,275.00  | 373.17                 | .00                         | 853.97              | 4,421.03             |
| 11-1125-000-0768-02315-0022 1290 EL.TITLE.VI OTHER P | 20,363.00 | 1,566.36               | .00                         | 5,482.26            | 14,880.74            |
| 11-1125-000-0768-02315-0022 2130 EL.TITLE.VI EMPLOYE | .00       | 10.85                  | .00                         | 32.65               | -32.65               |
| 11-1125-000-0768-02315-0022 2820 EL.TITLE.VI EMPLOYE | 11,650.00 | 388.30                 | .00                         | 1,359.05            | 10,290.95            |
| 11-1125-000-0768-02315-0022 2830 EL.TITLE.VI EMPLOYE | .00       | 119.82                 | .00                         | 419.37              | -419.37              |
| TOTAL DEPARTMENT - TITLE VI RURAL                    | 32,013.00 | 2,085.33               | .00                         | 7,293.33            | 24,719.67            |
| 11-1212-000-0000-02315-0025 1220 EL.COUN SALARY COUN | 32,641.00 | -2,632.97              | .00                         | 3,287.81            | 29,353.19            |
| 11-1212-000-0000-02316-0025 1220 HS.COUN SALARY COUN | 5,858.00  | 5,126.76               | .00                         | 17,943.66           | -12,085.66           |
| 11-1212-000-0000-07262-0025 1220 MS.COUN SALARY COUN | .00       | -532.24                | .00                         | 821.47              | -821.47              |

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FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                        | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|---|------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-1212-000-0000-02316-0025 1620 HS.COUN SALARY-SECR  | 35,896.00  | -1,234.30              | .00                         | 4,392.15            | 31,503.85            |
| 11-1212-000-0000-02315-0025 2130 EL.COUN EMPLOYEE IN  | 1,000.00   | 27.87                  | .00                         | 322.50              | 677.50               |
| 11-1212-000-0000-02316-0025 2130 HS.COUN EMPLOYEE IN  | 9,147.00   | 450.51                 | .00                         | 1,776.94            | 7,370.06             |
| 11-1212-000-0000-07262-0025 2130 MS.COUN EMPLOYEE IN  | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1212-000-0000-02315-0025 2820 EL.COUN EMPLOYEE RE  | 17,064.00  | -2,989.13              | .00                         | 815.04              | 16,248.96            |
| 11-1212-000-0000-02316-0025 2820 HS.COUN EMPLOYEE RE  | 29,686.00  | 770.25                 | .00                         | 5,229.62            | 24,456.38            |
| 11-1212-000-0000-07262-0025 2820 MS.COUN EMPLOYEE RE  | .00        | -131.94                | .00                         | 203.66              | -203.66              |
| 11-1212-000-0000-02315-0025 2830 EL.COUN EMPLOYER SO  | 2,497.00   | -200.09                | .00                         | 232.77              | 2,264.23             |
| 11-1212-000-0000-02316-0025 2830 HS.COUN EMPLOYER SO  | 8,837.00   | 311.92                 | .00                         | 1,733.35            | 7,103.65             |
| 11-1212-000-0000-07262-0025 2830 MS.COUN EMPLOYER SO  | .00        | -40.85                 | .00                         | 62.42               | -62.42               |
| 11-1212-000-0000-02315-0025 2920 EL.COUN CASH IN LIE  | 2,636.00   | 202.76                 | .00                         | 304.14              | 2,331.86             |
| 11-1212-000-0000-02316-0025 2920 HS.COUN CASH IN LIE  | 5,858.00   | 452.28                 | .00                         | 1,561.38            | 4,296.62             |
| 11-1212-000-0000-02316-0025 2990 HS.COUN SICK DAY RE  | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1212-000-0000-02315-0025 3220 EL.COUN WKSHOPS/CON  | 100.00     | .00                    | .00                         | .00                 | 100.00               |
| 11-1212-000-0000-02316-0025 3220 HS.COUN WKSHOPS/CON  | 100.00     | 90.00                  | .00                         | 90.00               | 10.00                |
| 11-1212-000-0000-02315-0025 5120 EL.COUN TESTING SUP  | 500.00     | 72.50                  | 12.50                       | 472.50              | 15.00                |
| 11-1212-000-0000-02316-0025 5120 HS.COUN TESTING SUP  | 200.00     | .00                    | .00                         | .00                 | 200.00               |
| 11-1212-000-0000-02316-0025 5910 HS.COUN OFFICE SUPP  | 500.00     | -5.88                  | .00                         | 113.77              | 386.23               |
| 11-1212-000-0000-02316-0025 6410 HS.COUN NEW EQUIP/F  | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1219-000-0000-02315-0025 1660 EL.NOON SAL SUPVR-I  | 21,400.00  | 6,820.45               | .00                         | 9,263.59            | 12,136.41            |
| 11-1219-000-0000-02316-0025 1660 HS.NOON SAL SUPVR-I  | 2,200.00   | 650.75                 | .00                         | 650.75              | 1,549.25             |
| 11-1219-000-0000-02315-0025 2820 EL.NOON EMPLOYEE RE  | 5,888.00   | 1,738.64               | .00                         | 2,363.71            | 3,524.29             |
| 11-1219-000-0000-02316-0025 2820 HS.NOON EMPLOYEE RE  | 565.00     | 161.35                 | .00                         | 161.35              | 403.65               |
| 11-1219-000-0000-02315-0025 2830 EL.NOON EMPLOYER SO  | 1,637.00   | 521.75                 | .00                         | 708.66              | 928.34               |
| 11-1219-000-0000-02316-0025 2830 HS.NOON EMPLOYER SO  | 168.00     | 48.44                  | .00                         | 48.44               | 119.56               |
| 11-1221-000-0000-02315-0025 5110 EL.INSERT TEACHING S | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1221-000-0000-02316-0025 5110 HS.INSERT TEACHING S | .00        | .00                    | .00                         | .00                 | .00                  |
| TOTAL DEPARTMENT - SUPPORT SERVICES PUPIL             | 184,378.00 | 9,678.83               | 12.50                       | 52,559.68           | 131,805.82           |
| 11-1222-000-0000-02316-0026 1230 HS.LIB SALARY LIBRA  | 18,000.00  | -4,933.60              | .00                         | -1,500.85           | 19,500.85            |
| 11-1222-000-0000-02315-0026 1630 EL.LIB SALARY AIDE   | 26,723.00  | -1,207.20              | .00                         | 2,769.40            | 23,953.60            |
| 11-1222-000-0000-02316-0026 1630 HS.LIB SALARY AIDE   | 7,430.00   | 788.14                 | .00                         | 788.14              | 6,641.86             |
| 11-1222-000-0000-02315-0026 2130 EL.LIB EMPLOYEE INS  | .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 2210 HS.LIB EARLY RETIRE  | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1222-000-0000-02315-0026 2820 EL.LIB EMPLOYEE RET  | 6,911.00   | -282.00                | .00                         | 746.33              | 6,164.67             |
| 11-1222-000-0000-02316-0026 2820 HS.LIB EMPLOYEE RET  | 10,447.00  | -1,583.20              | .00                         | 206.50              | 10,240.50            |
| 11-1222-000-0000-02315-0026 2830 EL.LIB EMPLOYER SOC  | 2,044.00   | -92.35                 | .00                         | 211.88              | 1,832.12             |
| 11-1222-000-0000-02316-0026 2830 HS.LIB EMPLOYER SOC  | 2,169.00   | -299.88                | .00                         | 4.88                | 2,164.12             |
| 11-1222-000-0000-02316-0026 2920 HS.LIB CASH IN LIEU  | 2,929.00   | 225.32                 | .00                         | 775.89              | 2,153.11             |
| 11-1222-000-0000-02315-0026 3220 EL.LIB WKSHOPS/CONF  | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1222-000-0000-02316-0026 3220 HS.LIB WKSHOPS/CONF  | 150.00     | .00                    | .00                         | .00                 | 150.00               |
| 11-1222-000-0000-02315-0026 4120 EL.LIB REPAIRS/MAIN  | 200.00     | .00                    | .00                         | .00                 | 200.00               |
| 11-1222-000-0000-02316-0026 4120 HS.LIB REPAIRS/MAIN  | 450.00     | .00                    | .00                         | .00                 | 450.00               |
| 11-1222-000-0000-02315-0026 5310 EL.LIB LIBRARY BOOK  | 750.00     | .00                    | .00                         | -51.21              | 801.21               |

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FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-1222-000-0000-02316-0026 5310 HS.LIB LIBRARY BOOK | 1,500.00   | 415.48                 | 366.00                      | 423.87              | 710.13               |
| 11-1222-000-0000-02315-0026 5990 EL.LIB MISC. SUPPLI | 900.00     | 174.74                 | 134.73                      | 174.74              | 590.53               |
| 11-1222-000-0000-02316-0026 5990 HS.LIB MISC. SUPPLI | 600.00     | 82.60                  | .00                         | 312.97              | 287.03               |
| 11-1222-000-0000-02315-0026 6410 EL.LIB NEW EQUIP/FU | 400.00     | 1,542.00               | 332.50                      | 1,842.95            | -1,775.45            |
| 11-1222-000-0000-02316-0026 6410 HS.LIB NEW EQUIP/FU | 1,400.00   | 1,542.00               | 332.50                      | 1,842.95            | -775.45              |
| 11-1222-000-0000-02316-0026 8220 HS.LIB PAYMT TO ANO | 4,500.00   | .00                    | .00                         | .00                 | 4,500.00             |
| TOTAL DEPARTMENT - LIBRARY                           | 87,503.00  | -3,627.95              | 1,165.73                    | 8,548.44            | 77,788.83            |
| 11-1293-000-0000-02316-0027 1560 ATHLETIC COACH SALA | 109,260.00 | -3,246.94              | .00                         | 15,868.74           | 93,391.26            |
| 11-1293-000-0000-02316-0027 2820 ATHLETIC EMPLOYEE R | 41,929.00  | -2,253.52              | .00                         | 3,945.26            | 37,983.74            |
| 11-1293-000-0000-02316-0027 2830 ATHLETIC EMPLOYER S | .00        | -261.11                | .00                         | 1,172.85            | -1,172.85            |
| 11-1293-000-0000-02316-0027 3110 ATHLETIC PURCHASED  | 125,000.00 | .00                    | .00                         | 7,000.00            | 118,000.00           |
| 11-1293-000-0000-02316-0027 5110 ATHLETIC TEACHING S | 79,000.00  | .00                    | .00                         | .00                 | 79,000.00            |
| 11-1293-000-0000-02316-0027 5990 ATHLETIC MISC. SUPP | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1293-000-0000-02316-0027 6410 ATHLETIC NEW EQUIP/ | 3,000.00   | .00                    | .00                         | .00                 | 3,000.00             |
| TOTAL DEPARTMENT - ATHLETIC                          | 358,189.00 | -5,761.57              | .00                         | 27,986.85           | 330,202.15           |
| 11-1231-000-0000-00000-0028 3180 BUSINESS OFFICE AUD | 15,502.00  | .00                    | .00                         | .00                 | 15,502.00            |
| 11-1232-000-0000-00000-0028 1110 SUPER SALARY SUPERI | 92,401.00  | 10,029.04              | .00                         | 37,758.05           | 54,642.95            |
| 11-1232-000-0000-00000-0028 1390 SUPER SALARY-ADMIN. | 43,595.00  | 3,038.00               | .00                         | 10,633.01           | 32,961.99            |
| 11-1232-000-0000-00000-0028 1620 SUPER SALARY-SECR   | 33,565.00  | 2,723.20               | .00                         | 9,531.20            | 24,033.80            |
| 11-1232-000-0000-00000-0028 2130 SUPER EMPLOYEE INSU | 91,702.00  | 4,916.79               | .00                         | 27,038.90           | 64,663.10            |
| 11-1232-000-0000-00000-0028 2820 SUPER EMPLOYEE RETI | 97,335.00  | -1,326.63              | .00                         | 12,977.37           | 84,357.63            |
| 11-1232-000-0000-00000-0028 2830 SUPER EMPLOYER SOCI | 28,046.00  | 4,398.91               | .00                         | 4,945.05            | 23,100.95            |
| 11-1232-000-0000-00000-0028 2920 SUPER CASH IN LIEU  | 4,101.00   | 315.44                 | .00                         | 1,104.03            | 2,996.97             |
| 11-1232-000-0000-00000-0028 2990 SUPER SICK DAY REIM | 90.00      | .00                    | .00                         | .00                 | 90.00                |
| 11-1232-000-0000-00000-0028 3170 SUPER LEGAL SERVICE | 6,000.00   | 96.00                  | .00                         | 209.66              | 5,790.34             |
| 11-1232-000-0000-00000-0028 3190 SUPER UNEMPLOYMENT  | 3,000.00   | 240.00                 | .00                         | 960.00              | 2,040.00             |
| 11-1232-000-0000-00000-0028 3191 SUPER BOARD EXPENSE | 2,900.00   | .00                    | .00                         | .00                 | 2,900.00             |
| 11-1232-000-0000-00000-0028 3220 SUPER WKSHOPS/CONF  | 4,000.00   | 206.80                 | .00                         | 798.38              | 3,201.62             |
| 11-1232-000-0000-00000-0028 4220 SUPER CONTRACT SERV | 5,000.00   | 21.18                  | .00                         | 686.99              | 4,313.01             |
| 11-1232-000-0000-00000-0028 4910 SUPER SALARY ELECTI | 1,700.00   | .00                    | .00                         | .00                 | 1,700.00             |
| 11-1232-000-0000-00000-0028 5910 SUPER OFFICE SUPPLI | 1,700.00   | 71.51                  | .00                         | 387.31              | 1,312.69             |
| 11-1232-000-0000-00000-0028 5990 SUPER MISC. SUPPLIE | 3,000.00   | -892.52                | .00                         | 137.37              | 2,862.63             |
| 11-1232-000-0000-00000-0028 6410 SUPER NEW EQUIP/FUR | 3,500.00   | .00                    | 680.00                      | 1,754.71            | 1,065.29             |
| 11-1232-000-0000-00000-0028 7410 SUPER DUES/CHAUFFEU | 7,000.00   | 1,008.00               | .00                         | 1,843.00            | 5,157.00             |
| 11-1232-000-0000-00000-0028 8220 SUPER PAYMT TO ANOT | 2,200.00   | 373.50                 | .00                         | 2,553.50            | -353.50              |
| 11-1252-000-0000-00000-0028 1310 ACCT SALARY-ACCOUNT | 136,698.00 | 7,448.92               | .00                         | 26,071.21           | 110,626.79           |
| 11-1252-000-0000-00000-0028 2820 ACCT EMPLOYEE RETIR | .00        | 1,846.58               | .00                         | 6,463.03            | -6,463.03            |
| 11-1252-000-0000-00000-0028 2830 ACCT EMPLOYER SOCIA | .00        | 570.54                 | .00                         | 1,996.83            | -1,996.83            |
| 11-1252-000-0000-00000-0028 2920 ACCT CASH IN LIEU O | 1,757.00   | 135.18                 | .00                         | 473.14              | 1,283.86             |
| 11-1257-000-0000-00000-0028 3610 PRINT PRINTING/BIND | 3,000.00   | .00                    | .00                         | 1,371.12            | 1,628.88             |
| 11-1259-000-0000-00000-0028 7210 BUSINESS INTEREST S | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1259-000-0000-00000-0028 7610 BUSINESS TAXES ABAT | 105,000.00 | 2,416.14               | .00                         | 39,724.32           | 65,275.68            |

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FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-1289-000-0000-00000-0028 1590 TECH SALARY OTHER T | 60,260.00  | 4,376.58               | .00                         | 17,550.98           | 42,709.02            |
| 11-1289-000-0000-00000-0028 2820 TECH EMPLOYEE RETIR | .00        | 1,126.22               | .00                         | 3,941.77            | -3,941.77            |
| 11-1289-000-0000-00000-0028 2830 TECH EMPLOYER SOCIA | .00        | 322.32                 | .00                         | 1,305.19            | -1,305.19            |
| TOTAL DEPARTMENT - GENERAL ADMIN/BUSINESS            | 753,052.00 | 43,461.70              | 680.00                      | 212,216.12          | 540,155.88           |
| 11-1241-000-0000-02315-0029 1150 EL.PRIN SALARY SCH. | 178,300.00 | 13,354.12              | .00                         | 47,482.94           | 130,817.06           |
| 11-1241-000-0000-02316-0029 1150 HS.PRIN SALARY SCH. | 175,468.00 | 12,829.54              | .00                         | 44,903.39           | 130,564.61           |
| 11-1241-000-0000-07262-0029 1150 MS.PRIN SALARY SCH. | 159,255.00 | 12,555.92              | .00                         | 43,945.72           | 115,309.28           |
| 11-1241-000-0000-02315-0029 1620 EL.PRIN SALARY-SECR | 63,245.00  | -1,238.22              | .00                         | 6,229.47            | 57,015.53            |
| 11-1241-000-0000-02316-0029 1620 HS.PRIN SALARY-SECR | 46,283.00  | -3,967.34              | .00                         | 3,761.49            | 42,521.51            |
| 11-1241-000-0000-07262-0029 1620 MS.PRIN SALARY-SECR | 34,473.00  | -2,600.50              | .00                         | 3,939.03            | 30,533.97            |
| 11-1241-000-0000-02315-0029 2130 EL.PRIN EMPLOYEE IN | 49,386.00  | 3,971.60               | .00                         | 11,729.61           | 37,656.39            |
| 11-1241-000-0000-02316-0029 2130 HS.PRIN EMPLOYEE IN | 20,076.00  | 975.48                 | .00                         | 2,926.85            | 17,149.15            |
| 11-1241-000-0000-07262-0029 2130 MS.PRIN EMPLOYEE IN | 30,164.00  | 2,990.98               | .00                         | 8,630.25            | 21,533.75            |
| 11-1241-000-0000-02315-0029 2210 EL.PRIN EARLY RETIR | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1241-000-0000-02316-0029 2210 HS.PRIN EARLY RETIR | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1241-000-0000-02315-0029 2820 EL.PRIN EMPLOYEE RE | 70,320.00  | -97.93                 | .00                         | 13,183.22           | 57,136.78            |
| 11-1241-000-0000-02316-0029 2820 HS.PRIN EMPLOYEE RE | 62,938.00  | -198.14                | .00                         | 12,281.22           | 50,656.78            |
| 11-1241-000-0000-07262-0029 2820 MS.PRIN EMPLOYEE RE | 57,745.00  | -169.48                | .00                         | 11,703.12           | 46,041.88            |
| 11-1241-000-0000-02315-0029 2830 EL.PRIN EMPLOYER SO | 18,478.00  | 974.05                 | .00                         | 4,117.33            | 14,360.67            |
| 11-1241-000-0000-02316-0029 2830 HS.PRIN EMPLOYER SO | 16,964.00  | 715.74                 | .00                         | 3,864.62            | 13,099.38            |
| 11-1241-000-0000-07262-0029 2830 MS.PRIN EMPLOYER SO | 14,820.00  | 739.63                 | .00                         | 3,597.48            | 11,222.52            |
| 11-1241-000-0000-02315-0029 2840 EL.PRIN WORKMANS CO | .00        | .00                    | .00                         | 391.00              | -391.00              |
| 11-1241-000-0000-02316-0029 2840 HS.PRIN WORKMANS CO | .00        | .00                    | .00                         | 391.00              | -391.00              |
| 11-1241-000-0000-07262-0029 2840 MS.PRIN WORKMANS CO | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1241-000-0000-02315-0029 2850 EL.PRIN UNEMPLOYMEN | 386.00     | .00                    | .00                         | .00                 | 386.00               |
| 11-1241-000-0000-07262-0029 2850 MS.PRIN UNEMPLOYMEN | 386.00     | .00                    | .00                         | .00                 | 386.00               |
| 11-1241-000-0000-02315-0029 2920 EL.PRIN CASH IN LIE | .00        | 371.76                 | .00                         | 557.64              | -557.64              |
| 11-1241-000-0000-02316-0029 2920 HS.PRIN CASH IN LIE | .00        | 901.24                 | .00                         | 3,128.92            | -3,128.92            |
| 11-1241-000-0000-07262-0029 2920 MS.PRIN CASH IN LIE | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1241-000-0000-02315-0029 2990 EL.PRIN SICK DAY RE | 3,150.00   | .00                    | .00                         | .00                 | 3,150.00             |
| 11-1241-000-0000-02316-0029 2990 HS.PRIN SICK DAY RE | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1241-000-0000-07262-0029 2990 MS.PRIN SICK DAY RE | .00        | .00                    | .00                         | .00                 | .00                  |
| 11-1241-000-0000-02315-0029 3220 EL.PRIN WKSHOPS/CON | 400.00     | .00                    | .00                         | .00                 | 400.00               |
| 11-1241-000-0000-02316-0029 3220 HS.PRIN WKSHOPS/CON | 100.00     | .00                    | .00                         | 16.00               | 84.00                |
| 11-1241-000-0000-07262-0029 3220 MS.PRIN WKSHOPS/CON | 100.00     | .00                    | .00                         | .00                 | 100.00               |
| 11-1241-000-0000-02315-0029 4120 EL.PRIN REPAIRS/MAI | 200.00     | .00                    | .00                         | .00                 | 200.00               |
| 11-1241-000-0000-02316-0029 4120 HS.PRIN REPAIRS/MAI | 200.00     | .00                    | .00                         | .00                 | 200.00               |
| 11-1241-000-0000-07262-0029 4120 MS.PRIN REPAIRS/MAI | 200.00     | .00                    | .00                         | .00                 | 200.00               |
| 11-1241-000-0000-02315-0029 5910 EL.PRIN OFFICE SUPP | 2,500.00   | 484.57                 | .00                         | 876.87              | 1,623.13             |
| 11-1241-000-0000-02316-0029 5910 HS.PRIN OFFICE SUPP | 1,800.00   | 209.00                 | .00                         | 636.80              | 1,163.20             |
| 11-1241-000-0000-07262-0029 5910 MS.PRIN OFFICE SUPP | 1,800.00   | .00                    | .00                         | 386.45              | 1,413.55             |
| 11-1241-000-0000-02315-0029 5990 EL.PRIN MISC. SUPPL | 600.00     | 564.04                 | .00                         | 246.04              | 353.96               |
| 11-1241-000-0000-02316-0029 5990 HS.PRIN MISC. SUPPL | 400.00     | 110.40                 | .00                         | 110.40              | 289.60               |
| 11-1241-000-0000-07262-0029 5990 MS.PRIN MISC. SUPPL | 600.00     | 110.30                 | .00                         | 159.25              | 440.75               |



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FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|--------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-1241-000-0000-02315-0029 6410 EL.PRIN NEW EQUIP/F | 400.00       | .00                    | .00                         | 127.76              | 272.24               |
| 11-1241-000-0000-02316-0029 6410 HS.PRIN NEW EQUIP/F | 400.00       | .00                    | .00                         | .00                 | 400.00               |
| 11-1241-000-0000-07262-0029 6410 MS.PRIN NEW EQUIP/F | 400.00       | .00                    | .00                         | .00                 | 400.00               |
| 11-1241-000-0000-02315-0029 7410 EL.PRIN DUES/CHAUFF | 100.00       | .00                    | .00                         | 1,110.00            | -1,010.00            |
| 11-1241-000-0000-02316-0029 7410 HS.PRIN DUES/CHAUFF | 100.00       | -330.00                | .00                         | 330.00              | -230.00              |
| 11-1241-000-0000-07262-0029 7410 MS.PRIN DUES/CHAUFF | 300.00       | .00                    | .00                         | .00                 | 300.00               |
| TOTAL DEPARTMENT - SCHOOL ADMIN - PRINCIPAL          | 1,012,437.00 | 43,256.76              | .00                         | 230,763.87          | 781,673.13           |
| 11-1351-000-0822-02315-0030 1630 EL.LATCH SALARY AID | 20,025.00    | 1,935.79               | .00                         | 4,378.68            | 15,646.32            |
| 11-1351-000-0822-02315-0030 2820 EL.LATCH EMPLOYEE R | 15,028.00    | 176.77                 | .00                         | 931.63              | 14,096.37            |
| 11-1351-000-0822-02315-0030 2830 EL.LATCH EMPLOYER S | 3,818.00     | 148.11                 | .00                         | 335.00              | 3,483.00             |
| 11-1351-000-0822-02315-0030 5110 EL.LATCH TEACHING S | 550.00       | .00                    | .00                         | 100.00              | 450.00               |
| 11-1391-000-0822-02315-0030 1160 EL.PARED SALARY SCH | 29,890.00    | 1,586.10               | .00                         | 5,092.63            | 24,797.37            |
| 11-1391-000-0822-02315-0030 2820 EL.PARED EMPLOYEE R | .00          | 13.24                  | .00                         | 1,262.47            | -1,262.47            |
| 11-1391-000-0822-02315-0030 2830 EL.PARED EMPLOYER S | .00          | 121.34                 | .00                         | 389.60              | -389.60              |
| 11-1391-000-0822-02315-0030 3220 EL.PARED WKSHOPS/CO | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1391-000-0822-02315-0030 5110 EL.PARED TEACHING S | 400.00       | .00                    | .00                         | 195.95              | 204.05               |
| 11-1391-000-0822-02315-0030 6410 EL.PARED NEW EQUIP/ | 400.00       | .00                    | .00                         | .00                 | 400.00               |
| TOTAL DEPARTMENT - COMMUNITY SERVICES                | 70,111.00    | 3,981.35               | .00                         | 12,685.96           | 57,425.04            |
| 11-1261-000-0000-00000-0031 1170 OPER SALARY SUPVR-I | 35,347.00    | 2,500.00               | .00                         | 8,750.02            | 26,596.98            |
| 11-1261-000-0000-00000-0031 1550 OPER SALARY - MAINT | 68,746.00    | 2,701.44               | .00                         | 17,939.44           | 50,806.56            |
| 11-1261-000-0000-00000-0031 1640 OPER SALARY CUSTODI | 237,227.00   | 8,613.60               | .00                         | 54,431.76           | 182,795.24           |
| 11-1261-000-0000-00000-0031 1960 OPER OVERTIME OPERA | 2,200.00     | 142.53                 | .00                         | 142.53              | 2,057.47             |
| 11-1261-000-0000-00000-0031 2130 OPER EMPLOYEE INSUR | 100,271.00   | 6,307.30               | .00                         | 19,658.98           | 80,612.02            |
| 11-1261-000-0000-00000-0031 2820 OPER EMPLOYEE RETIR | 105,981.00   | -1,291.96              | .00                         | 20,507.34           | 85,473.66            |
| 11-1261-000-0000-00000-0031 2830 OPER EMPLOYER SOCIA | 26,601.00    | 1,044.94               | .00                         | 6,166.71            | 20,434.29            |
| 11-1261-000-0000-00000-0031 2840 OPER WORKMANS COMPE | 11,236.00    | .00                    | .00                         | 1,517.00            | 9,719.00             |
| 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 | 7,129.00     | 548.40                 | .00                         | 1,919.38            | 5,209.62             |
| 11-1261-000-0000-00000-0031 2990 OPER SICK DAY REIMB | 2,300.00     | .00                    | .00                         | .00                 | 2,300.00             |
| 11-1261-000-0000-00000-0031 3220 OPER WKSHOPS/CONF I | 200.00       | .00                    | .00                         | .00                 | 200.00               |
| 11-1261-000-0000-00000-0031 3410 OPER TELEPHONE      | 8,000.00     | 1,572.92               | .00                         | 3,714.08            | 4,285.92             |
| 11-1261-000-0000-00000-0031 3830 OPER WATER AND SEWA | 11,500.00    | 462.75                 | .00                         | 1,225.87            | 10,274.13            |
| 11-1261-000-0000-00000-0031 3840 OPER WASTE AND TRAS | 3,300.00     | 1,210.23               | .00                         | 2,038.78            | 1,261.22             |
| 11-1261-000-0000-00000-0031 3910 OPER INSURANCE LIAB | 56,564.00    | .00                    | .00                         | .00                 | 56,564.00            |
| 11-1261-000-0000-00000-0031 3911 OPER BOILER INSURAN | 4,572.00     | .00                    | .00                         | .00                 | 4,572.00             |
| 11-1261-000-0000-00000-0031 4110 OPER FURN EQPT REPA | 47,500.00    | .00                    | .00                         | 4,640.39            | 42,859.61            |
| 11-1261-000-0000-00000-0031 4120 OPER REPAIRS/MAINT  | 12,000.00    | .00                    | .00                         | 1,208.91            | 10,791.09            |
| 11-1261-000-0000-00000-0031 4220 OPER CONTRACT SERV  | 7,000.00     | 293.52                 | .00                         | 2,326.27            | 4,673.73             |
| 11-1261-000-0000-00000-0031 5510 OPER HEATING GAS    | 92,000.00    | 612.41                 | .00                         | 1,589.06            | 90,410.94            |
| 11-1261-000-0000-00000-0031 5520 OPER ELECTRICITY    | 151,200.00   | 13,404.25              | .00                         | 27,941.26           | 123,258.74           |
| 11-1261-000-0000-00000-0031 5910 OPER OFFICE SUPPLIE | 150.00       | .00                    | .00                         | 17.46               | 132.54               |
| 11-1261-000-0000-00000-0031 5980 OPER MAINTENANCE SU | 32,000.00    | 2,107.73               | .00                         | 12,469.77           | 19,530.23            |

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MADISON SCHOOL DISTRICT  
DETAIL EXPENDITURE STATUS REPORT

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

FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|--------------|------------------------|-----------------------------|---------------------|----------------------|
| 11-1261-000-0000-00000-0031 5981 OPER BOILER TREATME | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1261-000-0000-00000-0031 5990 OPER MISC. SUPPLIES | 24,000.00    | 2,894.72               | .00                         | 7,802.63            | 16,197.37            |
| 11-1455-000-0000-00000-0031 6220 AQUIS FURN/EQUIP BL | 100,000.00   | 2,896.94               | .00                         | 6,330.32            | 93,669.68            |
| 11-1455-000-0000-00000-0031 6221 AQUIS FURN/EQUIP GR | 50,000.00    | .00                    | .00                         | .00                 | 50,000.00            |
| TOTAL DEPARTMENT - OPERATION-MAINTENANCE             | 1,197,024.00 | 46,021.72              | .00                         | 202,337.96          | 994,686.04           |
| 11-1391-000-0000-02316-0032 1160 PAC SALARY SCH. DIR | 20,847.00    | 1,403.84               | .00                         | 4,836.58            | 16,010.42            |
| 11-1391-000-0000-02316-0032 2130 PAC EMPLOYEE INSURA | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1391-000-0000-02316-0032 2820 PAC EMPLOYEE RETIRE | 5,620.00     | 391.98                 | .00                         | 1,350.44            | 4,269.56             |
| 11-1391-000-0000-02316-0032 2830 PAC EMPLOYER SOCIAL | 1,595.00     | 124.62                 | .00                         | 429.31              | 1,165.69             |
| 11-1391-000-0000-02316-0032 2920 PAC CASH IN LIEU OF | .00          | 225.30                 | .00                         | 775.86              | -775.86              |
| 11-1391-000-0000-02316-0032 3110 PAC PURCHASED SERVI | 3,600.00     | .00                    | .00                         | .00                 | 3,600.00             |
| 11-1391-000-0000-02316-0032 5110 PAC TEACHING SUPPLY | 2,000.00     | .00                    | .00                         | .00                 | 2,000.00             |
| 11-1391-000-0000-02316-0032 5990 PAC MISC. SUPPLIES/ | .00          | .00                    | .00                         | 8.81                | -8.81                |
| 11-1391-000-0000-02316-0032 6410 PAC NEW EQUIP/FURN  | 700.00       | .00                    | .00                         | .00                 | 700.00               |
| TOTAL DEPARTMENT - PAC                               | 34,362.00    | 2,145.74               | .00                         | 7,401.00            | 26,961.00            |
| 11-1271-000-0000-00000-0033 1170 TRANS SALARY SUPVR- | 35,347.00    | 2,500.00               | .00                         | 8,749.98            | 26,597.02            |
| 11-1271-000-0000-00000-0033 1550 TRANS SALARY - MAIN | 9,662.00     | .00                    | .00                         | .00                 | 9,662.00             |
| 11-1271-000-0000-00000-0033 1610 TRANS SALARY VEHICL | 114,957.00   | 8,476.60               | .00                         | 10,803.24           | 104,153.76           |
| 11-1271-000-0000-00000-0033 1611 TRANS SALARY-EXTRA  | 22,000.00    | 1,360.53               | .00                         | 1,413.81            | 20,586.19            |
| 11-1271-000-0000-00000-0033 1620 TRANS SALARY-SECR   | 1,650.00     | .00                    | .00                         | .00                 | 1,650.00             |
| 11-1271-000-0000-00000-0033 1630 TRANS SALARY AIDE   | 6,200.00     | 558.55                 | .00                         | 1,184.58            | 5,015.42             |
| 11-1271-000-0000-00000-0033 2130 TRANS EMPLOYEE INSU | 900.00       | 18.40                  | .00                         | 175.59              | 724.41               |
| 11-1271-000-0000-00000-0033 2820 TRANS EMPLOYEE RETI | 59,315.00    | 904.57                 | .00                         | 5,772.97            | 53,542.03            |
| 11-1271-000-0000-00000-0033 2830 TRANS EMPLOYER SOCI | 14,521.00    | 1,000.69               | .00                         | 1,743.23            | 12,777.77            |
| 11-1271-000-0000-00000-0033 2840 TRANS WORKMANS COMP | 3,300.00     | .00                    | .00                         | 2,227.00            | 1,073.00             |
| 11-1271-000-0000-00000-0033 2920 TRANS CASH IN LIEU  | 2,929.00     | 225.30                 | .00                         | 788.57              | 2,140.43             |
| 11-1271-000-0000-00000-0033 2990 TRANS SICK DAY REIM | 850.00       | .00                    | .00                         | .00                 | 850.00               |
| 11-1271-000-0000-00000-0033 3192 TRANS PHYSICALS     | 1,500.00     | 334.20                 | .00                         | 771.60              | 728.40               |
| 11-1271-000-0000-00000-0033 3220 TRANS WKSHOPS/CONF  | 300.00       | .00                    | .00                         | .00                 | 300.00               |
| 11-1271-000-0000-00000-0033 3930 TRANS TRANSPORTATIO | 10,398.00    | .00                    | .00                         | -451.00             | 10,849.00            |
| 11-1271-000-0000-00000-0033 4130 TRANS BUS MECHANIC  | 9,000.00     | 756.00                 | .00                         | 2,985.54            | 6,014.46             |
| 11-1271-000-0000-00000-0033 4230 TRANS CONTRACTED SE | 750.00       | .00                    | .00                         | 705.00              | 45.00                |
| 11-1271-000-0000-00000-0033 5510 TRANS HEATING GAS   | .00          | .00                    | .00                         | .00                 | .00                  |
| 11-1271-000-0000-00000-0033 5710 TRANS GASOLINE, OIL | 60,852.00    | 1,916.46               | .00                         | 5,597.68            | 55,254.32            |
| 11-1271-000-0000-00000-0033 5720 TRANS TIRES,TUBES A | 3,000.00     | 430.68                 | .00                         | 768.02              | 2,231.98             |
| 11-1271-000-0000-00000-0033 5730 TRANS VEHICLE REPAI | 18,000.00    | 1,922.65               | .00                         | 2,897.26            | 15,102.74            |
| 11-1271-000-0000-00000-0033 5910 TRANS OFFICE SUPPLI | 200.00       | .00                    | .00                         | .00                 | 200.00               |
| 11-1271-000-0000-00000-0033 5990 TRANS MISC. SUPPLIE | 700.00       | .00                    | .00                         | .00                 | 700.00               |
| 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 | 90,000.00    | .00                    | .00                         | .00                 | 90,000.00            |
| 11-1271-000-0000-00000-0033 7410 TRANS DUES/CHAUFFEU | 300.00       | .00                    | .00                         | .00                 | 300.00               |
| TOTAL DEPARTMENT - TRANSPORTATION                    | 466,631.00   | 20,404.63              | .00                         | 46,133.07           | 420,497.93           |

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MADISON SCHOOL DISTRICT  
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FUND - 11 - GENERAL FUND

| ORGANIZATION / ACCOUNT / TITLE                       | BUDGET        | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE |
|--|---------------|------------------------|-----------------------------|---------------------|----------------------|
| 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                            | 15,382,637.00 | -254,693.79            | 7,445.46                    | 2,380,117.78        | 12,995,073.76        |
| TOTAL REPORT   | 15,382,637.00 | -254,693.79            | 7,445.46                    | 2,380,117.78        | 12,995,073.76        |

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FUND - 11 - GENERAL FUND

| CHECK NUMBER | CASH ACCT | DATE ISSUED | -----VENDOR-----               | ACCT | -----DESCRIPTION-----      | AMOUNT   |
|--------------|-----------|-------------|--------------------------------|------|----------------------------|----------|
| 19144        | 9101      | 10/20/14    | 1968 ADRIAN COLLEGE            | 3711 | J AMBROSE DUAL ENROLL      | 225.00   |
| 19145        | 9101      | 10/20/14    | 61833 AIRGAS GREAT LAKES       | 5980 | CARBON DIOXIDE 20#         | 30.73    |
| 19146        | 9101      | 10/20/14    | 6870 AMERICAN OFFICE SOLUTIONS | 4220 | C1851 HS COPIER            | 49.74    |
| 19146        | 9101      | 10/20/14    | 6870 AMERICAN OFFICE SOLUTIONS | 4220 | C1851 HS COPIER            | 1.02     |
|              |           | TOTAL CHECK |                                |      |                            | 50.76    |
| 19147        | 9101      | 10/20/14    | 9100 AVENTRIC TECHNOLOGIES     | 5990 | 11403-000001 REPLACEMENT   | 107.00   |
| 19147        | 9101      | 10/20/14    | 9100 AVENTRIC TECHNOLOGIES     | 5990 | 11403-000001 REPLACEMENT   | 107.00   |
| 19147        | 9101      | 10/20/14    | 9100 AVENTRIC TECHNOLOGIES     | 5990 | 11403-000001 REPLACEMENT   | 107.00   |
| 19147        | 9101      | 10/20/14    | 9100 AVENTRIC TECHNOLOGIES     | 5990 | ESTIMATED SHIPPING/HANDLI  | 3.30     |
| 19147        | 9101      | 10/20/14    | 9100 AVENTRIC TECHNOLOGIES     | 5990 | ESTIMATED SHIPPING/HANDLI  | 3.30     |
| 19147        | 9101      | 10/20/14    | 9100 AVENTRIC TECHNOLOGIES     | 5990 | ESTIMATED SHIPPING/HANDLI  | 3.40     |
|              |           | TOTAL CHECK |                                |      |                            | 331.00   |
| 19148        | 9101      | 10/20/14    | 10560 BATTERY WHOLESALE        | 5980 | BATTERY, CORE CH           | 85.47    |
| 19148        | 9101      | 10/20/14    | 10560 BATTERY WHOLESALE        | 5980 | 12 VOLT                    | 23.74    |
|              |           | TOTAL CHECK |                                |      |                            | 109.21   |
| 19149        | 9101      | 10/20/14    | 18204 CAROLINA BIOLOGICAL SU   | 5110 | 143734 TERMITES, WORKERS   | 53.25    |
| 19149        | 9101      | 10/20/14    | 18204 CAROLINA BIOLOGICAL SU   | 5110 | ESTIMATED SHIPPING/HANDLI  | 21.97    |
|              |           | TOTAL CHECK |                                |      |                            | 75.22    |
| 19150        | 9101      | 10/20/14    | 16240 CDW GOVERNMENT, INC.     | 6410 | 2294338 EPSON REPLACEMENT  | 99.00    |
| 19150        | 9101      | 10/20/14    | 16240 CDW GOVERNMENT, INC.     | 6410 | 1192712 EPSON PROJECTOR L  | 79.00    |
| 19150        | 9101      | 10/20/14    | 16240 CDW GOVERNMENT, INC.     | 6410 | 2294338 EPSON REPLACEMENT  | 99.00    |
| 19150        | 9101      | 10/20/14    | 16240 CDW GOVERNMENT, INC.     | 6410 | 3106196 WD BLACK MOBILE 3  | 55.00    |
|              |           | TOTAL CHECK |                                |      |                            | 332.00   |
| 19151        | 9101      | 10/20/14    | 19180 CENTRAL MICHIGAN PAPER   | 5110 | 8.5 X 11 10M 20# SPECTRUM  | 1,110.00 |
| 19151        | 9101      | 10/20/14    | 19180 CENTRAL MICHIGAN PAPER   | 5110 | 8.5 X 11 10M 20# SPECTRUM  | 1,110.00 |
|              |           | TOTAL CHECK |                                |      |                            | 2,220.00 |
| 19152        | 9101      | 10/20/14    | 97974 CLAY-KING.COM            | 6410 | ESTIMATED SHIPPING/HANDLI  | 149.00   |
| 19152        | 9101      | 10/20/14    | 97974 CLAY-KING.COM            | 6410 | EVENHEAT HF2327 208V. 1PH  | 2,299.88 |
| 19152        | 9101      | 10/20/14    | 97974 CLAY-KING.COM            | 6410 | FURNITURE KIT              | 365.00   |
|              |           | TOTAL CHECK |                                |      |                            | 2,813.88 |
| 19153        | 9101      | 10/20/14    | 21811 CCI SOUTH, LLC           | 9134 | PHONE LINE                 | 139.68   |
| 19153        | 9101      | 10/20/14    | 21811 CCI SOUTH, LLC           | 4220 | PHONE LINE                 | 157.52   |
|              |           | TOTAL CHECK |                                |      |                            | 297.20   |
| 19154        | 9101      | 10/20/14    | 76588 CONNIE RIES              | 6410 | BOOKSHELVES GSRP           | 90.82    |
| 19155        | 9101      | 10/20/14    | 25200 CUTTING EDGE ENGRAVING   | 5980 | NAME SIGN                  | 7.75     |
| 19155        | 9101      | 10/20/14    | 25200 CUTTING EDGE ENGRAVING   | 5980 | NAME SIGN                  | 7.75     |
| 19155        | 9101      | 10/20/14    | 25200 CUTTING EDGE ENGRAVING   | 5980 | NAME SIGN                  | 7.75     |
| 19155        | 9101      | 10/20/14    | 25200 CUTTING EDGE ENGRAVING   | 5980 | SIGNAGE FOR CAFE           | 45.00    |
|              |           | TOTAL CHECK |                                |      |                            | 68.25    |
| 19156        | 9101      | 10/20/14    | 23595 DARICE INC               | 5110 | NOT TO EXCEED \$400 @ CRAF | 291.67   |
| 19157        | 9101      | 10/20/14    | 27225 DELTA EDUCATION INC.     | 5210 | ITEM # WW538-6412 - DELTA  | 13.95    |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.              | 5990 | P14218030 MULTI-PURPOSE L  | 36.60    |

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FUND - 11 - GENERAL FUND

| CHECK NUMBER | CASH ACCT | DATE ISSUED | -----VENDOR-----                | ACCT | -----DESCRIPTION-----     | AMOUNT   |
|--------------|-----------|-------------|---------------------------------|------|---------------------------|----------|
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WE13900160 12" METAL HOOK | 4.47     |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WF15100110 GRATNELL MEDIU | 55.37    |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WN12670130 CRYSTAL CLEAR  | 11.78    |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WN12817850 ULTRA-AGGRESSI | 14.27    |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WS 16208220 NEUTRAL PH BI | 15.40    |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WS12175610 PLASTIC LAMINA | 1.36     |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WS12207570 UN-DU ADHESIVE | 8.62     |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WS13302660 METAL LABEL PE | 6.38     |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WS16208210 NEUTRAL PH BIN | 6.29     |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WS16280200 BONE FOLDER 1" | 1.80     |
| 19158        | 9101      | 10/20/14    | 27385 DEMCO, INC.               | 5990 | WS16620100 DEMCO VINYL-CO | 12.40    |
|              |           |             | TOTAL CHECK                     |      |                           | 174.74   |
| 19159        | 9101      | 10/20/14    | 40148 EVIDENCE BASED LITERACY I | 3120 | S MILDENSTEIN             | 235.19   |
| 19159        | 9101      | 10/20/14    | 40148 EVIDENCE BASED LITERACY I | 3120 | D BRAMLETT EBLI           | 1,500.00 |
| 19159        | 9101      | 10/20/14    | 40148 EVIDENCE BASED LITERACY I | 3120 | M RADANT EBLI             | 1,500.00 |
| 19159        | 9101      | 10/20/14    | 40148 EVIDENCE BASED LITERACY I | 3120 | ON SITE COACHING EBLI     | 1,200.00 |
| 19159        | 9101      | 10/20/14    | 40148 EVIDENCE BASED LITERACY I | 3120 | S PUBLISKI EBLI           | 1,500.00 |
| 19159        | 9101      | 10/20/14    | 40148 EVIDENCE BASED LITERACY I | 3120 | E SESSINK EBLI TRAIN      | 1,500.00 |
|              |           |             | TOTAL CHECK                     |      |                           | 7,435.19 |
| 19160        | 9101      | 10/20/14    | 34937 FOLLETT SCHOOL SOLUTIONS  | 6410 | DESTINY RESOURCE MANAGEME | 1,542.00 |
| 19160        | 9101      | 10/20/14    | 34937 FOLLETT SCHOOL SOLUTIONS  | 6410 | DESTINY RESOURCE MANAGEME | 1,542.00 |
|              |           |             | TOTAL CHECK                     |      |                           | 3,084.00 |
| 19161        | 9101      | 10/20/14    | 35580 FRAME'S PEST CONTROL, INC | 4220 | MONTHLY PEST CONTROL      | 51.00    |
| 19161        | 9101      | 10/20/14    | 35580 FRAME'S PEST CONTROL, INC | 4220 | YELLOW JACKETS            | 85.00    |
|              |           |             | TOTAL CHECK                     |      |                           | 136.00   |
| 19162        | 9101      | 10/20/14    | 35916 FREDERICK PAUL & ASSOC.,  | 3190 | MONTHLY UNEMPLOY          | 240.00   |
| 19163        | 9101      | 10/20/14    | 37753 GBC                       | 5990 | 141365 LAMINATING FILM,   | 72.60    |
| 19163        | 9101      | 10/20/14    | 37753 GBC                       | 5990 | ESTIMATED SHIPPING/HANDLI | 10.00    |
|              |           |             | TOTAL CHECK                     |      |                           | 82.60    |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 3120 | 9781599090177 INTERVENTIO | 53.95    |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | BARBARIAN - HARDCOVER     | 11.35    |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | BELZHAR - HARDCOVER       | 14.00    |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | BROWN GIRL DREAMING - HAR | 9.90     |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | DIVERGENT SERIES (3 BOOKS | 28.00    |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | IF I STAY SERIES (2 BOOKS | 23.99    |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | THE FAULT IN OUR STARS -  | 17.98    |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | THE INFINITE SEA: THE SEC | 11.40    |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | THE MAZE RUNNER SERIES (3 | 34.40    |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | THE PORT CHICAGO 50 - HAR | 13.75    |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | THE YOUNG WORLD - HARDCOV | 8.45     |
| 19164        | 9101      | 10/20/14    | 110776 GREAT LAKES BOOK COMPANY | 5310 | THREATENED - HARDCOVER    | 12.90    |
|              |           |             | TOTAL CHECK                     |      |                           | 240.07   |
| 19165        | 9101      | 10/20/14    | 43318 HAYDEN-MCNEIL             | 5121 | ISBN 978 193 088 2607 PLT | 277.45   |
| 19166        | 9101      | 10/20/14    | 46576 HOUGHTON MIFFLIN COMPANY  | 5111 | MATH IN FOCUS: SINGAPORE  | 252.00   |
| 19166        | 9101      | 10/20/14    | 46576 HOUGHTON MIFFLIN COMPANY  | 5111 | MATH IN FOCUS: SINGAPORE  | 42.55    |
| 19166        | 9101      | 10/20/14    | 46576 HOUGHTON MIFFLIN COMPANY  | 5111 | MATH IN FOCUS: SINGAPORE  | 30.93    |
| 19166        | 9101      | 10/20/14    | 46576 HOUGHTON MIFFLIN COMPANY  | 5111 | ESTIMATED SHIPPING/HANDLI | 42.00    |
| 19166        | 9101      | 10/20/14    | 46576 HOUGHTON MIFFLIN COMPANY  | 5111 | MATH IN FOCUS: SINGAPORE  | 399.70   |

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FUND - 11 - GENERAL FUND

| CHECK NUMBER | CASH ACCT | DATE ISSUED | -----VENDOR-----                | ACCT | -----DESCRIPTION-----     | AMOUNT   |
|--------------|-----------|-------------|---------------------------------|------|---------------------------|----------|
| TOTAL CHECK  |           |             |                                 |      |                           | 767.18   |
| 19167        | 9101      | 10/20/14    | 46743 HUBBARD AUTO CENTER-ADRIA | 5710 | DSL EXH FL 2.5G           | 77.94    |
| 19167        | 9101      | 10/20/14    | 46743 HUBBARD AUTO CENTER-ADRIA | 5980 | POWER BELTS               | 32.47    |
| TOTAL CHECK  |           |             |                                 |      |                           | 110.41   |
| 19168        | 9101      | 10/20/14    | 47396 IMPREST FUND              | 5990 | HISPANIC HERITAGE         | 100.00   |
| 19168        | 9101      | 10/20/14    | 47396 IMPREST FUND              | 3120 | MCFALONE CONSULTING       | 1,154.00 |
| 19168        | 9101      | 10/20/14    | 47396 IMPREST FUND              | 3220 | MIEM WORKSHOP RYAN        | 75.00    |
| 19168        | 9101      | 10/20/14    | 47396 IMPREST FUND              | 6450 | MSBOA DISTRICT 8          | 55.00    |
| TOTAL CHECK  |           |             |                                 |      |                           | 1,384.00 |
| 19169        | 9101      | 10/20/14    | 90103 JERRY ISOM                | 5720 | BUS 7                     | 199.48   |
| 19170        | 9101      | 10/20/14    | 43294 JUDY CONRAD               | 5990 | ODOBAN PACKS              | 29.94    |
| 19171        | 9101      | 10/20/14    | 19692 JUNIOR LIBRARY GUILD      | 5310 | HIGH INTEREST READING     | 366.00   |
| 19172        | 9101      | 10/20/14    | 51190 LINDA SCHMIDT-KAUFMAN     | 3120 | MILEAGE CONFERENCES       | 243.00   |
| 19173        | 9101      | 10/20/14    | 51540 KIRK J STUBBS MD PLLC     | 3192 | DRIVER PHYSICALS          | 170.20   |
| 19174        | 9101      | 10/20/14    | 52200 KOCH FILTER CORPORATION   | 5980 | FILTERS                   | 837.86   |
| 19175        | 9101      | 10/20/14    | 53315 LAKESHORE LEARNING MATERI | 5110 | ESTIMATED SHIPPING/HANDLI | 5.70     |
| 19175        | 9101      | 10/20/14    | 53315 LAKESHORE LEARNING MATERI | 5110 | LA 623 LABELING POCKETS   | 17.99    |
| 19175        | 9101      | 10/20/14    | 53315 LAKESHORE LEARNING MATERI | 5110 | SJ212 HELP-YOUSELF PITCHE | 19.99    |
| TOTAL CHECK  |           |             |                                 |      |                           | 43.68    |
| 19176        | 9101      | 10/20/14    | 54776 LENAWEE COUNTY TREASURER  | 7610 | MD0-400-0460-00           | 110.22   |
| 19176        | 9101      | 10/20/14    | 54776 LENAWEE COUNTY TREASURER  | 7610 | MD0-510-0120-00           | 32.10    |
| 19176        | 9101      | 10/20/14    | 54776 LENAWEE COUNTY TREASURER  | 7610 | MD0-850-0030-00           | 276.78   |
| 19176        | 9101      | 10/20/14    | 54776 LENAWEE COUNTY TREASURER  | 7610 | PA0-106-3760-00           | 63.20    |
| 19176        | 9101      | 10/20/14    | 54776 LENAWEE COUNTY TREASURER  | 7610 | XA0-100-0337-02           | 1,860.20 |
| 19176        | 9101      | 10/20/14    | 54776 LENAWEE COUNTY TREASURER  | 7610 | XA0-902-6699-00           | 73.64    |
| TOTAL CHECK  |           |             |                                 |      |                           | 2,416.14 |
| 19177        | 9101      | 10/20/14    | 55432 LENAWEE INTERMEDIATE SCHO | 3220 | L SCHIERMYER NEW 1415     | 25.00    |
| 19177        | 9101      | 10/20/14    | 55432 LENAWEE INTERMEDIATE SCHO | 3220 | L SEGUR NEW 1415          | 25.00    |
| 19177        | 9101      | 10/20/14    | 55432 LENAWEE INTERMEDIATE SCHO | 3220 | R FORCHE NEW 1415         | 25.00    |
| 19177        | 9101      | 10/20/14    | 55432 LENAWEE INTERMEDIATE SCHO | 5730 | BUS 1,3,5,6,7 LABOR       | 62.61    |
| 19177        | 9101      | 10/20/14    | 55432 LENAWEE INTERMEDIATE SCHO | 4130 | BUS 1,3,5,6,7 LABOR       | 756.00   |
| 19177        | 9101      | 10/20/14    | 55432 LENAWEE INTERMEDIATE SCHO | 5730 | BUS 1,3,5,6,7 LABOR       | 1,252.19 |
| TOTAL CHECK  |           |             |                                 |      |                           | 2,145.80 |
| 19178        | 9101      | 10/20/14    | 59537 MAKE MUSIC                | 5210 | SMARTMUSIC MB MADZIAR     | 140.00   |
| 19179        | 9101      | 10/20/14    | 60890 MARSHALL'S                | 6450 | INSTRUMENT REPAIR         | 10.00    |
| 19179        | 9101      | 10/20/14    | 60890 MARSHALL'S                | 6450 | INSTRUMENT REPAIR         | 10.00    |
| TOTAL CHECK  |           |             |                                 |      |                           | 20.00    |
| 19180        | 9101      | 10/20/14    | 62156 MASA                      | 7410 | ANNUAL RENEWAL            | 876.00   |
| 19181        | 9101      | 10/20/14    | 57730 MCGRAW HILL SCHOOL EDUCAT | 5210 | 9780076036295 EVERYDAY MA | 101.43   |
| 19181        | 9101      | 10/20/14    | 57730 MCGRAW HILL SCHOOL EDUCAT | 5210 | 9780076045396 EVERYDAY MA | 136.65   |
| 19181        | 9101      | 10/20/14    | 57730 MCGRAW HILL SCHOOL EDUCAT | 5210 | 9780076577866 EVERYDAY MA | 184.20   |

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|--------------|-----------|-------------|---------------------------------|------|---------------------------|----------|
| 19181        | 9101      | 10/20/14    | 57730 MCGRAW HILL SCHOOL EDUCAT | 5210 | 9780076577873 EVERYDAY MA | 184.20   |
| 19181        | 9101      | 10/20/14    | 57730 MCGRAW HILL SCHOOL EDUCAT | 5210 | 9780076577880 EVERYDAY MA | 184.20   |
| 19181        | 9101      | 10/20/14    | 57730 MCGRAW HILL SCHOOL EDUCAT | 5210 | 9780076577897 EVERYDAY MA | 184.20   |
| 19181        | 9101      | 10/20/14    | 57730 MCGRAW HILL SCHOOL EDUCAT | 5210 | ESTIMATED SHIPPING/HANDLI | 86.63    |
|              |           | TOTAL CHECK |                                 |      |                           | 1,061.51 |
| 19182        | 9101      | 10/20/14    | 62321 MERCY MEMORIAL HOSPITAL   | 3192 | DRIVER PHYSICALS          | 164.00   |
| 19183        | 9101      | 10/20/14    | 64800 MIEM                      | 5121 | BONNIE DIETRICH & SCOTT H | 75.00    |
| 19183        | 9101      | 10/20/14    | 64800 MIEM                      | 5121 | BONNIE DIETRICH & SCOTT H | 75.00    |
|              |           | TOTAL CHECK |                                 |      |                           | 150.00   |
| 19184        | 9101      | 10/20/14    | 65599 MOBYMAX                   | 5210 | RENEWAL LICENSE FOR MADIS | 599.00   |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 5910 | COPIER STAPLES            | 160.00   |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 4220 |                           | .41      |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 4220 | U3537 HS COPIER           | 20.04    |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 4220 | U3952 HS COPIER           | 179.02   |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 4220 | U3952 HS COPIER           | 3.65     |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 4220 | U4532 CO COPIER           | 21.18    |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 4220 | U4532 CO COPIER           | .43      |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 4220 | U2350 EL COPIER           | 151.75   |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 4220 | U2350 EL COPIER           | 3.10     |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 4220 | W8440 HS COPIER           | 117.28   |
| 19185        | 9101      | 10/20/14    | 65990 MT BUSINESS TECHNOLOGIES, | 4220 | W8440 HS COPIER           | 2.40     |
|              |           | TOTAL CHECK |                                 |      |                           | 659.26   |
| 19186        | 9101      | 10/20/14    | 66912 NATIONAL GEOGRAPHIC SOCIE | 5110 | ESTIMATED SHIPPING/HANDLI | 16.20    |
| 19186        | 9101      | 10/20/14    | 66912 NATIONAL GEOGRAPHIC SOCIE | 5110 | YE0914 NATIONAL GEOGRAPH  | 162.00   |
|              |           | TOTAL CHECK |                                 |      |                           | 178.20   |
| 19187        | 9101      | 10/20/14    | 94650 NICHOLS                   | 5990 | TISSUE, TOWELS, LINER     | 2,588.08 |
| 19188        | 9101      | 10/20/14    | 69403 OCCUHEALTH                | 3130 | EL NURSE SEPT 2014        | 3,087.05 |
| 19188        | 9101      | 10/20/14    | 69403 OCCUHEALTH                | 3130 | HS NURSE SEPT 2014        | 514.51   |
| 19188        | 9101      | 10/20/14    | 69403 OCCUHEALTH                | 3130 | MS NURSE SEPT 2014        | 514.51   |
| 19188        | 9101      | 10/20/14    | 69403 OCCUHEALTH                | 3130 | ELEM NURSE                | 2,662.50 |
| 19188        | 9101      | 10/20/14    | 69403 OCCUHEALTH                | 3130 | HS NURSE                  | 443.75   |
| 19188        | 9101      | 10/20/14    | 69403 OCCUHEALTH                | 3130 | MS NURSE                  | 443.75   |
|              |           | TOTAL CHECK |                                 |      |                           | 7,666.07 |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 141343 POSTER TAPE        | 4.80     |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 141457 HIGHLIGHTERS, CHI  | 41.50    |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 141488 MARKERS, SCENTED   | 12.42    |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 141575 PENCIL SHARPENER   | 22.34    |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 141869 BALLPOINT PEN      | 4.60     |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 142784 INVISIBLE TAPE     | 13.56    |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 257191PAPER MATE® FLAIR®  | 11.92    |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 41311 WASHABLE GLUE STI   | 10.80    |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 141457 HIGHLIGHTERS, CHI  | 58.10    |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 141767                    | 10.93    |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 141767 TAGBOARD, 9"x12",  | 8.20     |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 141869 BALLPOINT PEN      | 2.30     |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 257191PAPER MATE® FLAIR®  | 11.92    |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | EGAFFORD PO150104         | 61.52    |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | EGAFFORD PO150104         | 10.10    |

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|--------------|-----------|-------------|---------------------------------|------|---------------------------|--------|
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | DMATTHEWS PO150103        | 63.34  |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | RHAGUE PO150166           | 5.64   |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | DMATTHEWS PO150103        | 2.38   |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | KINGELS 150145            | 107.40 |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5210 | 1 1/2 VIEW BINDERS, WHITE | 71.40  |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5210 | 141114 2" VIEW BINDER, WH | 68.64  |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 141585 STAPLES, FLAT WIRE | 3.04   |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 142784 INVISIBLE TAPE 3/4 | 13.56  |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5110 | 142799 PACKING TAPE       | 5.06   |
| 19189        | 9101      | 10/20/14    | 69401 OFFICE DEPOT, INC         | 5120 | PO 150279 BRACKELMAN      | 7.50   |
|              |           |             | TOTAL CHECK                     |      |                           | 632.97 |
| 19190        | 9101      | 10/20/14    | 69584 OSWALD COMMUNICATIONS     | 5110 | ESTIMATED SHIPPING/HANDLI | 14.57  |
| 19190        | 9101      | 10/20/14    | 69584 OSWALD COMMUNICATIONS     | 5110 | RED KAP FULL LENGTH XL LA | 100.00 |
|              |           |             | TOTAL CHECK                     |      |                           | 114.57 |
| 19191        | 9101      | 10/20/14    | 81704 PACIFIC NORTHWEST PUBLISH | 5120 | ESTIMATED SHIPPING/HANDLI | 5.00   |
| 19191        | 9101      | 10/20/14    | 81704 PACIFIC NORTHWEST PUBLISH | 5120 | INTERVENTIONS (BOOK) PROD | 60.00  |
|              |           |             | TOTAL CHECK                     |      |                           | 65.00  |
| 19192        | 9101      | 10/20/14    | 72336 PERRY PRO TECH            | 4220 | B2150/B2151 MS COPIER     | 6.08   |
| 19192        | 9101      | 10/20/14    | 72336 PERRY PRO TECH            | 4220 | B2150/B2151 MS COPIER     | 298.12 |
| 19192        | 9101      | 10/20/14    | 72336 PERRY PRO TECH            | 4220 | A5986 ELEM COPIER         | 4.34   |
| 19192        | 9101      | 10/20/14    | 72336 PERRY PRO TECH            | 4220 | A5986 ELEM COPIER         | 212.66 |
|              |           |             | TOTAL CHECK                     |      |                           | 521.20 |
| 19193        | 9101      | 10/20/14    | 74940 QUILL CORPORATION         | 5910 | 141056 NIMH RECHARGEABLE  | 9.68   |
| 19193        | 9101      | 10/20/14    | 74940 QUILL CORPORATION         | 5910 | 142795 MASKING TAPE 1" X  | 12.27  |
| 19193        | 9101      | 10/20/14    | 74940 QUILL CORPORATION         | 5910 | 142796 MASKING TAPE 2" X  | 15.48  |
|              |           |             | TOTAL CHECK                     |      |                           | 37.43  |
| 19194        | 9101      | 10/20/14    | 79680 SCHOLASTIC, INC           | 5210 | R VERNIER BOOKS           | 135.00 |
| 19195        | 9101      | 10/20/14    | 80189 SCHOOL OUTFITTERS         | 5110 | ESTIMATED SHIPPING/HANDLI | 26.19  |
| 19195        | 9101      | 10/20/14    | 80189 SCHOOL OUTFITTERS         | 5110 | SKU: COP-ELS1 EARLY LEAR  | 205.99 |
|              |           |             | TOTAL CHECK                     |      |                           | 232.18 |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | PLASTIC FOLDERS WITH FAST | 59.94  |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 1473689 BOOK STOCK AGEN   | 52.00  |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 141856 PENCILS, #2, 144-  | 6.73   |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-068253-030 3/8 IN ASS   | 23.99  |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-077411-030 SHARPIE EXTR | 7.10   |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-1385182-030 INCENTIVE   | 17.99  |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-1436193-030 LEGAL STA   | 27.96  |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-1438022-030 METALLIC A  | 5.29   |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-1441333-030 UPRIGHT SIG | 10.29  |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-1441334-030 UPRIGHT SI  | 10.29  |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-9-1466601-030 1 IN PO   | 6.59   |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 141562 SCISSORS, 6-1/4",  | 15.20  |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 141665 CONSTRUCTION PAPER | 6.60   |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-1438022-030 METALLIC A  | 10.58  |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-9-1466601-030 1 IN PO   | 6.59   |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 141489 NAME MARKERS, SCE  | 9.36   |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 141774 NAME CHART PAD, 2  | 44.88  |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 141840 NAME ERASERS, WED  | 2.28   |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY          | 5110 | 9-078284-30 CERTIFICATE O | 17.97  |



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| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 9-086839-030 DESCRIPTION: | 10.98    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 9-1369010-030 ASTROBRIGHT | 71.99    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 9-1396397-030 COMMAND HOO | 10.29    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 9-1475805-030 TWO TONE RE | 35.98    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 008148 MARKER CRAYOLA CL  | 4.62     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 008544 MARKER CRAYOLA WA  | 17.30    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 025495 CONST PPR 9X12 AS  | 5.18     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 026284 MARKER DRY ERASE   | 6.73     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 026434 CONST PPR 12X18 A  | 14.97    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 027328 PEN BLACK BALLPOI  | 6.66     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 027466 PEN BALLPOINT ROU  | 6.00     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 027469 PEN BALLPOINT ROU  | 6.00     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 032400 CLIP BINDER MED 1  | .41      |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 040584 TAPE HIGHLAND 260  | 4.74     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 040590 TAPE HIGHLAND 260  | 5.95     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 040599 TAPE HIGHLAND 591  | 3.18     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 054369 CONST PPR 18X24 A  | 14.97    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 061059 STAPLES STANDARD   | .54      |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 061458 CORRECTION FLUID   | .97      |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 077356 ERASER 2 1/2X1X3/  | 10.36    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 077399 MARKER BLACK FINE  | 6.96     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 081933 TAB INDEX INSERT   | 8.00     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 084471 COMPASS REPLACEME  | 4.40     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 084808 PENCIL #2 PACK OF  | 6.73     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 084879 NOTES YELLOW 3X5   | 3.45     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 084892 FOLDER 2PKT W/FAS  | 9.74     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 085007 SSTL ECONO SHEARS  | 8.25     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 086004 CLAY MODELING SCH  | 4.70     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 086399 BINDER VIEW 3'' B  | 27.95    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 1076850 TAPE DBL COATED   | 13.88    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 1333748 MARKER EXPO DRY   | 15.78    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 1473614 RULER PLASTIC 12  | 9.96     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 141161 LESSON PLAN BOOK 6 | 1.81     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 141453 HIGHLIGHTERS YELLO | 3.19     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 141855 PENCILS #2 PRE SHA | 6.20     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 142737 12" RULER          | 1.10     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | ESTIMATED SHIPPING/HANDLI | 9.95     |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | 1328213 SPORTIME PULSE BA | 48.99    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | ITEM # 016337 ROBIC BLUE  | 17.99    |
| 19196        | 9101      | 10/20/14    | 80181 SCHOOL SPECIALTY         | 5110 | ITEM # 027601 ARRAY ACID- | 9.85     |
|              |           |             | TOTAL CHECK                    |      |                           | 797.83   |
| 19197        | 9101      | 10/20/14    | 80191 SCHOOLOUTLET.COM         | 6410 | ESTIMATED SHIPPING/HANDLI | 221.89   |
| 19197        | 9101      | 10/20/14    | 80191 SCHOOLOUTLET.COM         | 6410 | VIRCO-9018-ASAP BLACK SCH | 765.80   |
| 19197        | 9101      | 10/20/14    | 80191 SCHOOLOUTLET.COM         | 6410 | ESTIMATED SHIPPING/HANDLI | 237.84   |
| 19197        | 9101      | 10/20/14    | 80191 SCHOOLOUTLET.COM         | 6410 | VIRCO-9016-ASAP VIRCO 90  | 934.20   |
|              |           |             | TOTAL CHECK                    |      |                           | 2,159.73 |
| 19198        | 9101      | 10/20/14    | 81745 SEHI COMPUTER PRODUCTS   | 6410 | AA-BATT-X2 FRONT ROW AA N | 108.00   |
| 19199        | 9101      | 10/20/14    | 82601 SHRADER TIRE & OIL       | 5720 | TIRES                     | 231.20   |
| 19200        | 9101      | 10/20/14    | 82985 SIENA HEIGHTS UNIVERSITY | 3711 | A PIFER DUAL ENROLL       | 450.00   |
| 19200        | 9101      | 10/20/14    | 82985 SIENA HEIGHTS UNIVERSITY | 3711 | M HAGUE DUAL ENROLL       | 500.00   |
| 19200        | 9101      | 10/20/14    | 82985 SIENA HEIGHTS UNIVERSITY | 3711 | M WILSON DUAL ENROLL      | 820.00   |
| 19200        | 9101      | 10/20/14    | 82985 SIENA HEIGHTS UNIVERSITY | 3711 | L RABURN DUAL ENROLL      | 500.00   |

SPI  
DATE: 10/16/2014  
TIME: 14:14:04

MADISON SCHOOL DISTRICT  
CHECK REGISTER

PAGE NUMBER: 7  
VENCHK11  
ACCOUNTING PERIOD: 4/15

FUND - 11 - GENERAL FUND

| CHECK NUMBER | CASH ACCT | DATE ISSUED | -----VENDOR-----                | ACCT | -----DESCRIPTION-----     | AMOUNT    |
|--------------|-----------|-------------|---------------------------------|------|---------------------------|-----------|
| 19200        | 9101      | 10/20/14    | 82985 SIENA HEIGHTS UNIVERSITY  | 3711 | B DAVIS DUAL ENROLL       | 820.00    |
| 19200        | 9101      | 10/20/14    | 82985 SIENA HEIGHTS UNIVERSITY  | 3711 | C KANGAS DUAL ENROLL      | 450.00    |
| 19200        | 9101      | 10/20/14    | 82985 SIENA HEIGHTS UNIVERSITY  | 3711 | M GOMEZ DUAL ENROLL       | 450.00    |
| 19200        | 9101      | 10/20/14    | 82985 SIENA HEIGHTS UNIVERSITY  | 3711 | S MCMAHON DUAL ENROLL     | 450.00    |
| 19200        | 9101      | 10/20/14    | 82985 SIENA HEIGHTS UNIVERSITY  | 3711 | K SWEET DUAL ENROLL       | 450.00    |
| 19200        | 9101      | 10/20/14    | 82985 SIENA HEIGHTS UNIVERSITY  | 3711 | A TRUMBULL DUAL ENROL     | 450.00    |
| TOTAL CHECK  |           |             |                                 |      |                           | 5,340.00  |
| 19201        | 9101      | 10/20/14    | 84781 SOUND DOCTOR              | 4220 | SPEAKERS MUSIC ROOMS      | 542.50    |
| 19202        | 9101      | 10/20/14    | 85610 STAPLES CREDIT PLAN       | 5110 | H YEAGER SUPPLIES         | 71.73     |
| 19203        | 9101      | 10/20/14    | 10465 JENNIFER STELZER          | 3220 | MILEAGE REIMBURSEMENT     | 90.00     |
| 19204        | 9101      | 10/20/14    | 89052 THRUN LAW FIRM, P.C.      | 3170 | LEGAL AID                 | 96.00     |
| 19205        | 9101      | 10/20/14    | 90470 TRANSPORTATION ACCESSORIE | 5730 | BUS LAMPS                 | 233.30    |
| 19205        | 9101      | 10/20/14    | 90470 TRANSPORTATION ACCESSORIE | 5730 | BUS SEAT COVER, PAINT     | 344.49    |
| TOTAL CHECK  |           |             |                                 |      |                           | 577.79    |
| 19206        | 9101      | 10/20/14    | 91183 UNDERWOOD DISTRIBUTING    | 5123 | N3/TPK/2L1 TI NSPIRE CX E | 4,125.00  |
| 19207        | 9101      | 10/20/14    | 93316 WARDS NATURAL SCIENCE     | 5121 | 360034 - SIMULATED ABO AN | 32.32     |
| 19207        | 9101      | 10/20/14    | 93316 WARDS NATURAL SCIENCE     | 5121 | 366807 - WARDS SIMULATING | 21.25     |
| 19207        | 9101      | 10/20/14    | 93316 WARDS NATURAL SCIENCE     | 5121 | 938120 - SICKLE CELL ANEM | 8.42      |
| TOTAL CHECK  |           |             |                                 |      |                           | 61.99     |
| 19208        | 9101      | 10/20/14    | 94685 WHITMORE LAKE HIGH SCHOOL | 8220 | LEAGUE STUDENT LEADER     | 373.50    |
| TOTAL FUND   |           |             |                                 |      |                           | 57,749.17 |
| TOTAL REPORT |           |             |                                 |      |                           | 57,749.17 |

### **School of Choice (SOC) – 2<sup>nd</sup> and 3<sup>rd</sup> Trimesters (Action Item)**

At this time each year the administrative team considers reopening Schools of Choice for the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters. By the time of the November Board meeting we will only be about a week away from start of the 2<sup>nd</sup> trimester. After discussion with the principals we are recommending Madison open for Schools of Choice at all grades except Y5s, 2<sup>nd</sup>, and 5<sup>th</sup>. I recommend the Board approve the District reopening SOC at all grades except for Y5's, 2<sup>nd</sup>, and 5<sup>th</sup> for 2<sup>nd</sup> and 3<sup>rd</sup> trimester.

### **Summer Tax Resolution (Action Item)**

We need to pass the annual resolution calling for a summer tax levy prior to January 1, 2015. This is a process that Madison has done for about two decades so it is a routine process for all of the affected units of government. I recommend the Board approve the annual resolution for a summer tax levy.

### **FMLA/Disability/Maternity Leave – Tara Wiendl (Action Item)**

We have a request for a FMLA/disability/maternity leave from Tara Wiendl, a Madison bus driver. Tara expects to work until approximately November 10<sup>th</sup> and will return after the New Year. I recommend the Board approve her request.

### **Policy Updates (Information Item)**

Enclosed in this packet are several policies from NEOLA for a first reading. Throughout the next few months I will provide several updated NEOLA policies for your review and consideration. The policies provided this evening will follow the process of a second reading at the November reading and consideration for approval at the December meeting, unless you would like to proceed otherwise. Considering the amount and diversity of policies included I suggest allowing time to review and provide feedback, if modifications are necessary.

### **Madison Communication and Stakeholder Engagement (Information Item)**

I failed to mention at the School Board and Stakeholder Workshop the fantastic job staff continue to do to celebrate, through media, positive things happening at Madison. Teachers, parents, students, and support staff continue to share through various means exciting, progressive educational programming and initiatives. Rebecca Schwan constructed a slide illustrating various Madison press that has occurred recently. We are committed to continuing efforts to share the positive opportunities students at Madison have to grow socially and academically. I have included the Power Point slide accidentally omitted from the Workshop presentation.

### **Madison Education Association Contract (Action Item)**

As you are aware the District is in the third year and last year of a 3 year contract agreement with the Madison EA. Negotiation sessions will begin at some point soon; therefore I recommend the Board move to Closed Session to discuss aspects of negotiations.

### 2014-15 Unaudited Enrollment (Information Item)

Our unaudited enrollment on the October 1<sup>st</sup> official count day is 1,560.38. Not all students are at Madison to constitute a Full Time Equivalent (FTE), therefore the FTE at 1560.38 is less than the head count figure listed in the chart below. The 2014-15 projected budget consists of a \$246,506 deficit. Unfortunately, the loss of FTE from the projected FTE through Count Day will result in an even larger deficit. As illustrated in the chart below and as presented and discussed at the Strategic Planning Workshop October 4<sup>th</sup>, it is extremely difficult to project a budget based on enrollment with the economic and societal challenges facing families today. Many do not have a choice but to move out of the area, more and more out of state.

### 2014-15 Enrollment – Projection, Head Count, and Count Day (FTE)

|                    | Projected<br>(June 9) | Head Count<br>(September 8) | Count Day<br>(October 1) | Difference<br>(June 9 to<br>Oct. 1) |
|--------------------|-----------------------|-----------------------------|--------------------------|-------------------------------------|
| DK/K               | 146                   | 166                         | 162                      | 16                                  |
| 1                  | 132                   | 136                         | 136                      | 4                                   |
| 2                  | 132                   | 139                         | 139                      | 7                                   |
| 3                  | 132                   | 136                         | 134                      | 2                                   |
| 4                  | 111                   | 113                         | 114                      | 3                                   |
| 5                  | 117                   | 124                         | 122                      | 5                                   |
| <b>Elem Total</b>  | <b>770</b>            | <b>812</b>                  | <b>807</b>               | <b>37</b>                           |
| 6                  | 133                   | 128                         | 128                      | -5                                  |
| 7                  | 137                   | 128                         | 127                      | -10                                 |
| 8                  | 125                   | 122                         | 116                      | -9                                  |
| <b>MS Total</b>    | <b>395</b>            | <b>378</b>                  | <b>371</b>               | <b>-24</b>                          |
| 9                  | 105                   | 99                          | 100                      | -5                                  |
| 10                 | 102                   | 105                         | 103                      | 1                                   |
| 11                 | 112                   | 108                         | 106                      | -6                                  |
| 12                 | 86                    | 81                          | 79                       | -7                                  |
| <b>HS Total</b>    | <b>405</b>            | <b>393</b>                  | <b>388</b>               | <b>-17</b>                          |
|                    |                       |                             |                          |                                     |
| <b>Grand Total</b> | <b>1570</b>           | <b>1583</b>                 | <b>1566</b>              | <b>-4</b>                           |

### Madison Elementary and Middle Schools Recognized as Reward Schools (Information Item)

Already this fall we have great things to celebrate – Madison Elementary and Madison Middle School were each again recognized as Reward Schools by the Michigan Department of Education. Congratulations to all within the Madison Family who helped attain tremendous growth once again this year.

### **Performing Arts Center (PAC) (Information Item)**

I was contacted by Jere Richter, Artistic Director at the Croswell Opera House. A major renovation is scheduled to occur at the Croswell next year. With this in mind Jere is exploring options to potentially take "Croswell on the Road" to various venues, including Madison's PAC; facilities that can meet artistic and technological needs for the Croswell within Lenawee County. There is interest to potentially have the Croswell's holiday show here at Madison. Jere visited to tour the PAC last week and discussed with Rebecca and me the possibility of leasing the facility for a specific timeframe to facilitate this show.

Rebecca spoke with staff who utilize the facility to see if the schedule would be conducive to an agreement between the Croswell and Madison for a specific timeframe between late November and early December 2015. This arrangement would not displace student performances scheduled at Madison. The opportunity for the District to host a Croswell show would provide revenue through a lease agreement. More importantly, the performance would provide an opportunity for community members throughout the region to see a fantastic performance in a state-of-the-art venue available to students who attend Madison.

### **Change of November Board Meeting (Action Item)**

Randy Purvis, CPA with Drake, Watters & Associates, PLLC is currently completing the District's audit and will forward preliminary information to me as early as next week. I recommend the Board approve moving the November Board meeting up one week from November 17<sup>th</sup> to November 10<sup>th</sup>. This will allow time for a presentation of the audit to the Board for their consideration and acceptance and meet the submittal and posting deadline of November 15<sup>th</sup>.

# School staff ready for allergy emergencies

By Dan Cherry  
Daily Telegram Staff Writer  
Posted Sep 19, 2014 @ 4:00 pm

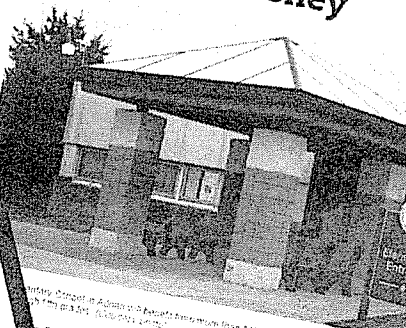


School districts across the state and Lenawee County are ready to help save the life of a child or staff member if they have a sudden allergy to food or a bee sting.

Last year, Gov. Rick Snyder signed laws requiring schools to have two epinephrine devices and ensure at least two staff members are trained to use them.

Training to meet the requirements of the new Emergency Anaphylaxis EpiPen policy took place over the past several months to prepare every public school in Michigan to have epinephrine injectors to treat allergic reactions starting this

# 1 Michigan school returns year-round 2 others get money



# Michigan district could offer 'balanced' schedule

Posted: Mar 07, 2014 5:22 PM EST  
To: Toledo News Now  
Written by Nick Dade - email  
Reporting by Megan Sanctorum - email

DRIAN, MI (Toledo News Now) - Madison School District, just outside of Adrian, Michigan could offer what is called a "balanced" schedule to students beginning next school year.

## MORE

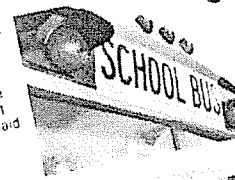
SLIDESHOW: Lucas County dogs up for adoption



"We've had meetings with our faculty. We've been doing research. We've been looking at what possible schedules could look like," said Superintendent Jim Hartley.

The schedule would only be available to elementary students. Those who chose the schedule would begin classes sometime in July, about 20 days before other students. Those students would then get extended breaks during the school year and finish school the year the same time as other students.

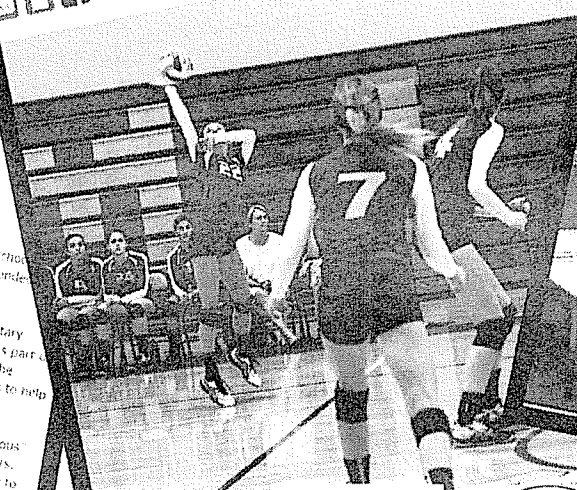
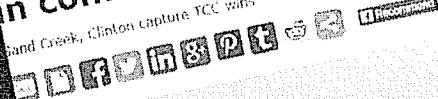
Basically it's to eliminate that huge learning loss that occurs when children have 10-12 weeks off in the summertime," said Hartley. Some parents in the area say they want to see how the calendar program goes.



Apply Today!

# PREP VOLLEYBALL: Local teams in conference action

Band Creek, Clinton capture RCC wins



# Year-round students start school year

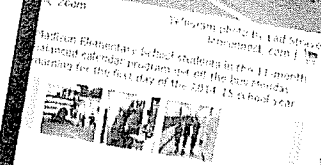
By Dan Cherry  
Daily Telegram Staff Writer  
Posted Jul 29, 2014 @ 4:00 pm

## MADISON TWP

For about 225 Madison Elementary School students, summer vacation officially ended Monday.

Approximately one-third of the elementary student population returned to school as part of a balanced calendar option that spreads the traditional school year across 11 months to help reduce learning loss.

Superintendent Ryan Rowe said "tremendous effort, planning and preparation by teachers, staff, administration and parents took place to make the balanced school year (BSY) calendar option happen."



Madison Elementary School teachers, those teaching the BSY and those remaining with the traditional school calendar, through work with committees provided input and direction for this program," he said.

# Some Michigan students attend school year round



The Daily Telegram



TOLEDO NEWS NOW

mlive.com



Kristin Thomas

## HS Principal's Report

October 20, 2014

- I. September 26<sup>th</sup> PD – Our HS teachers used this day to continue their work on developing their Understanding by Design (UbD) Units. A lot was accomplished during this time and I believe every department will have at least one unit completed by the end of the trimester. Our English Department spent the afternoon working with Mellissa Wilson and learning more about the Gradual Release of Responsibility Model. The feedback that I received from the English Department was that this was a very valuable and worthwhile experience. Our Math Department will be the next group of teachers to work with Mellissa on our upcoming early release on November 7<sup>th</sup>.
- II. Winter Homecoming – We had such a great homecoming week that I felt it had to be included in my Board Report. This was the first homecoming that I can ever remember that was 100% positive! I was so pleased with the enormous amount of school spirit our students demonstrated throughout the week. I was especially impressed with our senior representatives on the Homecoming Court. If you see Michelle Hague, Paige Svoboda, Ashlyn Wing, Rita DeHoyas, Trevor Fowler, Anthony Trumbull, Hunter Teunion-Smith, or Colin Mohler please congratulate them...they represented themselves and Madison High School with nothing but class.
- III. DAR Good Citizen – This year's DAR Good Citizen is Paige Svoboda. Paige was selected on the basis of dependability, leadership, patriotism, and service to community. Congratulations, Paige!
- IV. Maternity Leave – If Baby Thomas cooperates, I will work through the end of the first trimester which ends on Nov 26<sup>th</sup>. I am completely confident that Nick Whiteley will have no trouble steering the ship in my absence. While on leave, Taz Wallace will assist Mr. Whiteley. Nick will ultimately be responsible for the day-to-day decisions, but Taz will be on standby to assist with CAP, attendance, and discipline if needed. I anticipate returning on January 26<sup>th</sup>.

Madison Middle School  
Brad Anschuetz, Principal  
October 20, 2014  
Board Report

I. A price of \$650 per student has been set for the **eighth grade class trip to Washington D.C.** This price is based on 64 students attending. There are currently 65 students that have made an initial payment to attend the trip (116 students in 8<sup>th</sup> grade class). The price per student includes all meals, travel, exhibit fees, and room accommodations. The travel dates are March 26 – 29, 2015. Several parents have volunteered to run a fundraiser involving the sale of candy bars. So far, over 170 boxes of chocolate bars have been sold. This equates to \$5,100 of profit for students to put towards their tuition. Mrs. Judy Mann has organized a Pancake Breakfast to help students raise money as well. Due to the change in MEAP assessment dates, we are looking at next year's trip to take place between 22 October 2015 and 25 October 2015.

II. For the past five years, the second and third week of October marks the time for MEAP assessment. This year's **MEAP will take place from 13 April 2015 through 5 June 2015.**

III. With October being anti-bullying month, I would like to highlight two initiatives at MMS. Mrs. Sotelo is building on the *Rachel's Challenge* presentation the last two years to establish a vibrant **Friends of Rachel** (F.O.R.) student task force. These students are working to keep the message of tolerance and respect in the forefront of our student body all year long. This is their second year of existence and the student's are building upon a very successful campaign last year. Secondly, Trooper Duffin from the Michigan State Police met with Madison Middle School students on 8 October 2014 to discuss **social media and electronic communication safety** and responsibility. Among the topics discussed were using social media, cyber bullying, sexting, human trafficking, and the laws surrounding each of these issues. Students were encouraged to talk with their parents about what they learned in the presentation. The PowerPoint used by Trooper Duffin has been posted on our social media sites.

IV. Our **enrollment** numbers are as follows: 6<sup>th</sup> – 129; 7<sup>th</sup> – 127; 8<sup>th</sup> – 116, for a total of 372 middle school students. From the fall of 2004 - 2008 the five year enrollment average was 333 students. As another comparison, there were 339 students enrolled at Madison Middle School in 2009. We have been consistently hovering at this magic mark of 372 since September of 2012 (going on 3 years).

VI. **Parent Teacher Conferences** are scheduled as follows:

21 October Normal Dismissal      3:30 – 6:00 p.m.

22 October Dismiss at 1:00 p.m.      2:00 – 7:00 p.m.

V. Enclosed is a chart that speaks to eighth grade student achievement for Madison Middle School on the **EXPLORE test** for the past three years. The EXPLORE test is a product of ACT, Inc. and is designed to give students a snapshot of their progress regarding college readiness.



|         | Average<br>2011-2012<br>8th<br>EXPLORE<br>Scale Score<br>(1-25)                         | Average<br>2012-2013<br>8th<br>EXPLORE<br>Scale Score<br>(1-25)       | Average<br>2013-2014<br>8th<br>EXPLORE<br>Scale Score<br>(1-25)       | Change  | 3 Year<br>Average | Projected<br>Average<br>2014-2015,<br>13-14 and<br>Change | Projected<br>Average<br>2014-2015,<br>3 year<br>average<br>and Change | College<br>Readiness<br>Benchmark<br>Score<br>(Before 13-<br>14/<br>13-14 and<br>after) |
|---------|---|---|---|---|-------------------|---|---|---|
| English | 13.479339   | 14.617021   | 14.642105   | 1.1627664   | 14.246155         | 15.804872   | 15.408922   | 13  |
| Reading | 14.123967   | 14.680851   | 15.294737   | 1.1707699   | 14.699852         | 16.465507   | 15.870622   | 15/16   |
| Math    | 14.545455   | 15.765957   | 14.978947   | 0.4334928   | 15.096786         | 15.41244  | 15.530279   | 17  |
| Science | 16.31405  | 16.861702   | 17.273684   | 0.9596346   | 16.816479         | 18.233319   | 17.776113   | 20/18   |
|         |   |   |   |   |                   |   |   |   |
|         | College<br>Readiness<br>Benchmark<br>Score<br>(Before 13-<br>14/<br>13-14 and<br>after) | 2011-2012<br>8th<br>EXPLORE<br>Percent of<br>Students at<br>Benchmark | 2012-2013<br>8th<br>EXPLORE<br>Percent of<br>Students at<br>Benchmark | 2013-2014<br>8th<br>EXPLORE<br>Percent of<br>Students at<br>Benchmark | Change            | 3 Year<br>Average   | Projected<br>Average<br>2014-2015,<br>13-14 and<br>Change             | Projected<br>Average<br>2014-2015,<br>3 year<br>average<br>and Change                   |
| English | 13  | 57.85%  | 74.47%  | 68.42%  | 10.57%            | 66.91%  | 78.99%  | 77.48%  |
| Reading | 15/16   | 33.06%  | 38.30%  | 42.55%  | 9.49%             | 37.97%  | 52.04%  | 47.46%  |
| Math    | 17  | 18.18%  | 29.79%  | 32.63%  | 14.45%            | 26.87%  | 47.08%  | 41.32%  |
| Science | 20/18   | 11.57%  | 11.58%  | 42.11%  | 30.54%            | 21.75%  | 72.65%  | 52.29%  |

October 20, 2014  
Board Report  
Madison Elementary School  
Nate Pechaitis, Linda Kaufman

- I. **Professional Development** – The elementary grade levels and specials teams are continuing the development of Understanding by Design units in science and social studies. During the October 26<sup>th</sup> professional development day, Mellissa Wilson, led our elementary faculty in upper/early elementary sessions based on the application of a gradual release model. Prior to our next early release, November 7<sup>th</sup>, teacher representatives will be spending a day compiling social studies units from the Michigan Citizenship Collaborative Curriculum (MC3). On Nov. 7<sup>th</sup>, grade level teams will be planning for implementation.
- II. **Great Start Readiness Program (Four Year Olds)** – Since our last board report, we have had 36 additional children begin their school year with us in our GSRP classrooms. Thirty –four of these students are attending a full day session; two are with us for a half day. Mrs. Julie Taylor and her staff have helped to develop a family style system for lunch and snacks. Mr. Steve Cox and our whole maintenance staff worked tirelessly to prepare the room so that it meets our students' needs. GSRP has provided our classrooms with many new resources that align with the Creative Curriculum. We appreciate all the support and assistance with this program!
- III. **Intercessions** – October 6<sup>th</sup> through 10<sup>th</sup> was the first intercession that an Academic Enrichment Opportunity (AEO) was offered. 34 students participated in all five days. The cost was \$150 for the first child, \$40 for each additional sibling. An additional 71 students participated on Friday for homecoming festivities. Students got to travel to Michigan Stadium, the U-M Museum of Natural History, Imagination Station, Kapnick Orchard, the Center for a Sustainable Future, participated in Project Wild, and created science centers using Mine Craft. We are currently exploring ideas for future AEOs.

**Upcoming Events:**

October 23 – PATT Fall Family Fun Night 6:00 – 8:00  
October 24 – Hats off to Veteran's Day  
October 30 – Band and Orchestra Halloween Concert 6:00 – 8:30  
November 4 – Family Involvement Evening 6:00  
November 6 – Family Math Night 6:00 – 7:30  
November 11 – Fire Prevention Assemblies  
November 12 & 13 – BSY Parent Teacher Conferences  
November 14 – Third Grade Family Breakfast 8:00



Cafeteria Report  
Julie Taylor, October 20, 2014

| 2013/14                   | June                      | July                      | Aug                       | Sept                       |
|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|
| <b><u>Revenue</u></b>     |                           |                           |                           |                            |
| Breakfast                 | \$382.60                  | \$0.00                    | \$0.00                    | \$883.90                   |
| Lunch & Ala Cart          | \$3,337.95                | \$267.50                  | \$49.60                   | \$16,406.72                |
| Juice Machine             | \$0.00                    | \$0.00                    | \$0.00                    | \$0.00                     |
| State Matching Funds      | \$0.00                    | \$0.00                    | \$0.00                    | \$0.00                     |
| Interest & Rebates        | \$21.88                   | \$2.75                    | \$1.76                    | \$1.70                     |
| Lunch & Breakfast Reimb   | \$25,588.02               | \$3,133.61                | \$13,339.07               | \$80,674.31                |
| <b><u>Total</u></b>       | <b><u>\$29,330.45</u></b> | <b><u>\$3,403.86</u></b>  | <b><u>\$13,390.43</u></b> | <b><u>\$97,966.63</u></b>  |
| <b><u>Expenses</u></b>    |                           |                           |                           |                            |
| Payroll                   | \$15,131.25               | \$2,788.26                | \$3,387.97                | \$13,500.03                |
| Retirement                | \$3,594.00                | \$574.90                  | \$732.57                  | 3,109.85                   |
| F.I.C.A.                  | \$1,157.54                | \$213.30                  | \$259.18                  | 1032.75                    |
| Health Ins.               | \$400.00                  | \$400.00                  | \$400.00                  | \$400.00                   |
| Food                      | \$19,593.50               | \$1,998.86                | \$8,242.27                | \$31,814.76                |
| Uniforms                  | \$0.00                    | \$500.00                  | \$735.00                  | \$0.00                     |
| Utilities                 | \$0.00                    | \$0.00                    | \$0.00                    | \$0.00                     |
| Equipment/ Capital outlay | \$55,117.45               | \$35,504.21               | \$32,619.50               | \$100,893.37               |
| Supplies                  | \$2,472.75                | \$0.00                    | \$392.64                  | \$3,024.81                 |
| Sales Tax                 | \$0.00                    | \$0.00                    | \$0.00                    | \$0.00                     |
| Repairs                   | \$0.00                    | \$67.25                   | \$0.00                    | \$0.00                     |
| Misc./Dues/Fees/Indirect  | \$1,313.52                | \$561.89                  | \$500.00                  | \$554.95                   |
| Juice                     | 0                         |                           | \$0.00                    | \$0.00                     |
| <b><u>Total</u></b>       | <b><u>\$98,780.01</u></b> | <b><u>\$42,608.67</u></b> | <b><u>\$47,269.13</u></b> | <b><u>\$154,330.52</u></b> |
| Monthly Loss/ Gain        | (\$69,449.56)             | -\$39,204.81              | \$33,878.70               | -\$56,363.89               |
| Year To Date              | 1,528.89                  | -\$37,675.92              | \$71,554.62               | -\$127,918.51              |





# EOLA of MICHIGAN

## LOCAL TEMPLATES

### BOARD OF EDUCATION SCHOOL DISTRICT

BYLAWS  
0140/page 12 of 18

#### REVISED BYLAW 0144.3 - VOL. 28, NO. 1

0144.3

#### **Conflict of Interest**

Board members shall perform their official duties in a manner free from conflict of interest. To this end:

- A. No Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
- B. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.
- C. A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of the School District., ~~intermediate school district, or public school academy.~~

Having a child in the District does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the School District.



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“Family member” means a person’s spouse or spouse’s sibling or child; a person’s sibling or sibling’s spouse or child; a person’s child or child’s spouse; or a person’s parent or parent’s spouse, and includes these relationships as created by adoption or marriage.

1. A Board member is not considered to have a financial interest in any of the following instances:
  - a. A contract or other financial transaction between the School District and any of the following:
    - 1) A corporation in which the individual is a stockholder owning 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owning stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.
    - 2) A corporation in which a trust, if the individual is a beneficiary under the trust, owns 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owns stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.
    - 3) A professional limited liability company organized pursuant to the Michigan limited liability company act, if the individual is an employee but not a member of the company.



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- b. A contract or other financial transaction between the School District and any of the following:
  - 1) A corporation in which the individual is not a director, officer, or employee.
  - 2) A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.
  - 3) A corporation or firm that has an indebtedness owed to the individual.
- c. A contract between the School District and the intermediate school district.
- d. A contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This does not apply to any amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.



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2. If the financial interest pertains to a proposed contract with the District, the following requirements must be met:
  - a. The Board member shall disclose the financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct ~~pecuniary~~ **financial** interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the Board member shall make the disclosure in one of two (2) ways:
    - 1) In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
    - 2) By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her ~~pecuniary~~ **financial** interest amounts to \$5000 or more.





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- b. Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (M.C.L. 380.1203) must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.

- c. The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the District included in the contract, and the nature and degree of assignment of District staff needed to fulfill the contract.

- d. **A Board member with a conflict of interest in a contract may not participate in the discussion of nor vote on the contract.**  
~~A Board member with a financial interest in a contract may participate in discussion, but may not vote on the contract.~~

Board members shall not accept any money, goods, or services with a value in excess of the amount established annually by the State Department of Education (\$44 within any one (1) month period as of December 31, 2004) from any person who does business or seeks to do business of any kind with the District.



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A Board member may be appointed to serve as a volunteer coach or supervisor of a student extra-curricular activity if all of the following conditions are present:

1. the Board member receives no compensation for service as a volunteer coach or supervisor;
2. the Board member abstains from voting on issues before the Board concerning the program during the period of time s/he serves as a volunteer coach or supervisor;
3. there is no other qualified applicant available to fill a vacant position; and
4. the appointing authority has received the results of a criminal history check and criminal records check from the Michigan State Police or the Federal Bureau of Investigation for the Board member.

M.C.L. 15.183, 15.323, 380.1203

**See also, Policy 6420, Conflict of Interest - Legal Counsel, Advisors, Consultants.**

0144.4

### **Indemnification**

The Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law.

M.C.L. 691.1408



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**REVISED POLICY - VOL. 28, NO. 1**

JOB DESCRIPTIONS

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent and each shall contain the following provision:

"The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District."

- ☐ Revisions to job descriptions shall be reviewed with the employees affected prior to their use.
- ☐ Each employee will be provided with a copy of his/her job description at the time of employment and any revisions thereto.
- ☒ Employees will be evaluated, at least in part, against their job descriptions.
- ☒ ~~Ensure that the Board Policy 3122 and Policy 4122 on non-discrimination is implemented properly and in compliance~~ **Employees shall properly implement Board Policy 3122, Policy 4122, and Policy 2260 on non-discrimination and shall comply** with Federal and State laws and regulations, particularly Part 1 104 of Section 504 Rehabilitation Act of 1973 (34 CFR) and the Americans with Disabilities Act (ADA).  
(~~See AG 3122C for a comparative analysis of ADA and 504.~~)



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**NEW POLICY - VOL. 28, NO. 1**

**FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")**

In accordance with Federal law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible administrators for the following reasons:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth
- B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival
- C-1. the staff member is needed to care for a spouse, parent or dependent child if such individual has a serious health condition, or
- D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position

**Employee Entitlement to Service Member FMLA**

**Leave Entitlement**

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

- A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. (See AG 1630.01C). Covered active duty means deployment with the Armed Forces to a foreign country.



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- B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers.

#### Duration of Service Member FMLA

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.



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- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

#### General FMLA Provisions

Administrators are "eligible" if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. Service time may be aggregated when the break in service is less than seven (7) years for military obligation or subject to recall under a collective bargaining agreement. All full-time administrators are deemed to meet the 1,250 hour requirement. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining and employee's eligibility for FMLA leave.

Twelve (12) month period for determining hours worked and use of leave is defined as

- ( ) a fixed twelve (12) month period (i.e. the "leave year" is identical for all staff members -- e.g., a fiscal year or calendar year).
- ( ) the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member).
- (✓) a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

For Service Member FMLA leave, the use of the twenty-six (26) weeks of leave will be measured forward from the first date on which the employee takes leave.



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Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:
  - 1. a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either in person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity absent extenuating circumstances beyond the employee's control, or in person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;

The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.

- 2. any incapacity due to pregnancy or for prenatal care;
- 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- 5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);



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- C. conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) days notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the healthcare provider.



The Board shall require the staff member

**OR**

[ ] The staff member may request

to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the birth, adoption or foster care placement of a child, or qualifying exigency for a Service Member Family Leave (see A-1, B-1, and A-2 on page one).





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☒

The Board shall require the staff member

**OR**

☐

The staff member may request

to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one and B-2 on page two).

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, the paid leave, and FMLA/Service Member Family leave to which the staff member is entitled will run concurrently.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child (see A-1 and B-1 on page one). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one). The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.



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If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.



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When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one), the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member). When the staff member requests qualifying Service Member Leave, s/he must provide certification of a qualifying exigency or of the service member's serious illness. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed.

The staff member may either:

- A. submit the completed medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The District shall be responsible for maintaining a record of those communications.



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The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee will not qualify for FMLA leave.



A staff member who takes leave for his/her own serious health condition prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program. Special rules under the FMLA may apply for instructional staff.



The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.



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The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.



If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the District has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

29 U.S.C. 2601 et seq.

29 C.F.R. Part 825

P.L. 110-181, Sec. 585 – National Defense Authorization Act (January 28, 2008)

P.L. 111-84, Sec. 565 – National Defense Authorization Act (October 28, 2009)



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**NEW POLICY - VOL. 28, NO. 1**

### 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, 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 harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

☒ The District <sup>will</sup> 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.

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).



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### **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 harassment, when responsibility for reporting and/or investigating unlawful 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 that 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;
- C. intimidation;
- D. stalking;



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

**"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.





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### **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.



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- 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. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. 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.
- K. 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.



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**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.



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#### **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**

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party 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.



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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 work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will 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 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the 1662 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. In addition, the Compliance Officers may also serve as the District's Section 504 and Title IX Coordinators.]**

[Signature]

(Name)

Supr / Asst. Supt. 02  
Building Admin

(School District Title)

577-663-0000

(Telephone Number)

30000 0000 0000 0000 0000

(Office Address)

[E-mail Address]

(E-mail Address)

[Signature]

[Signature]

(Name)

Supr / Asst. Supt. 02  
Building Admin

(School District Title)

577-663-0000

(Telephone Number)

30000 0000 0000 0000 0000

(Office Address)

[E-mail Address]

(E-mail Address)



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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 individual 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.

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 member of the School District community alleging 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.



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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. 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) business 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 (See Form 1662 F1)**

Any employee or other member of the School District community or third party (e.g., visitor to the District) 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 and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, 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. 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 any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

#### **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, other member of the School District community, or third party 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 and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.



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Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or 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.

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

As an initial course of action, if an individual 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.

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

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.





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The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties 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 individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual 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.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual 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 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 individual elects to file a formal complaint initially, the formal complaint process shall be implemented.



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An individual who believes she/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, the Compliance Officer, Superintendent, or other District employee. 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, 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.

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.



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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.

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 five (5) business 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.



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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.

[ ] 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 date of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative 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 member of the School District community or third party 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 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.



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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.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the School 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 laws.

#### **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 recurrence, 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.



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### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a 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.



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### **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 shall provide training for District students and staff where appropriate. All training, as well as all 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) 29 U.S.C. 621 et seq, Age Discrimination in Employment Act of 1967  
29 U.S.C. 6101, The Age Discrimination Act of 1975  
42 U.S.C. 2000e et seq.  
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.  
29 U.S.C. 794, Rehabilitation Act of 1973, as amended  
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended  
The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.  
The Elliott-Larsen Civil Rights Act, M.C.L.A. 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



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**NEW POLICY - VOL. 28, NO. 1**

**MANAGING HEAT AND HUMIDITY IN INTERSCHOLASTIC ATHLETIC  
PROGRAMS**

The Board of Education authorizes the implementation of the model policy and procedures of the Michigan High School Athletic Association (MHSAA) for managing heat and humidity to minimize the risk of heat-related illness in interscholastic athletic programs. For all interscholastic athletic programs and activities as prescribed by the MHSAA, temperature and humidity shall be monitored and recorded in accordance with this policy and administrative guidelines (AG 2431.01). Temperature and humidity readings are to be recorded in writing and maintained for each school by the HEAD COACH.

Heat Index measurements thirty (30) minutes prior to the start of the activity and again sixty (60) minutes after the start of the activity shall determine the appropriate measures to be followed with regard to the practice or competition activity. In all such circumstances, coaches/advisors shall provide the following, as indicated by the heat index:

- A. ample amounts of water
- B. water breaks
- C. ice-down towels, and
- D. careful monitoring of athletes/participants for necessary action

Coaches/advisors shall consider the nature of the sport/activity requiring additional equipment and shall adjust the time of outside activity and time of day for the activity in accordance with the MHSAA model policy.

If the Heat Index is above 104 degrees, the coach/advisor shall stop all outside activity in practice and/or play and shall stop all inside activity if air conditioning is unavailable. When the temperature is below 80 degrees, there is no combination of heat and humidity that will result in the need to curtail activity.





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### REVISED POLICY - VOL. 28, NO. 1

### ANTI-HARASSMENT

#### General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which ~~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 harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems.~~ **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 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 <sup>MAY</sup> 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, teachers, staff, and all other school personnel, ~~including~~ **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.



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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 harassment, when responsibility for reporting and/or investigating **unlawful** 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 that 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;



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- 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" 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.



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### **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. ~~Physical assault~~ **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.



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- 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. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. 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.
- K. **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.



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**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.



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### **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.

### **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**

Members of the School District community, **which includes all staff**, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. **Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.**



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Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party 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.

**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 work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will 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 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the 3362 investigation and provide him/her with a copy of the resulting written report.**





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### 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. In addition, the Compliance Officers may also serve as the District's Section 504 and Title IX Coordinators.]

John Doe

(Name)

SUPV OF BUILDING ADMIN

(School District Title)

555-123-4567

(Telephone Number)

1234 Main Street, Detroit, MI 48201

(Office Address)

john.doe@school.edu

(E-mail Address)

Jane Smith

(Name)

1234 Main Street

SUPV OF BUILDING ADMIN

(School District Title)

555-123-4567

(Telephone Number)

Same

(Office Address)

jane.smith@school.edu

(E-mail Address)



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~~The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names, and 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 individual 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.**

~~The Superintendent shall establish administrative guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.~~



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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 member of the School District community alleging 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 ~~Complaint Coordinators~~ ☐ **Compliance Officers within two (2) business days**. Thereafter, the ~~Complaint Coordinator~~, **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) business days** to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the ~~Complaint Coordinator~~ **Compliance Officer** or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### Investigation and Complaint Procedure (See Form 3362 F1)

Any employee or other member of the School District community or third party (e.g., visitor to the District) 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 and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, 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. 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).



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

### 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, other member of the School District community, or third party 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 and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or 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.

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

As an initial course of action, if an individual 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.



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

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 employees, other members of the School District community, or third parties 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 individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual 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.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual 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.



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All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the 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 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 offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District employee. 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, 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.

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.



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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.



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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.





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Absent extenuating circumstances, within five (5) business 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 five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

☐ 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 representative 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 member of the School District community or third party 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.



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### **Privacy/Confidentiality**

The School District will ~~respect the privacy~~ **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.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the School 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 laws.



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### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties 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 administrative guidelines will include as a requirement the prerequisite that 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. Those members of the School District community or third parties who believe that they have been unlawfully harassed 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.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the Principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school Building Principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.



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~~After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.~~

~~At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.~~

~~[ ] — A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.~~

~~Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.~~

~~[ ] — The decision of the Superintendent shall be final.~~

~~[ ] — A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.~~



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~~The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.~~

~~The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment 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 and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.~~

#### **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 eliminate such conduct in the future **end such conduct, prevent its recurrence, 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.**



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### Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a 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.



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### **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 training **information** to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines **shall provide training for District students and staff where appropriate**. All training, **as well as all information provided** regarding the Board's policy and administrative guidelines 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)**

29 U.S.C. 621 et seq, **Age Discrimination in Employment Act of 1967**

**29 U.S.C. 6101, The Age Discrimination Act of 1975**

42 U.S.C. 2000e et seq.

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~~

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

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

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

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 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



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### REVISED POLICY - VOL. 28, NO. 1

#### FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

In accordance with Federal law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for the following reasons:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth
- B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival
- C-1. the staff member is needed to care for a spouse, parent or dependent child if such individual has a serious health condition, or
- D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position

#### Employee Entitlement to Service Member FMLA

##### Leave Entitlement

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

- A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation **(maximum fifteen (15) calendar days)**; 7) post-deployment activities; **8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty;** and **89) additional activities not encompassed in the other categories, but agreed to by the employer and employee. (See AG 3430.01C).** Covered active duty means deployment with the Armed Forces to a foreign country.





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- B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. **In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers.**

### Duration of Service Member FMLA

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.



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- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

#### General FMLA Provisions

Professional staff members are "eligible" if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. Service time may be aggregated when the break in service is less than seven (7) years for military obligation or subject to recall under a collective bargaining agreement. All full-time professional staff members are deemed to meet the 1,250 hour requirement. **All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining and employee's eligibility for FMLA leave.**

Twelve (12) month period for determining hours worked and use of leave is defined as

- ( ) a fixed twelve (12) month period (i.e. the "leave year" is identical for all staff members -- e.g., a fiscal year or calendar year).
- ( ) the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member).
- (✓) a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

For Service Member FMLA leave, the use of the twenty-six (26) weeks of leave will be measured forward from the first date on which the employee takes leave.



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Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:

- 1. a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either in person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity absent extenuating circumstances beyond the employee's control, or in person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;

The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.

- 2. any incapacity due to pregnancy or for prenatal care;
- 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- 5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);



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- C. conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) days notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the healthcare provider.

☒ The Board shall require the staff member

**OR**

☐ The staff member may request

to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the birth, adoption or foster care placement of a child, or qualifying exigency for a Service Member Family Leave (see A-1, B-1, and A-2 on page one).



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☒ The Board shall require the staff member

**OR**

☐ The staff member may request

to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one and B-2 on page two).

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, the paid leave, and FMLA/Service Member Family leave to which the staff member is entitled will run concurrently.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child (see A-1 and B-1 on page one). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one). The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. **Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.**



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If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.



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When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one), the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member). When the staff member requests qualifying Service Member Leave, s/he must provide certification of a qualifying exigency or of the service member's serious illness. **For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed.**

The staff member may either:

- A. submit the completed medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The District shall be responsible for maintaining a record of those communications.



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The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee will not qualify for FMLA leave.

- ☒ A staff member who takes leave for his/her own serious health condition prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program. Special rules under the FMLA may apply for instructional staff.

- ☒ The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.





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The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

- ☒ If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the District has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

29 U.S.C. 2601 et seq.

29 C.F.R. Part 825

P.L. 110-181, Sec. 585 – National Defense Authorization Act (January 28, 2008)

P.L. 111-84, Sec. 565 – National Defense Authorization Act (October 28, 2009)



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**REVISED POLICY - VOL. 28, NO. 1**

**CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR**  
**COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS**

Purpose

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles, must be mentally and physically alert at all times while on duty.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board expects all Drivers to comply with Board Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all Drivers should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Drivers.

Covered Employees

This policy covers all commercial driver's license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.



This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.



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### Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term *controlled substance* includes any illegal drug, the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, phencyclidine (PCP).
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive functions* includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.



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E. The term *CDL license holder* means all *Driver* CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.

☒ This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.

F. The term *while on duty* means all time from the time the Driver begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

### Procedures

The Superintendent shall establish a drug and alcohol testing program whereby each Driver is tested for the presence of alcohol in his or her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opiates
- D. Amphetamines
- E. Phencyclidine (PCP)



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The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations a.) prior to employment **(Controlled Substances Only)**, b.) reasonable suspicion, c.) upon return to duty after any alcohol or drug rehabilitation, ~~d.) after any accident, e.) on a random basis, and f.) on a follow-up basis.~~

☐ **OPTION #1**

- d.) after any accident 1.) resulting in human death, 2.) where the driver is issued a citation and the accident results in an injury that requires immediate medical attention away from the scene, or 3.) where there is disability damage to any motor vehicle that requires towing [END OF OPTION]

☒ **OPTION #2**

- d.) after any accident,

**[NOTE: must select one option. Option #1 mirrors the DOT regulations; Option #2 provides a more affirmative approach to drivers who are primarily involved with transporting children.]**

**e.) on a random basis, and f.) on a follow-up basis.**

Any staff member who tests positive as defined in the guidelines shall be:

- ☐ immediately prohibited from driving any District vehicle or conducting a safety sensitive function;
- ☐ evaluated by a substance abuse professional;
- ☐ provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;
- ☒ subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completed any required treatment program, and passed a retest. Return to a safety sensitive position is solely at the District's discretion.



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Prior to the beginning of the testing program, the District shall provide training for all employees, including Drivers and their supervisors, about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;
- D. the sanctions that may be imposed for violations of Policy 4122.01.

The Superintendent shall arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent shall provide a copy of this policy and testing guidelines to all Drivers and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments



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The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

49 C.F.R. 382.101 et. seq.

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### REVISED POLICY - VOL. 28, NO. 1

### ANTI-HARASSMENT

#### General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which ~~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 harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems.~~ **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, 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 harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, **prevent its reoccurrence, and remedy its effects.** Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

☒ <sup>may</sup> ~~The District will~~ **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, teachers, staff, and all other school personnel, including **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.





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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 harassment, when responsibility for reporting and/or investigating **unlawful** 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 that 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;



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- 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" 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.**



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### **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. ~~Physical assault~~ **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.



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- 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. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. 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.
- K. **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** 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.



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**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.



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### **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.

### **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**

Members of the School District community, **which includes all staff**, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. **Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.**



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Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party 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.

**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 work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will 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 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the 4362 investigation and provide him/her with a copy of the resulting written report.**



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### 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. In addition, the Compliance Officers may also serve as the District's Section 504 and Title IX Coordinators.]

Egon S. S. S.  
(Name)

Supt. of Building Admin.  
(School District Title)

517-267-2000  
(Telephone Number)

1410 10th St. S. S. S.  
(Office Address) 48101

Egon.S.S.S.@S.S.S.  
(E-mail Address)

Egon S. S. S.  
(Name)  
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(School District Title)

517-267-2000  
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1410 10th St. S. S. S.  
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~~The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names, and 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 individual 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.**

~~The Superintendent shall establish administrative guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.~~



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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 member of the School District community alleging 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 ~~Complaint Coordinators~~ **Compliance Officers within two (2) ~~business~~ days**. Thereafter, the ~~Complaint Coordinator~~, **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) ~~business~~ days** to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the ~~Complaint Coordinator~~ **Compliance Officer** or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### Investigation and Complaint Procedure (See Form 4362 F1)

Any employee or other member of the School District community or third party (e.g., visitor to the District) 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 and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, 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. 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).



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

### 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, other member of the School District community, or third party 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 and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or 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.

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

As an initial course of action, if an individual 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.



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

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 employees, other members of the School District community, or third parties 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 individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual 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.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual 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.



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All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the 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 individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes she/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, the Compliance Officer, Superintendent, or other District employee. 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, 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.

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.



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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.



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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.



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Absent extenuating circumstances, within five (5) business 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 five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

☐ 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 representative 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 member of the School District community or third party 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.





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#### Privacy/Confidentiality

The School District will ~~respect the privacy~~ **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.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the School 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 laws.



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#### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties 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 administrative guidelines will include as a requirement the prerequisite that 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. Those members of the School District community or third parties who believe that they have been unlawfully harassed 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.

#### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the Principal of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school Building Principal will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.



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~~After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.~~

~~At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.~~

~~{ } A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.~~

~~Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.~~

~~{ } The decision of the Superintendent shall be final.~~

~~{ } A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.~~



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~~The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.~~

~~The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment 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 and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.~~

#### **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 eliminate such conduct in the future **end such conduct, prevent its recurrence, 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.**



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### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a 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.



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### 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 ~~training~~ **information** to all members of the School District community related to the implementation of this policy and its ~~accompanying administrative guidelines~~ **shall provide training for District students and staff where appropriate**. All training, **as well as all information provided** regarding the Board's policy and ~~administrative guidelines 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)**

29 U.S.C. 621 et seq, **Age Discrimination in Employment Act of 1967**

**29 U.S.C. 6101, The Age Discrimination Act of 1975**

42 U.S.C. 2000e et seq.

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~~

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

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

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

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 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



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### **REVISED POLICY - VOL. 28, NO. 1**

#### **FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")**

In accordance with Federal law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible support staff members for the following reasons:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth
- B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival
- C-1. the staff member is needed to care for a spouse, parent or dependent child if such individual has a serious health condition, or
- D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position

#### **Employee Entitlement to Service Member FMLA**

##### **Leave Entitlement**

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

- A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (**maximum fifteen 15 calendar days**); 7) post-deployment activities; **8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty;** and **89) additional activities not encompassed in the other categories, but agreed to by the employer and employee. (See AG 4430.01C).** Covered active duty means deployment with the Armed Forces to a foreign country.



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- B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. **In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers.**

### Duration of Service Member FMLA

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.





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- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

#### General FMLA Provisions

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. Service time may be aggregated when the break in service is less than seven (7) years for military obligation or subject to recall under a collective bargaining agreement. **All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining and employee's eligibility for FMLA leave.**

Twelve (12) month period for determining hours worked and use of leave is defined as

- ( ) a fixed twelve (12) month period (i.e. the "leave year" is identical for all staff members -- e.g., a fiscal year or calendar year).
- ( ) the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member).
- ✓ a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

For Service Member FMLA leave, the use of the twenty-six (26) weeks of leave will be measured forward from the first date on which the employee takes leave.



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Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:
  - 1. a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either in person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity absent extenuating circumstances beyond the employee's control, or in person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;

The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.

- 2. any incapacity due to pregnancy or for prenatal care;
- 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
- 5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);



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- C. conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) days notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the healthcare provider.

☒ The Board shall require the staff member

**OR**

☐ The staff member may request

to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the birth, adoption or foster care placement of a child, or qualifying exigency for a Service Member Family Leave (see A-1 B-1, and A-2 on page one).



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The Board shall require the staff member

**OR**



The staff member may request

to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one and B-2 on page two).

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, the paid leave, and FMLA/Service Member Family leave to which the staff member is entitled will run concurrently.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child (see A-1 and B-1 on page one). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one). The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. **Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.**



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If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.



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When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one), the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. When the staff member requests qualifying Service Member Leave, s/he must provide certification of a qualifying exigency or of the service member's serious illness. **For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed.**

The staff member may either:

- A. submit the completed medical certification to the Superintendent or his/her designee; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The District shall be responsible for maintaining a record of those communications.



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The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee will not qualify for FMLA leave.

- ☒ A staff member who takes leave for his/her own serious health condition prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

- ☒ The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.



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The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

- ☒ If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the District has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

29 U.S.C. 2601 et seq.

29 C.F.R. Part 825

P.L. 110-181, Sec. 585 – National Defense Authorization Act (January 28, 2008)

P.L. 111-84, Sec. 565 – National Defense Authorization Act (October 28, 2009)





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**REVISED POLICY - VOL. 28, NO. 1**

**BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD**  
**STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.



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Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.



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The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit

(U) and should be completed within three (3) school days

after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

**If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator 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 will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.**

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.



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Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Prevention/Training [OPTIONAL]**

[ ] The Superintendent shall establish

( ) a Bullying Prevention Task Force.

( ) a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

[ ] The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake

( ) annual

**OR**

( ) \_\_\_\_\_ **[insert frequency]**

training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

[ ] The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.



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[ ] The District shall provide and all parents or legal guardians

( ) shall

**OR**

( ) shall be offered the opportunity to

undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

**[END OF OPTIONS]**

### Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.



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## LOCAL TEMPLATES

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**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.



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**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;  
Hazing, see Policy 5516.

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education



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**NEW POLICY - VOL. 28, NO. 1**

**AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC  
RECORDS AND TO USE ELECTRONIC SIGNATURES**

Unless a provision of law specifically prohibits the use of an electronic record for the specified purpose, the Board of Education authorizes the acceptance and distribution/transmission of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. The Board further authorizes District staff to create, generate, send, communicate, receive, store, process, use, and rely upon electronic records and electronic signatures.

The Superintendent is authorized to develop administrative guidelines concerning the acceptance and distribution/transmission of electronic records and electronic signatures. After giving due consideration to security, the Superintendent may specify the following:

- A. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored, and the systems established for those purposes.
- B. If electronic records must be signed by electronic means, the type of electronic signature that is required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by any third party used by a person filing a document to facilitate the process.
- C. Control processes and procedures as appropriate to provide for adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records.
- D. Any other required attributes for electronic records that are specified for nonelectronic records or reasonably necessary under the circumstances.

15 U.S.C. 7001 et seq  
M.C.L. 450.831-450.849





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**NEW POLICY - VOL. 28, NO. 1**

**CONFLICT OF INTEREST - LEGAL COUNSEL, ADVISORS,  
OR CONSULTANTS**

A person serving as the legal counsel to the School District or otherwise acting as an advisor or consultant to the Board of Education, who believes or has reason to believe that the s/he has a conflict of interest with regard to a contract or other financial transaction that requires the approval of the Board shall disclose the conflict of interest to the Board before the vote on the contract or other financial transaction.

Such a person is presumed to have conflict of interest if the person or his/her family member has financial interest, or a competing financial interest in the contract or other financial transaction under consideration by the Board.

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse; and includes these relationships as created by adoption or marriage.

Having a child in the District does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the School District.

See Bylaw 0144.3

M.C.L. 380.1203

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**REVISED POLICY - VOL. 28, NO. 1**

**PAYMENT OF CLAIMS**

The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the School District.

Each bill or obligation of this Board must be itemized fully, and verified before a warrant can be drawn for its payment.

When an invoice is received, the Business Office shall verify that a voucher is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct.

**N**

**The Superintendent is authorized to approve electronic funds transfers (EFTs) in the completion of prompt payment of legitimate claims. Such payments shall comply with the provisions of Policy 6107 and Michigan Statute.**

All payments shall be submitted for Board review in the form of a listing that includes the vendor name; the number and amount of the check; and the description of the item.

| M.C.L.A. 380.1274



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**REVISED POLICY - VOL. 28, NO. 1**

### PAYROLL DEDUCTIONS

The Board authorizes in accordance with the provisions of law or upon proper authorization on the appropriate form that deductions be made from an employee's paycheck form for the following purposes:

- A. Federal and State income tax
- B. Social Security
- C. Municipal income tax
- D. Public School Employees Retirement System
- E. Michigan Public School Employment Retirement System (MPERS)  
Tax Deferred Payment (TDP) plan
- (✓) Section 125 deductions (cafeteria plans)
- ( ) U.S. Savings Bonds
- (✓) direct deposit in a chartered credit union and/or bank
- (✓) contributions to charitable corporations, not-for-profit, and  
community fund organizations
- (+) ~~payment of dues to labor or other organizations~~ **(not to include  
PACs)**
- (✓) payment of group insurance premiums for a plan in which at least  
ten percent (10%) of the District employees participate
- (✓) payment for benefits of part-time employees who elect to participate  
in benefits provided to full-time staff
- (✓) court ordered judgments



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**Deductions are not allowed for dues or service fees for a labor organization or for contributions to political action committees. [Note: The prohibition on deduction of union dues or services fees is effective as of March 16, 2012, unless a collective bargaining agreement was in effect as of that date, then it becomes effective with the date of expiration, renewal or extension of that bargaining agreement.]**

To the extent permitted by law and in accordance with the procedures set forth below, the Board of Education declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.

In any case where the employee designates the agent, broker or company through whom the Board shall arrange for the placement or purchase of the tax-sheltered annuity, the agent, broker or company must execute a reasonable service agreement, an information sharing agreement, and/or other similar agreements as determined at the discretion of the District. The service agreement shall include a provision that protects, indemnifies, and holds the District harmless from any liability attendant to procuring the annuity in accordance with provisions of the Internal Revenue Code and other applicable Federal or State law.

☒ The agent, broker or company must be designated by a number of employees equal to at least one percent (1%) of the Board's full-time employees or at least five (5) employees, whichever is greater (except under no circumstances shall the agent, broker or company need to be designated by more than fifty (50) employees).

☐ The Board may waive this requirement for new employees who have already purchased annuities from an agent, broker or company, not utilized by current employees in the District, while the individuals were employed by another public entity.

☒ The Board may limit the number of participating providers and select approved providers.



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The Board, by providing employees with payroll deduction services for annuities, is not providing any financial advice to employees, and is not vouching for the suitability of any investment or any annuity provider. The District assumes no responsibility or liability for any investment decisions or losses with respect to employee annuity purchases.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the Superintendent's Office in writing if they wish to participate in such a program.

M.C.L. 380.1224, 408.477; **423.210 (2012 P.A. 53)**

**M.E.A. v. Secretary of State, (on rehearing) 489 Mich. 104 (2011)**

Mich. OAG 7187 (2006)

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**NEW POLICY - VOL. 28, NO. 1**

**IRAN ECONOMIC SANCTIONS ACT COMPLIANCE**

The District will not enter into or renew a contract with any Iran linked business while Iran is a State sponsor of terror as defined under Section 2 of the Divestment From Terror Act, 2008 PA 234, MCL 129.292. To this end, and in accordance with the Iran Economic Sanctions Act of Michigan, the District shall require a person that submits a bid on a request for proposal with the District to certify that it is not an Iran linked business.

If the District determines, using credible information available to the public, that a person has submitted a false certification, the District shall provide the person with written notice of its determination and of the intent not to enter into or renew a contract with the person. The notice shall include information on how to contest the determination and specify that the person may become eligible for a future contract with the District if the person ceases the activities that cause it to be an Iran linked business. The person shall have ninety (90) days following receipt of the notice to respond in writing and to demonstrate that the determination of false certification was made in error. If a person does not make that demonstration within ninety (90) days after receipt of the notice, the District may terminate any existing contract and shall report the name of the person to the attorney general together with information supporting the determination.

"Person" means any of the following:

- A. An individual, corporation, company, limited liability company, business association, partnership, society, trust, or any other nongovernmental entity, organization, or group.
- B. Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in section 1701(c)(3) of the international financial institutional act, 22 U.S.C. 262r(c)(3).
- C. Any successor, subunit, parent company, or subsidiary of, or company under common ownership or control with, any entity described in subparagraph A. or B.



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"Iran Linked Business" means either of the following:

- A. A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran.
- B. A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

"Iran" means any agency or instrumentality of Iran.

"Energy Sector of Iran" means activities to develop petroleum or natural gas resources or nuclear power in Iran.

"Investment" means one (1) or more of the following:

- A. A commitment or contribution of funds or property.
- B. A loan or other extension of credit.
- C. The entry into or renewal of a contract for goods or services.

"Investment activity" means one (1) or more of the following:

- A. A person who has an investment of \$20,000,000.00 or more in the energy sector of Iran.
- B. A financial institution that extends \$20,000,000.00 or more in credit to another person, for forty-five (45) days or more, if that person will use the credit for investment in the energy sector of Iran.

M.C.L. 329.311 – 329.316



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**NEW POLICY - VOL. 28, NO. 1**

**CRIMINAL HISTORY RECORD CHECK**

Before the District 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 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.

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.





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For substitute teachers 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).

"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.



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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.

#### 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.



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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 Freedom of Information Act 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

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**NEW POLICY - VOL. 28, NO. 1**

**ANIMALS ON DISTRICT PROPERTY**

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service or therapy animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

**Definitions**

- A. **"Animal"**: includes every vertebrate other than a human.
- B. **"Service animal"**: pursuant to 28 C.F.R. Section 35.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."



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The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

### **Vaccination, Licensing and/or Veterinary Requirements**

Animals, including service animals, housed on or brought on to District property on a regular basis must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.

### **Animals in Schools and Elsewhere on District Property**

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member who has a seizure disorder, those that provide a reasonable accommodation to a student in accordance with a Section 504 Plan, or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have an animal in his/her classroom shall:
  - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
  - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
  - 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,



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4. keep the surrounding areas in a clean and sanitary condition at all times;
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of an animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

### **Service Animals for Students**

The student's need for and use of the service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare ( ) or supervision of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definition set forth in the ADA and this policy shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

### **Required Documentation**

The following documentation is required prior to a service animal being allowed at school or other Board property:

- A. current IEP or Section 504 Plan that includes a provision regarding the use of a service animal;
- B. current satisfactory health certificate or report of examination from a veterinarian for the service animal as required by this policy for all animals that are regularly present on District property; and



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- C. criminal background check for the handler, if the handler is not the student, in the same manner as required of vendors, individuals, or other entities under contract with the Board.

The Principal is responsible for determining whether the required documentation has been provided for the student's service animal. When the required documentation has been provided, the service animal will be permitted to accompany the student with a disability anywhere on the school campus where students are permitted to be.

### **Removing and/or Excluding a Student's Service Animal**

In instances when a service animal has demonstrated that it is not under the control of the student or its handler, the Principal is also responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

In instances when the service animal has demonstrated that it is not sufficiently housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal shall notify the Superintendent when a service animal is removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in AG 2260.01B - Section 504/ADA - Complaint and Due Process Procedures.

The procedures set forth in AG 2260B - Complaint Procedures for Nondiscrimination and Equal Educational Opportunity/Access are not intended to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights.



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### **Eligibility of a Student's Service Animal for Transportation**

In some cases, as identified on the student's IEP or Section 504 Plan, there may be a need for a student with a disability and his/her accompanying service dog to access School District transportation. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

Before a service animal is permitted to ride on a school bus or other Board-owned or leased vehicle, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall comply with the following:

- A. The (✓) Principal <sup>AND</sup> (✓) Transportation Supervisor ( ) \_\_\_\_\_ shall meet with the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, and the driver and bus assistant, if any. The student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, is responsible for providing information to the driver and bus assistant, if any, regarding critical commands needed for daily interaction and emergency/evacuation.
- B. The Principal shall make arrangements for the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, to provide an orientation for students who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.
- C. The service animal must participate in bus evacuation drills with the student.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus.





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While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet. A representative of the Transportation Office will meet with the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, to determine whether the service animal should be secured on the bus/vehicle with a tether or harness.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the

- ( ) ~~Transportation Supervisor.~~
- ( ) ~~Principal.~~
- (✓) SUPERINTENDENT.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

### **Service Animals for Employees**

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. As required of all animals under this policy, an employee with a disability who utilizes a service animal as an accommodation must provide a current satisfactory health certificate or report of examination from a veterinarian for the animal.



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### **Service Animals for Parents, Vendors, Visitors, and Others**

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

As required of all animals under this policy, an individual with a disability who has a service animal will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal if they will visit an area of the District's facilities on a regular basis.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events. If the individual with a disability will attend a regularly scheduled series of events with his/her service animal, the individual with disabilities will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, which is required for all animals by this policy.

28 C.F.R. 35.104

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)

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**REVISED POLICY - VOL. 28, NO. 1**

**ENVIRONMENTAL HEALTH AND SAFETY ISSUES**

The Board of Education recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

**STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY**

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and District safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District.



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- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and provides communication about accidents to employees and stakeholders.
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.

### PHASE-OUT/BANNED PRODUCTS

The Superintendent shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

### ~~ANIMALS IN CLASSROOMS~~

~~Use of animals in classrooms shall be limited to that necessary to support the educational mission, taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks, which are kept clean. Animals shall be treated humanely. Student use of the animals shall be supervised as appropriate.~~



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### **INDOOR ENVIRONMENTAL QUALITY (IEQ)**

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the District shall do the following:

- A. address prevention of water intrusion as a priority IEQ issue and implement strategies toward its elimination
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air

In addition, activities that create indoor air quality health hazards shall not be permitted.



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In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plans when, and if, problems with IAQ are identified.

### **DIESEL EXHAUST AND SCHOOL BUS IDLING**

In accordance with the Environment Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

The Superintendent shall develop the administrative guidelines necessary to establish these practices in the District (see AG 8615).

### **POLLUTION CONTROL AND PREVENTION**

In an effort to comply with environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution.



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### **INTEGRATED PEST MANAGEMENT**

The District shall implement a pest management program in accordance with the U.S. Environmental Protection Agency's Integrated Pest Management (IPM) in the school's guidelines. This program will include appointment of a District IPM Coordinator and advisory committee, implementation of training for custodians, and provide for notification to all affected persons when chemical use becomes necessary. The advisory committee shall semiannually review and evaluate the District's progress toward its pesticide use, reduction, and minimization goals. This program shall also include implementation of an IPM awareness program. All persons applying pesticides on District property shall hold appropriate State certification and be approved by the District IPM Coordinator (see AG 8431A).

### **SEE ALSO THE FOLLOWING RELATED POLICIES:**

Policy 7430 - Safety Standards  
Policy 8410 - Crisis Intervention  
Policy 8420 - Emergency Evacuation of Schools  
Policy 8431 - Preparedness for Toxic Hazard and Asbestos Hazard  
Policy 8442 - Reporting Accidents  
Policy 8450 - Control of Casual-Contact Communicable Diseases  
Policy 8453 - Direct Contact Communicable Diseases  
Policy 8453.01 - Control of Blood-Borne Pathogens

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**REVISED POLICY - VOL. 28, NO. 1**

**WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the MADISON School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

**[Select one or more of the following:]**

- ( ) Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- (x) Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
- (x) Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.





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- (✓) Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
- ( ) The standards and benchmarks for nutrition education shall be behavior focused.
- ( ) Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
- ( ) Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
- ( ) Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
- ( ) Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
- ( ) The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
- ( ) Nutrition education shall extend beyond the school by engaging and involving families and the community.
- (✓) Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
- ( ) Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
- (✓) Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.



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- ( ) Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
- ( ) Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
- ( ) The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.
- ( ) other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- ( ) other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- ( ) other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
- ( ) other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.



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B. With regard to physical activity, the District shall:

[It is recommended that one (1) or more of the following be selected from both categories:]

1. Physical Education

- ☒ A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
- ☐ All students in grades \_\_\_\_ - \_\_\_\_, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for \_\_\_\_\_ (\_\_\_\_) minutes ☐ **daily** ☐ \_\_\_\_\_ **days per week** for the entire school year.
- ☐ All students, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for \_\_\_\_\_ (\_\_\_\_) minutes ☐ **per day** ☐ \_\_\_\_\_ **days per week** for at least \_\_\_\_\_ semesters in grades \_\_\_\_ - 12.
- ☐ All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for 150 minutes per week for K-\_\_\_\_ students and 225 minutes per week for students in grades \_\_\_\_ - 12.
- ☐ The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.



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- ( ) Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate **knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.** ~~motor skills and social skills, as well as knowledge.~~
- ( ) The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- ( ) The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- ( ) Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks established by the State.
- ( ) The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- ( ) Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
- ( ) Properly certificated, highly qualified teachers shall provide all instruction in physical education.
- ( ) All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.
- ( ) Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.



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- ( ) Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- ( ) Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
- ( ) Planned instruction in physical education shall include cooperative as well as competitive games.
- ( ) Planned instruction in physical education shall take into account gender and cultural differences.
- ( ) Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- ( ) other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ( ) other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ( ) other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Physical Activity

- ( ) Physical activity ( ) ~~shall~~ **should** not be employed as a form of discipline or punishment.



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- ( ) Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- ( ) Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- ( ) All students in grades K- \_\_\_\_ shall be provided with a daily recess period at least \_\_\_\_ ( ) minutes in duration. Recess shall not be used as a reward or punishment.
- ( ) The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- ( ) The school shall encourage families and community organizations to institute programs that support physical activity of all sorts.
- ( ) The school shall provide students in grades \_\_\_\_ - \_\_\_\_ with the opportunity to use physical activity in which they participate outside the regular school day (other than organized interscholastic athletics) to satisfy curricular requirements.
- ( ) All students in grades \_\_\_\_ - \_\_\_\_ shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.
- ( ) All students in grades \_\_\_\_ -12 shall have the opportunity to participate in interscholastic sports programs.



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- ( ) Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.
- ( ) In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.
- ( ) All after-school programs shall provide developmentally appropriate physical activity for the students who participate.
- ( ) Schools shall discourage extended periods of student inactivity, defined as two (2) hours or more without some physical activity.
- ( ) other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ( ) other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ( ) other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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B. C. With regard to other school-based activities the District shall:

**[Select one or more of the following:]**

- ☐ The schools ~~shall~~ provide at least ~~\_\_\_\_\_ ( )~~ minutes daily for students to eat.
- ☒ The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- ☒ The school shall provide attractive, clean environments in which the students eat.
- ☐ Students at \_\_\_\_\_ **[insert name(s) of building(s)]** are not permitted to have drinks in the classroom.
- ☐ Students at \_\_\_\_\_ (insert name(s) of building(s)) are permitted to have bottled water only in the classroom.
- ☐ Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- ☐ Schools ( ) **may** ( ) **shall** limit the number of celebrations involving serving food during the school day to no more than \_\_\_\_\_ ( ) party(ies) per class per month.
- ☐ Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- ☐ An organized wellness program shall be available to all staff.
- ☐ The schools ( ) **shall** ( ) **may** use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.





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- ( ) The schools ( ) **shall** ( ) **may** provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- ( ) The schools ( ) **shall** ( ) **may** demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
- ( ) Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
- ( ) Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- ( ) other: \_\_\_\_\_
- ( ) other: \_\_\_\_\_

**D. With regard to nutrition promotion, the District shall:**

- ( ) **encourage students to increase their consumption of healthful foods during the school day;**
- ( ) **create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods:**
  - ( ) **a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium;**



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- ( ) a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy;
- ( ) whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation;
- ( ) fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored);
- ( ) meals designed to meet specific calorie ranges for age/grade groups;
- ( ) eliminate trans-fat from school meals;
- ( ) require students to select a fruit or vegetable as part of a complete reimbursable meal;
- ( ) designate wellness champions at each school that will promote resources through the District's website for wellness for students, families, and the community;
- ( ) provide opportunities for students to develop the knowledge and skills for consuming healthful foods.
- ( ) The District nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.



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- [ ] By the \_\_\_\_\_ school year, all foods and beverages sold as fund raisers outside of the school meals program during the regular and extended school day shall meet the USDA Competitive Food regulations and the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines.
- [ ] Rewarding children in the classroom should not involve candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive reinforcement for children's behavior and academic performance.
- [ ] Promotions/Partnerships:

  - ( ) Through partnership with \_\_\_\_\_ [insert local running organization] each school has the opportunity to earn \_\_\_\_\_ mileage or running club.
  - ( ) Through USTA partnerships, each K-12 school has the opportunity to receive more than \_\_\_\_\_ [insert dollar amount] worth of equipment to teach and implement tennis appropriate to grade level in the curriculum.
  - ( ) Through community partnerships, the elementary schools will receive training and equipment to implement \_\_\_\_\_ [insert name of a golf program; e.g., First Tee Golf] into the curriculum.
  - ( ) Through grants from \_\_\_\_\_ [insert source of grants] and local businesses, each elementary school has the opportunity to implement \_\_\_\_\_ [insert name of local bike safety program].
  - ( ) \_\_\_\_\_
  - ( ) \_\_\_\_\_



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Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

**[It is recommended that one (1) or more of the following be selected:**

- ☒ The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- ☐ The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- ☐ All foods available on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.
- ☐ All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.
- ☐ Beginning with \_\_\_\_ - \_\_\_\_ school year, all foods available to students on campus during the school day and outside school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including foods available to students as classroom snacks, from vending machines for fund raisers, for classroom parties, or at holiday celebrations.



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- ( ) All foods available on campus at any time shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fund raisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.
- ( ) The school food service program ( ) **may** ( ) **shall** involve
  - ( ) students,
  - ( ) parents,
  - ( ) staff,
  - ( ) school officialsin the selection of competitive food items to be sold in the schools.
- ( ) Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
- ( ) All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
- ( ) Any food items sold ( ) **on campus** as a fund raiser shall meet the current USDA Dietary Guidelines for Americans.
- ( ) The school shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans.
- ( ) Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA Dietary Guidelines for Americans.
- ( ) The food service program shall be administered by a qualified nutrition professional.



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- ( ) The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- ( ) All food service personnel shall receive pre-service training in food service operations.
- ( ) Continuing professional development shall be provided for all staff of the food service program.
- ( ) other: \_\_\_\_\_
- ( ) other: \_\_\_\_\_

~~The Superintendent shall develop administrative guidelines necessary to implement this policy, including, but not limited to, the manner in which the implementation of this policy shall be regularly evaluated by the principal of each school. The Board designates the (✓) Superintendent ( ) \_\_\_\_\_ as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.~~

**The Superintendent shall appoint a district wellness committee that includes parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually.**

**The Wellness Committee shall be responsible for:**

- A. assessment of the current school environment;**
- B. review of the District's wellness policy;**
- C. presentation of the wellness policy to the school board for approval;**



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- D. measurement of the implementation of the policy;**
- E. recommendation for the revision of the policy, as necessary.**

**Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary.**

**The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.**

**The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall:**

- ( ) distribute information at the beginning of the school year to families of school children;**
- ( ) include information in the student handbook;**
- (☒) [include other methods of informing the public]  
parental involvement; community**

**and post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.**

~~The Superintendent shall report on the District's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.~~

~~{ } Review of this policy shall occur every \_\_\_\_\_ years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The committee shall provide the Board with any recommended changes to this policy.~~



# EOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

RELATIONS  
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**REVISED POLICY - VOL. 28, NO. 1**

**PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events. **The Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AG 7440 B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.**

☒ The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed

☐ ~~nor any betting occur~~

☐ ~~at any function sponsored by the District.~~

☒ at any function occurring on District premises.

☒ Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

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.





# EOLA of MICHIGAN

## LOCAL TEMPLATES

### BOARD OF EDUCATION

### SCHOOL DISTRICT

### RELATIONS

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~~The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.~~

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also AG 9160B **Policy 8390**)

☒ **Smoking and/or the use of tobacco and/or tobacco substitute products is prohibited at any time within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. Such prohibition also applies to:**

- ☒ **school grounds,**
- ☐ **any school-related event,**
- ☐ **except at designated times,**
- ☐ **and in designated areas as defined in statute and by Michigan's Smoke Free Workplace Program.**

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.



# NEOLA of MICHIGAN

## LOCAL TEMPLATES

**BOARD OF EDUCATION**  
\_\_\_\_\_ **SCHOOL DISTRICT**

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Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following statement:

"Upon request to the SUPERINTENDENT, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

28 C.F.R. Part 35

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## **ANNUAL SUMMER TAX RESOLUTION**

Madison School District

A regular meeting of the Board of Education of Madison School District (the "District") was held in the Board Room on the 20<sup>th</sup> day of October, 2014 at \_\_\_\_\_ p.m.

The meeting was called to order at \_\_\_\_\_ o'clock, p.m., by President Kyle Ehinger.

Present:

Absent:

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

### **WHEREAS:**

1. This Board of Education previously adopted a resolution to impose a summer property tax levy to collect one-half of school property taxes, including debt services, upon property located within the school district and continuing from year to year until specifically revoked by this Board of Education; and
2. The Revised School Code, as amended, requires formal action of the Board of Education prior to January 1 every year to continue the summer tax levy.

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Board of Education, pursuant to 1976 PA 451, as amended (the Revised School Code), hereby invokes for 2015 its previously adopted ongoing resolution imposing a summer tax levy of one-half of school property taxes, including debt service, and continuing from year to year until specifically revoked by this Board of Education, and requests each city and/ or township in which this district is located to collect those summer taxes.
2. The Superintendent, school business official, or his designee, is authorized and directed to forward to the governing body of each city and/ or township in which this district is located a copy of the Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/ or township agree to collect the summer tax levy for 2015 in the amount specified in this resolution. Said resolutions and the request to collect the summer tax levy shall be forwarded so that they are received by the appropriate governing bodies before January 1, 2015.
3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent, school business official, or his designee, is authorized and directed to negotiate on behalf of this District with the governing body of each city and/ or township in

which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/ or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before this Board of Education for its approval or disapproval.

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

Ayes: Members-

Nays: Members -

Resolution declared \_\_\_\_\_.

\_\_\_\_\_  
Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Madison School District, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on October 20, 2014, the original of which is part of the Boards' minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (1976 PA 267, as amended).

\_\_\_\_\_  
Secretary, Board of Education